



# **Law Co-operative Education Program**

## **Law Co-op Student Handbook**

# ***LAW CO-OP HANDBOOK***

The purpose of this Handbook is to acquaint you with the Law Co-op Program in the Faculty of Law and to explain the rules and procedures that you are responsible for knowing and following. The Co-operative Education learning model is based on classroom instruction combined with practical work experience. The Law Co-op Office staff, faculty and employer supervisors are all resources for learning and guidance for students.

The Law Co-op Office staff are available to you for any questions you may have.

## ***The Law Co-op Office Staff***

### **Francine Proctor - Coordinator**

Room 131c, 250-721-8196

email: [fproctor@uvic.ca](mailto:fproctor@uvic.ca)

FAX: 250-721-6593

### **Laura Dryburgh– Co-op Assistant**

Room 140, 250-721-8195

email: [lawcoop@uvic.ca](mailto:lawcoop@uvic.ca)

FAX: 250-721-6593

### **Law Co-op Website**

<http://www.uvic.ca/law/jd/lawcoop/index.php>

**ADMISSION TO LAW CO-OP**

Students registered in first-year Law at the University of Victoria are eligible for admission to the Law Co-op Program in accordance with the Law Co-op Regulations and the Co-op policies/procedures outlined in the Law Co-op Student Handbook.

**CO-OP PROGRAM REQUIREMENTS**

**Work Terms**

Students admitted to Law Co-op must complete at least two work terms with employers that have a legally trained supervisor readily available to the student, if not on site. The majority of the student's work must be done in English, unless the student is fluent in another language and able to work using that language.

Students that complete two work-terms will receive the Co-op designation and this will appear on the graduation parchment. Students are encouraged to complete additional work-terms in order to obtain diversity in their Co-op experience.

Students have priority in the co-op application process for the first three work terms over students looking to secure additional work terms (fourth, etc).

The summer term after 1L is an optional Co-op term, and students can choose to “opt-out” of participating in a work-term or attending classes during this semester.

**Scheduling Options**

Students must choose one of the following three schedules. Schedule changes will only be permitted with approval from the Law Co-op Coordinator and the Associate Dean, Academic and Student Relations, and will be granted in exceptional circumstances.

**Option 1**

<b>Year 1 Fall</b>	<b>Spring</b>	<b>Summer</b>	<b>Year 2 Fall</b>	<b>Spring</b>	<b>Summer</b>	<b>Year 3 Fall</b>	<b>Spring</b>	<b>Summer</b>
Study	Study	<i>Work</i>	Study	<i>Work</i>	Study	<i>Optional Work</i> (or Study)	Study	Study (if needed)

**Option 2**

<b>Year 1 Fall</b>	<b>Spring</b>	<b>Summer</b>	<b>Year 2 Fall</b>	<b>Spring</b>	<b>Summer</b>	<b>Year 3 Fall</b>	<b>Spring</b>	<b>Summer</b>	<b>Year 4 Fall</b>
Study	Study	<i>Opt Out</i>	Study	<i>Work</i>	Study	<i>Work</i>	Study	<i>Optional Work</i> (or Study)	Study (if needed)

### Option 3

Year 1 Fall	Spring	Summer	Year 2 Fall	Spring	Summer	Year 3 Fall	Spring
Study	Study	Study	Work	Study	Work	Study	Study

### Work Term Placement Requirements

A work term consists of at least 12 weeks of full-time paid employment. In each work term, students are required to:

- (1) pay Co-op fees by the end of the first month of each work term (these are tuition fees to be paid directly to the University of Victoria);
- (2) complete a Work Term Report which demonstrates legal analysis and technical writing skills (see below for Work Term Report Guidelines); and
- (3) receive a satisfactory assessment from the Law Co-op Coordinator. The Coordinator bases the assessment on the evaluation of the supervisor, the work site visit, and student completion of an online competency assessment.

Students are evaluated on a **pass/fail basis**. Failure on the work term report will result in the student being required to rewrite the report. Failure on the work term performance evaluation will normally require the student to withdraw from the Law Co-op Program.

Please refer to Appendix A - Law Co-op Regulations and Appendix B - Terms and Conditions of Participation to ensure you understand the requirements and obligations of students participating in the Law Co-op Program.

### Work Term Report Guidelines

The Work Term Report includes a reflective component and a sample work-product. The reflective component of the report should be written in the first person narrative voice, using complete paragraphs (not point-form). The reflective component should be no more than a total of 5 single spaced pages. Please attach a cover page, including student name, co-op employer, and term in which the work term was completed. The content should include the following:

1. Describe the work term setting and summarize the activities/projects undertaken on the work term. Comment on outcomes of your activities.
2. Summarize your competency growth and development throughout the work-term, linking this to your academic background, law school courses, and previous work experience.
3. Comment on the extent to which the Faculty of Law prepared you for this work-term.
4. Append a sample work product (5-10 pages). Provide a summary of the process you followed to complete the work product, any challenges you faced, and

competency growth and development attained through completing this work product.

