



The purpose of this agreement is to outline a set of principles and professional conduct governing all Co-operative Education, Work Experience and Internship (hereinafter referred to as “Co-op”) students and assuring a procedural fairness that complies with the requirements of the University of Victoria and the [BC Freedom of Information and Privacy Act](#).

Upon acceptance into the Co-op program and by signing this agreement, I understand that:

1. To participate in Co-op, I am required to adhere to the general and program-specific regulations listed in the [UVic Undergraduate and/or Graduate calendar\(s\)](#). It is my responsibility to review and adhere to these regulations.
2. As a Co-op student, I am representing my Faculty/Department and the University of Victoria and therefore I will conduct myself in a professional and ethical manner.
3. I shall adhere to the Policy on Academic Integrity as outlined in the UVic [Undergraduate](#) and [Graduate](#) calendars.
4. I must successfully complete the “Introduction to Professional Practice” course as specified by my Co-op program before I can participate in the Co-op work term process. Before my work term can be registered, I must complete all prerequisites for each Co-op work term as specified by my Co-op Program.

While looking for a work term I understand that:

5. To participate in the work term process and apply for positions that are posted on the Co-op job board in the [Co-op and Career portal](#), I must be scheduled and made eligible for a Co-op work term. I agree to follow the academic/work term schedule as required by my Co-op program and will seek approval if changes are required.
6. As Co-op work terms cannot be guaranteed, the likelihood that I secure a work term is directly related to the strategies I apply to my job search. I understand the necessity to apply for a wide range of Co-op positions, including those in locations outside Victoria. Participation in the Co-op program may require me to relocate and to pay the necessary relocation costs. If I have any restrictions concerning job duties, location, or travel, I will discuss these with my Co-op Coordinator.
7. Co-op postings on the Co-op and Career portal are password protected. Consequently, I agree not to share any information about Co-op postings or employers with any other individual, and that if I fail to maintain the security of the Co-op and Career portal, I may be dismissed from the Co-op program.
8. If I develop my own work term I will advise my Co-op Coordinator prior to starting employment and I understand that I must submit supporting documentation (job description, offer letter) for approval of the Co-op work term. I also understand that the Co-op office is under no obligation to approve work terms that it deems to be unsuitable.
9. I agree to attend all interviews for which I am shortlisted until such time as I have secured a work term. If I have completed an interview, and I no longer feel the opportunity is suitable for me, I will contact my Co-op Coordinator immediately to discuss my reasons. If appropriate, I will be withdrawn from the competition.
10. If offered a Co-op position, I understand that I have 24 hours to decide whether or not I will accept the position. If I plan to decline an offer, I will contact my Coordinator immediately to discuss my reasons before declining.
11. If offered a Co-op position subject to a reference check, I understand that this is not a confirmed placement until the reference check has been completed successfully.
12. Once I have accepted a Co-op position, I will not apply to any other postings or interview with other employers.
13. Work terms are paid employment and reflect the employer’s salary scale and the student’s level of training and experience. By accepting a work term offer, I am agreeing to the salary as stated by the employer.
14. Once I have accepted a Co-op position (either verbally or in writing) or a self-developed work term has been approved, I am committing to undertake and complete that work term, as agreed, in its entirety. Leaving the work term without approval of both the Co-op program and my employer may result in a failed work term grade that will be recorded on my transcript.
15. If I secure an international work term, I am required to complete the pre-departure course before leaving for the work term.
16. Co-op tuition fee(s) are charged and payable as outlined in the section “Tuition and Fees” in the UVic [Undergraduate](#) and [Graduate](#) calendars.

During and after a work term I understand that:

17. In order to receive a passing grade on my work term, I must successfully complete all requirements as specified by my Co-op program, such as competency assessments, evaluations, midterm work site visits, work term reports, etc. All assignments must be submitted on or before the deadline specified by my Co-op program. Failure to submit any of the required assignments by the specified deadline(s) may result in a failing grade.
18. I may be required to obtain approval from my employer to release my Co-op report, or other relevant assignment(s), to the Co-op office for marking, and it is my responsibility to consult with both my employer and the Co-op office to ensure that my report or assignment is appropriate.

Legal and Safety Issues:

19. The Co-op program must know my immigration status in Canada for the purposes of ensuring that I am working legally and for advising potential employers who may have hiring restrictions.
For International Students: I must apply for and receive an Employment Authorization (Co-op work permit), which will legally entitle me to work in Canada on a registered work term, and as an International Student I must apply for and receive a Social Insurance Number in order to work in Canada.
20. If I am applying for or receiving financial assistance, I am required to inform the [Student Awards and Financial Aid Office](#) of my acceptance into the Co-op program.
21. If I am under the age of 19 before the start of any work term, I agree to advise my Co-op Coordinator before accepting a work term, as the [Criminal Records Review Act](#) requires that anyone in the Provincial Government or working for a provincial or childcare agency who is supervising an employee under the age of 19 must undergo a Criminal Records review check.

Freedom of Information and Privacy:

22. I agree to allow the Co-op program to solicit positions on my behalf. I give my consent to the Co-op program to disclose and release personal information such as my résumés, unofficial transcripts, letters of reference, portfolios, etc., to prospective Co-op employers, and to discuss my academic records, employment history and qualifications with prospective Co-op employers for the purpose of assisting me to secure a work term while I am enrolled in the Co-op program.
23. I agree to allow the Co-op program to release personal information: 1. when requested by government agencies who require this information for their funding programs; or 2. to verify my status as a Co-op student.
24. I will provide salary information to the Co-op program for statistical purposes.
25. I understand that email is the primary form of communication used by the Co-op Office to contact students regarding interviews, job offers, and other important information. I will provide my preferred email and phone number [here](#) (UVic My page) and agree to check my email regularly.

I have read the above terms and conditions of participation in the UVic Co-operative Education Program and I agree to adhere to them during my participation in the program. I understand that the Co-op Program reserves the right to take appropriate action, such as withdrawal from the Co-op program, in the event that I do not adhere to the above terms and conditions, as well as the general and program-specific regulations listed in the UVic Undergraduate and/or Graduate calendar(s). If I have any questions about this document, or the UVic calendar(s), I will discuss them with my Co-op Coordinator.

Completing the following information is voluntary. The information will be used for statistical purposes or to access (with student permission) positions which will qualify for equity employment funding. The Office of the Director of Co-operative Education uses aggregate statistical information. Information about individuals will not be released without the students' permission in writing.

I am....

- Aboriginal (Canadian First Nations, Métis, Inuit, non-status)
- A newcomer (immigrant/permanent resident or refugee who has been in Canada less than 5 years, excluding students on a student visa)
- A student who requires academic accommodation and access for students with disabilities