## **Public and Private Sector Work Terms**

Law Co-op Students are encouraged to complete one work term in the public sector, normally with a policy or regulatory division, and one placement in a law office, normally in a private law office. We hope that each student will seek an additional work term experience in an adjudication placement, with an advocacy organization, or with an organization performing community service.

The objective of the Program is to provide students with a range of different experience. Students are generally not permitted to return to the same employer or to have consecutive work terms with the same employer.

## **Keeping in Touch with the Law School**

Students must ensure that the Law Co-op Office has up to date contact information, including an email address. Unless an alternate preferred email is provided, your UVic email address will be used. The Law Co-op Office will be sending you important information throughout your work term regarding site visits, evaluations, etc. The Law school will also email you any information you may need during your placement, such as the selection of courses, graduation, scholarship information, articling information and other deadlines. **Make sure to check your email regularly.**

## **Stop Outs**

If at any time after being admitted to Law Co-op and before graduation, you are not on either a work term or an academic term (other than during the optional work term in the summer after first year), you must formally "stop out" from your studies. Students who wish to stop out must request and obtain permission from the Office of the Associate Dean, Academic and Student Relations.

## **Law Co-op and the J.D. Program**

The Law Co-op Program provides law students with the exciting opportunity to work in a variety of legal settings before graduation. Participating in the Law Co-op Program does, however, impact involvement in some academic and extra-curricular activities, as follows:

- **Mandatory Academic Summer:** All Law Co-op students are required to attend one academic summer session. Students are not permitted to complete all of their work terms during summer semesters. Third year students (co-op and non co-op) have priority for admission to Law Centre during summer academic semesters. Law Co-

op students are not guaranteed a space in Law Centre in order to attend a second academic summer term, and are responsible for planning accordingly.

- **Mandatory Schedules:** Law Co-op students are required to follow one of the three approved academic/work term schedules (see pages 3 and 4). Any schedule changes must be approved, in writing, by both the Law Co-op Coordinator and the Associate Dean, Academic and Student Relations, and approval will be granted only in exceptional circumstances.
- **Co-op Course and Job Search:** Co-op students are required to attend the Co-op class and search for Co-op positions while attending an academic term. The time commitment can be equivalent to taking an additional course.
- **Mooting:** The alternating academic/work term Co-op schedule impacts eligibility for moots and can limit Co-op student participation. To moot, students require the permission of the Law Co-op Coordinator and the Associate Dean, Academic and Student Relations, and in some cases a Co-op employer.
- **Environmental Law Clinic (ELC) Intensive:** Three students will be permitted to participate in both the Law Co-op Program and the ELC Intensive during each academic year. Participating in both the ELC Intensive and the Law Co-op Program requires the permission of the Law Co-op Coordinator and the Associate Dean, Academic and Student Relations. Please speak to the Law Co-op Coordinator and the ELC Program Director for more information about the admission process.
- **Appeal:** Law Co-op may be able to accommodate one student each year that wishes to enroll in both Co-op and Appeal. Participating in both Appeal and the Law Co-op Program requires the written permission of the Law Co-op Coordinator and the Associate Dean, Academic and Student Relations. Please speak to the Law Co-op Coordinator for more information.
- **Law Students Society (LSS):** Co-op students are eligible to compete for some LSS positions and typically do a split term, meaning they run with another classmate who has an opposite academic/work term schedule. Some positions, such as LSS President and Treasurer, however, cannot be split between two students thus making Co-op students ineligible to compete.
- **Faculty Research Positions/Fellowships:** Non-coop students have priority in competitions for these positions.
- **Course selection:** Due to the alternating academic/work term Co-op schedule, there will be some limits to course selection. Please refer to the Course Offerings Patterns document on the UVic Law website for guidance with course selection.
- **Graduate later:** Work-terms may extend the length of the J.D. with Co-op program. Please speak to the Law Co-op Coordinator and/or the Law Careers officer about how this may impact access to articles and clerkships.

## **CO-OP POSITIONS**

Co-op employers are engaged in practically all of the major areas of law and consequently, your experiences on your work term placements will cover a wide spectrum. Certain similarities can also be expected.

**Research:** Most Co-op positions require good research skills. You must be able to make productive and accurate use of: a Law Library; electronic legal data bases and the Internet; legislation and regulatory materials; case law; and, secondary sources such as Law Review articles and standard topical treatises.

**Writing:** Clear, concise writing is also essential. Employers expect a co-op student to be able to research a point of law or fact and to put the findings into a written form that does not require editing for clarity, logic or accuracy.

**Specific Legal Knowledge:** Lawyers seldom "know" the law in a given area unless it is one in which they are constantly engaged or have recently researched. Likewise, students are not presumed to know all relevant law, but rather to understand the fundamentals and to be able to learn readily through study and research. Where specific knowledge is a prerequisite for a particular position, the prerequisites will be noted in the job description.

**Range of Work:** In some jobs, typically larger law firms, research and writing will take up most of your time. In contrast, public sector employers performing regulatory functions and smaller firms tend to use students in more varied roles such as interviewing, drafting motions and other pleadings, and appearing in court.

**International Placements:** These must be in accordance with Co-op's guidelines for international work terms. Also, international employers must provide a legally trained supervisor and the office must do the majority of its work in English, or a language in which the student is fluent. Students may arrange their own international placements within these criteria.

## **PLANNING THE JOB SEARCH**

The work term recruitment takes place during the academic semester preceding the anticipated start date of the work term. Most positions are posted electronically through the Learning in Motion website -

<https://learninginmotion.uvic.ca/home.htm>. Other posting mechanisms are utilized, however, so please monitor your email for notices from the Law Co-op Office.

Some students will secure positions quickly and others will not have a position lined up until after exams. There is no correlation between the time when a position is obtained and its ultimate educational value. It is common for students to have to apply for several positions before obtaining a job offer. Please remember that the Law Co-op

Office cannot guarantee positions so it is advisable to start looking early and to dedicate the time needed to make your job search successful. The key is to be purposeful and flexible in your Co-op job search.

### **Talk to People Who Have Had Co-op Experiences**

Get a feel for the various types of Co-op experiences available by talking to other Co-op students who have been in these positions. Sit in on the group debriefing sessions and talk to the Co-op staff, faculty and students who can provide additional insight and guidance.

### **Pay Attention to the Co-op Program as Follows**

- 1) You must attend the **mandatory** first year Co-op Course that is scheduled in the fall and spring semester. Each session addresses pertinent issues related to Co-op, and will provide you with the information necessary for participating successfully in the recruitment and placement process.
- 2) It is important that students keep the Law Co-op Office informed of locations and areas of interest so that employers in these regions/areas are adequately represented in the employer pool. Be prepared to seek your own Co-op position in an area of interest or unique location.
- 3) Check your email regularly and maintain contact with the Co-op staff.
- 4) Pay attention to the Co-op deadlines each term. You will receive ample notice of the deadlines. Watch your email for reminders. If you anticipate a problem with meeting any commitment you must advise the Co-op Office immediately.

If you have questions or concerns about Co-op, bring them to the attention of the Co-op staff immediately.

### **THE WORK TERM PLACEMENT PROCESS**

The Law Co-op Office manages all aspects of the placement process. This includes sending applications to employers, arranging interviews, extending job offers, etc.

Securing your first placement can be stressful – this is normal. You will find, however, as you get used to the process and have more interviews, the process becomes much easier. In the first Co-op term, students tend to apply to more positions but become more selective once they have one term behind them and know what to expect. Only apply for jobs for which you would readily accept an offer should it be extended.



## Applications

- An application generally consists of a cover letter and a resume. Any additional documents that are required, such as transcripts and writing samples, will be noted in the job description.

## Law grades

- Grades will not be available for the first summer work term but some employers will require first year students to self-report grades. Forms for self-reporting can be picked up at the Co-op office and require signature from the Office of the Associate Dean, Academic and Student Relations. **Do this early and do not leave it until the date the job posting closes.**
- Public sector positions may not require grades while private firms almost always require transcripts. It is not necessary to get 'Official' transcripts from the University. 'Unofficial' copies are usually sufficient and can be attached with your job application through the co-op database. UVic transcripts should be available through the database under the "documents" tab and can be attached to an application package.

## Interviews

- The employer will send a list of applicants short-listed for interviews to the Co-op Office. If you have been short listed for an interview you will receive an email notifying you. Interview sign-up is done online.
- Interviews may occur at the school, the place of employment, or over the phone.
- It is essential that you do some research on the job before the interview. Some easy ways to do this include:
  - talking to former Co-op students or the current student on the job;
  - reviewing the BC Government website
  - reading annual reports or any particularly relevant legislation for government placements; and
  - reading firm brochures/websites for private placements.

## Job Offers:

- The employer will advise the Co-op office of the interview results.
- The Law Co-op Office will inform the successful candidate.
- Students are given 24 hours to decide whether to accept a job offer.
- Students cannot hold onto one offer in order to wait to hear the result of another competition.

## Accepting the Job

- After you accept the position, the Co-op Office will send a confirmation to you. You must fill out Work Term Registration Form promptly and submit this to the Co-op Office.
- You must contact the employer directly as soon as possible after accepting the position to arrange a start date and completion date. This is the time to advise the employer if you have a specific period of absence during the term that you require leave from work (i.e. holidays for family functions).
- Once you accept a position, you cannot apply for other Co-op positions for the term in question.

## Setting Up Your Own Placement

Students are encouraged to develop their own Co-op job opportunities outside of those currently participating in the Program. You **MUST**, however, check with the Co-op Office before pursuing your own job to ensure that protocols are met and that employers are qualified.

You may not communicate directly or indirectly (through faculty, friends or other persons) with currently participating Co-op employers except with the knowledge and authorization of the Law Co-op Office Staff. It is your responsibility to know or to ask whether employers are participating. The purpose of this rule is to ensure fairness, and it is to be read broadly as prohibiting any and all conduct that gives you an unfair advantage over your classmates in the job acquisition process.

The key is to **START EARLY** - 4 - 6 months prior for a work term within Canada and 8 - 12 months prior for a work term overseas.

The Co-op Office should have a copy of a letter from any new employers stating that you will be:

1. Employed as a law student on a full-time basis for at least twelve weeks (specify the period of employment),
2. Supervised by a law graduate, and
3. Given a written evaluation of your performance (on a form provided by the Co-op Office) at the conclusion of your employment.

The letter should also contain a brief statement of the kind of work you will be assigned as well as a brief description of the employer's work. These requirements must be met in order to qualify as a Co-op position. The Co-op staff is available to offer assistance on how to contact prospective employers. In addition, the Co-op Office can provide information to prospective employers about the Program, employer requirements and obligations, and hiring procedures.

## Returning to School

After you return to school, you must:

- Submit your Work Term Report (via email) or Evaluation of the Work Term Report if the actual report is confidential. If you have any questions about whether your report is confidential, check with your employer.
- Submit your completed Competency Assessment form
- Follow up with your supervisor to ensure that the employer's portion of the Competency Assessment has been completed
- Schedule an appointment with the Law Co-op Coordinator to debrief on your previous work term placement
- Attend a group debriefing session
- Complete an online evaluation

## **WHEN YOU ARE AT WORK**

### **Salary, Insurance and Benefits**

The salary and benefit package for each position is typically part of the posting in the Co-op Office. You may receive a written letter of offer from an employer that will confirm the salary and benefits for the position before you start work. Employers are responsible for paying you at least monthly. Many employers pay a lump sum to students in lieu of benefits. You are responsible for ensuring that you have FULL medical coverage. You MUST have extended health insurance for the full period you are offshore.

### **Sexual Harassment**

Sexual harassment is unlawful. The University defines sexual harassment as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting that employee; or
- c) such conduct has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Both men and women can be victims of sexual harassment; the range of behaviors that constitutes this illegal conduct is very broad. If you have any concerns about whether you are being harassed, contact the Co-op Office immediately.

### **Obtaining Effective Supervision**

By participating in the Law Co-op Education Program, your employer has assumed a special role as a legal educator and clinical supervisor. Students are usually hired because the supervisor is very busy and needs help. The following are some suggestions on how to obtain effective supervision:

1. You should strive to have enough, but not too much, work. You should be busy and productive during the normal working hours of your employer, which may be 7 to 12 hours a day. You should expect, on occasion, that a particular project may demand an additional time commitment.
2. Consistent with reasonable employer needs, assignments should encompass a spectrum of substantive and procedural areas of concentration allowing for some flexibility for your interests. You should analyze the work that is being done in the office and express interest in gaining experience in areas that interest you. You may

need to offer to participate in extra activities, in addition to your workload, when the employer is relying on you to produce certain defined results during your term.

3. If you perform well, your employer should provide more challenging work. If your performance requires improvement, instruction and guidance should increase.
4. Assignments should be made as specific and concrete as possible. In order to help you focus on relevant issues and avoid unnecessary work, the purpose of an assigned project should be clear. If you are uncertain about what to do and your supervisor is unavailable, you should contact the student who preceded you in the position or contact the Law Coop office.
5. You should ask when the results are expected. If you anticipate not being able to meet the deadline then you should advise your supervisor as soon as this limitation is obvious (**and a reasonable time before the deadline**) and seek further instructions.
6. Ask for feedback on your work. If you do not submit anything in writing for the first month, wait for six weeks. After six weeks, you should ask your supervisor how you are doing and for any concrete feedback he or she can give you. You should plan to ask for work in an area of interest by the end of your second month. It is common for students to have difficulty obtaining feedback, but employers should provide it, so don't be afraid to ask. Some students find setting up regular meetings with their employer (i.e. once every two weeks) helpful in order to obtain feedback, discuss progress, and to identify any areas of interest for the student so that new projects can be identified.

## Evaluation and the Site Visit

Co-op work terms are a substantive part of your legal education. Site visits from the Law Co-op Coordinator strengthen the school's relationship with employers and present an opportunity to answer questions about the Co-op Program, academic planning, career options and to discuss your experiences and how to maximize the learning opportunities.

Site visits are also a good time to deal with concerns or problems in the office. If a problem does arise, a visit can be arranged at almost any time. **If you have any questions or problems while on a work term, please contact the Co-op Office -- the sooner the better.**

Your employer is asked to complete the online competency assessment at the middle and end of the term. Your supervisor should review this evaluation with you. This evaluation will become part of your University record. It will not be disclosed to anyone without your permission.

You will also be asked to evaluate your work term experience in writing and in the debriefing session with the Law Co-op Coordinator. These evaluations are confidential unless you specifically give us permission to discuss them with others.

## **Competencies**

UVic Co-op uses a competency-based assessment model. UVic has developed ten Core Competencies that all Co-op students at UVic should develop throughout their work terms, as follows:

1. Personal Management
2. Communication
3. Managing Information
4. Research and Analysis
5. Project and Task Management
6. Teamwork
7. Commitment to Quality
8. Professional Behaviour
9. Social Responsibility
10. Continuous Learning

For a description and example of each of the Core Competencies, please visit the UVic Co-op and Career website at <http://www.uvic.ca/coopandcareer/>.

The Law Program-Specific Competencies are outlined in Appendix C.

## **Reference Letters**

You should also ask your supervisor, or anyone for whom you have done substantial work, to provide you with a letter of reference. You may or may not want to use these reference letters in future applications for employment.

## **PROFESSIONAL RESPONSIBILITY**

The Law Society of British Columbia regulates the legal profession in BC, including conduct of articling students and temporary articling students. Some Co-op employers will require that Co-op students obtain temporary articles during a work-term. All students should conduct themselves according to the standards of the profession set by the Law Society.

Please refer to the Annotated Professional Conduct Handbook at <https://www.lawsociety.bc.ca/page.cfm?cid=383&t=Annotated-Professional-Conduct-Handbook-Table-of-Contents>.

Students should also review the Law Society Rules at <http://www.lawsociety.bc.ca/page.cfm?cid=4089&t=Law-Society-Rules-2015> for information about articling and temporary articles.

Students should familiarize themselves with the professional responsibility codes and legislation in the jurisdiction in which they are working. Any ethical questions should be discussed with the supervising lawyer, and when necessary, with the Co-op Office.

### **Student at Law**

In dealing with anyone during a work term you must identify yourself as a law student and not leave an impression that you are a lawyer. You represent the lawyer for whom you are working, their office, the Faculty of Law and the Co-op Program when you are at work. Do not damage their reputations, or your own, by misleading anyone or doing anything that could be interpreted as in breach of the Professional Code of Conduct.

### **Unauthorized Practice of Law**

Co-op work terms are a wonderful opportunity to gain experience and learn. From your first hour you are a legal professional judged and remembered for your professional responsibility. Always identify yourself as a law student or student-at-law, not as a lawyer.

Disclosure will solve many, but not all, problems. When you are working in a law office in most provinces, you are eligible for temporary articles (e.g. B. C.) You must apply for temporary articles in a timely manner. You must determine your status from your supervising lawyer or the Co-op Office before you act as a representative.

### **Confidentiality**

Everything you learn at the office that has not been put in the public domain is confidential. Any information given to you is subject to solicitor/client privilege and can only be released with your client's permission. When in doubt say nothing!!

Special care must be taken with anything you do in writing. Never take anything you produce at work out of the office without your supervisor's explicit permission. Never use a writing sample without the client's permission. Deletion of client names is not enough, as clients can potentially be identified by facts and circumstances. When you are leaving your place of work, ask your supervisor before taking copies of any of your work. You should request permission to retain copies for your personal reference, but you may not share them with anyone else without specific permission.

### **Conflict of Interest**

Particular care should be taken to avoid conflicts of interest in your Co-op positions. Obviously you cannot personally represent clients in the same or substantially related matters while on different Co-op work terms. You must also ensure that the offices you are working in do not become disqualified in a particular matter because of your representation of an adverse client. This is a sensitive area, and any questions should be brought to the attention of the Co-op Coordinator.

## RELATIONSHIP WITH THE UNIVERSITY

### **Status as a Student**

During your work term, you are considered a full-time student. This is important for financial aid considerations. If you are on a local Co-op placement, you can use UVic services, such as the athletic facilities, however, you will need to “opt-in” by contacting the UVSS office.

### **Course Selection and Registration**

Good course planning is important. The issues Law Co-op students must be mindful of are as follows:

- Co-op students **must** attend a summer academic session and this is usually the second term of second year. Students are strongly encouraged to avoid taking classes being offered in their mandatory academic summer in a preceding academic semester.
- Some co-op employers prefer to hire students that have taken Administrative Law so second year co-op students interested in these placements may wish to register in Administrative Law in their first term of second year (space permitting)
- Co-op students are strongly encouraged to take 7.5 units in their first term of second year, since the second term of second year will be during the mandatory summer session when course selection is more limited.
- Students are responsible for ensuring that they meet the credit requirements for each year as specified by the Faculty of Law.
- Co-op students are generally not permitted to take academic courses while they are enrolled in a Co-op work term.
- Co-op students will be eligible to register for courses during terms scheduled to be work-terms after all non-co-op students have had the opportunity to register.
- Co-op students **must obtain written permission** from the Law Co-op Coordinator and the Associate Dean of Academic and Student Relations to make any changes to their academic/work-term schedule. To request permission, please submit a completed Request for Permission to Change Academic/Work Term Schedule form to the Law Co-op Office. Requests must be made in advance of registering for courses or applying for jobs that follow the proposed amended schedule. Failure to obtain permission in advance may result in students being withdrawn from courses and ineligibility for co-op job postings.

**Awards:** Co-op students are eligible for performance based academic awards. For more information, please contact the Office of the Associate Dean, Academic and Student Relations at [lawada@uvic.ca](mailto:lawada@uvic.ca).

## **Applying for Clerkships and Articles**

By entering into the Co-op Program, you become a hybrid as far as your year is concerned. You may not graduate at the same time as the non Co-op students you entered law school with in first year. Depending on the timing and number of work terms you complete, you could graduate 4 or 8 months after the date you would normally graduate if you did not participate in Co-op. This has implications for your future career planning, so please discuss these issues with the Law Co-op Coordinator.

Some law firms, at least in BC, can be flexible regarding when students begin articling. This flexibility varies, however, from province to province due to the timing of courses equivalent to the Law Society of BC's Professional Legal Training Course (PLTC). In BC, PLTC is offered three times a year, but some other provinces offer their course only once a year. This can have an impact on when firms are able and/or willing to take articling, and even Co-op students.

## **Law Co-op Committee**

The Law Co-op Committee consists of faculty members, including one faculty chair, the Law Co-op Coordinator, the Law Co-op Assistant and student representatives. The Committee can meet at the request of the faculty chair or the Law Co-op Coordinator. If you wish the Committee to consider an issue, you may raise it with anyone on the Committee. Meetings are informal and input is welcome. If you wish to attend a meeting let the Co-op Office know.

## **Concurrent Degree Co-op Students (MPA/J.D.)**

Students who have been accepted into the concurrent degree program should meet as soon as possible with the graduate student advisor in the School of Public Administration to plan the sequencing of their MPA degree requirements.

Students enrolled in the JD + MPA double degree program prior to starting first year law school will not be eligible to enrol in the Law Co-op Program. Students that are admitted to the Law Co-op Program during first year law and subsequently enrol in the JD + MPA double degree program shall withdraw from the Law Co-op Program. Students enrolled in the JD + MPA double degree program will be required to complete any mandatory work-terms as specified by the School of Public Administration.

## **Concurrent Degree Co-op Students (MBA/J.D.)**

Students who have been accepted into the concurrent degree program should meet as soon as possible with the graduate student advisor in the Faculty of Business to plan the sequencing of their MBA degree requirements.

Students enrolled in the JD + MBA double degree program prior to starting first year law school will not be eligible to enrol in the Law Co-op Program. Students that are



admitted to the Law Co-op Program during first year law and subsequently enrol in the JD + MBA double degree program shall withdraw from the Law Coop Program.  
Students enrolled in the JD + MBA double degree program will be required to complete any mandatory work-terms as specified by the Faculty of Business.

## **APPENDIX A: Law Co-op Regulations**

The University Regulations with respect to Co-operative Education Programs are applicable to the Faculty of Law Co-op program except to the extent that they are modified by regulations adopted by the Faculty of Law, and approved by Senate.

### **Admission to the Law Co-op Program**

1. a) Students who are currently registered in first-year Law at the University of Victoria are eligible for admission to the Law Co-op Program.
- b) Transfer students who have received advance standing credit at the University of Victoria for first year law may be eligible to enroll in Law Co-op but should contact the Law Co-op Coordinator for additional information.

### **Program Requirements**

2. Unless permission has been granted by the Associate Dean, Academic and Student Relations, and the Law Co-op Coordinator, students who have not met the Faculty requirements for standing will not be eligible to participate in the next scheduled co-op work term. First year December examinations may be considered when determining student eligibility to compete for a summer work term.
3. Unless permission has been granted by the Associate Dean, Academic and Student Relations, and the Law Co-op Coordinator, students with outstanding supplemental exams, special exams, or deferred assignments will not be eligible to participate in the next scheduled co-op work term.
4. A student who enrolls in the Law Co-op Program must satisfactorily complete a minimum of two Co-op Work Terms in order to receive a Co-op designation on their transcript.
5. Co-op work terms shall normally alternate with academic terms. First-year students who have met the Faculty requirements for standing will be eligible to compete for a work term for the summer following completion of the first year of law school. With the permission of the Associate Dean, Academic and Student Relations and the Law Co-op Coordinator, a student may be permitted to enroll in a maximum of two consecutive Co-op Work Terms or two consecutive academic terms.

6. With the permission of the Associate Dean, Academic and Student Relations, and the Law Co-op Coordinator, a student who has completed all degree requirements but who has not yet convocated may be permitted to enroll in a Law Co-op work term. A student who engages in such a work term is not eligible to convocate until after the work term has been completed.
7. Students may not obtain credit for any of their Co-op work terms on the basis of work experience obtained prior to their enrolment in the Law Faculty.
8. The performance of students registered in a Law Co-op work term shall be graded on the basis of COM, N/X or F/X.
9. The requirements for a pass grade in a Co-op work term include:
  - a) completion of at least 12 weeks of full time employment. Normally, the expected number of weeks per work term is 15 and the expected number of hours per week is 35. The minimum number of weeks is 12 and the minimum number of hours per weeks is 35;
  - b) a satisfactory evaluation of the student's performance in the Co-op work term by the Law Co-op Coordinator; and
  - c) submission by the student of a satisfactory Co-op work term report.
10. A student who does not fulfill these requirements shall be given an F/X or N/X grade.
  - b) a satisfactory evaluation of the student's performance in the Co-op work term by the Law Co-op Coordinator; and
  - c) submission by the student of a satisfactory Co-op work term report.

A student who does not fulfill these requirements shall be given an F/X or N/X grade.
11. Students who fail a work term will normally be required to withdraw from the Law Co-op Program.

## **Regulations Concerning Student Conduct and Competence on Co-op Work Terms**

12. Where there are reasonable grounds to believe that the conduct or lack of competence of a law student enrolled in the Law Co-op Program has adversely affected or may adversely affect the interests of an employer or the Law Co-op Program, the Associate Dean or Law Co-op Coordinator may require a student to withdraw temporarily from a work term or from the Law Co-op Program pending the receipt of a report on the conduct or lack of competence of the student.
13. Where the Associate Dean, Academic and Student Relations, or the Law Co-op Coordinator has required a student to temporarily withdraw and has not reinstated the student within a reasonable period of time, the faculty members of the Co-op Committee, after giving the student an opportunity to be heard, shall consider whether the temporary withdrawal should be lifted or made permanent.
14. The faculty members of the Co-op Committee may reinstate the student or, if they are satisfied that the student's conduct or lack of competence has adversely affected or may adversely affect the interests of an employer or the Law Co-op Program, they may require the student to withdraw permanently from a work term or from the Law Co-op Program.
15. Where a student is required to withdraw from a Law Co-op work term, a grade of F/X or N/X shall be entered on the student's academic record and transcript.

## **Voluntary Withdrawals from Law Co-op During a Co-op Work Term**

16. Where a student is registered in a Law Co-op work term and the student has commenced employment with an employer, the student will only be permitted to withdraw from the work term with the consent of the Law Co-op Coordinator. Withdrawal from such a work term without the Law Co-op Coordinator's consent will result in a failed grade and may result in the student being required to permanently withdraw from the Law Co-op Program. If the Law Co-op Coordinator consents to the withdrawal, the registration in that work term shall appear as a Withdraw No Fault (WNF) on the transcript. If the cause of the withdrawal is not attributable to the student, the Coordinator may recommend refund to the student of the fee for that Co-op work term.

## **Appeals**

17. Students with concerns related to the Law Co-op Program or requests for authorization to change their program shall first consult with the Law Co-op Coordinator.

18. If a student is not satisfied with a decision of the Law Co-op Coordinator, the student may appeal the decision in writing to the faculty members of the Co-op Committee. The faculty members of the Co-op Committee shall consider appeals from students. The faculty members shall request written submissions from the student and the Coordinator and may invite the student and the Coordinator to make oral submissions to the Committee. The Committee shall communicate their decision in writing to the student and the Coordinator in a timely fashion.
19. If the student or the Law Co-op Coordinator is not satisfied with the decision of the faculty members of the Law Co-op Committee, the student or the Coordinator may appeal their decision to the Executive Director, Co-operative Education Program and Career Services.
20. If the student is not satisfied with the decision of the Executive Director, Co-operative Education Program and Career Services, the student may appeal to the Senate Standing Committee on Appeals where the matter under appeal falls within that Committee's jurisdiction. This Appeal process is governed by the Regulations outlined in "Appeals to the Senate" section of the University Calendar. Decisions of the Senate Committee on Appeals are final and may not be appealed to the Senate.

## **Appendix B – Co-operative Education, Work Experience & Internship Programs TERMS and CONDITIONS of Participation**

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 calendar(s).
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 Learning in Motion, 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, where required, 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 Learning in Motion 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 Learning in Motion, 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. Once I have accepted a Co-op position, I will not apply to any other postings or interview with other employers.
12. 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.
13. 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.
14. If I secure an international work term, I am required to complete the pre-departure course before leaving for the work term.
15. 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:**

16. 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.
17. 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:**

18. 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.
19. 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.

20. 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:**

21. 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.
22. I will provide salary information to the Co-op program for statistical purposes.
23. 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 Cooperative Education uses aggregate statistical information. Information about individuals will not be released without the students' permission in writing.

I am.... <input type="checkbox"/> Aboriginal (First Nations, Métis, Inuit, non-status) <input type="checkbox"/> I require academic accommodation and access for students with disabilities
--



## Appendix C – Program Specific Competencies

### INTRODUCTION

A “competency” is the term used to describe a cluster of related knowledge, skills, and attributes that contributes to successful job performance. Competencies are typically expressed in terms of visible behaviours. Students develop competencies throughout their entire program through a variety of ways, which include courses and experiential learning such as Co-op, paid and unpaid work.

Using a Competency Framework will:

- Help you to articulate learning goals and provide clarity regarding the development of skills, knowledge and abilities
- Strengthen links for you between academic and workplace learning
- Assist employers to support and enhance your learning (pre, during and post coop work term experience)
- Support and empower your professional development as you prepare for fulltime employment
- Help you to clarify what you are competent in and use this for the process of work search e.g. Resume and Cover Letter development, interviews etc.

UVic Co-op has previously defined 10 core competencies that will contribute to each student’s success during his or her studies. These 10 core competencies have been supplemented with a set of program specific competencies to provide a more comprehensive framework. We recognize that there is no one-way in which a Law student achieves his/her degree. Because of this, the competencies are not exclusive nor exhaustive, and you may wish to choose certain competencies over others. Your co-op coordinator can help you with this process.

You will be encouraged to review and reflect on both the core competencies, as well as the discipline specific competencies, before, during, and after each co-op work term, and to consider how and where you demonstrated these competencies and which ones you wish to further develop. This will help you identify and articulate clear learning goals throughout your degree program by helping to guide discussions around areas of strength and areas for improvement as you progress through your degree program.

### Discipline Specific Competencies

#### **LEGAL KNOWLEDGE and SKILLS**

*Acquires a foundation of legal knowledge and skills needed for the practice of law and for the many professional roles in which legal training is invaluable.*

- Understands the structure of the Canadian legal system and the legal system in British Columbia
- Examines the basic framework and functioning of the Canadian constitutional system
- Develops knowledge of the structure of the courts and the role of the judiciary
- Appreciates the function of substantive and procedural law
- Investigates the administrative process, the development of tribunals and agencies, and the interaction of these bodies with the courts

- Understands the legislative process and the interpretation of legislation
- Develops an understanding of criminal law, private law, and administrative law
- Understands the forms and functions of major disputing processes – mediation, negotiation, and adjudication
- Acquires knowledge of basic legal research techniques, using various research tools
- Obtains proficiency in legal writing, using proper citation
- Demonstrates proficiency in mooting/oral advocacy

### **CONTEXTUAL KNOWLEDGE**

*Acquires an understanding of the context – social, economic, historical, philosophical and cultural in which our legal system has developed and continues to evolve.*

- Understands the role of the legal profession and the law in society
- Develops an understanding of the relationship of law and government
- Develops an understanding of the role of law in economic and social ordering
- Demonstrates knowledge of barriers to the legal system and issues around access to justice

### **SPECIALIZED LEGAL TRAINING AND SKILLS PRACTICE**

*Explores specialized areas of legal training and gains practical experience.*

- Acquires substantive legal knowledge in various practice areas, including, administrative law, civil procedure, evidence, environmental law, corporate law, and, international and comparative law
- Develops a broader understanding of Indigenous legal issues, recognizing the need in the Canadian legal community for a broader understanding of and academic focus on Aboriginal legal issues
- Obtains clinical experience, substantive legal knowledge, and legal skills through the Environmental Law Centre, the Business Law Centre, and the Law Centre
- Demonstrates proficiency with various forms of legal writing, including drafting, memos, and opinion letters
- Demonstrates skills in advocacy, and skills of the lawyer in interviewing, counseling, negotiating and advocating