



APPLICATION FOR CO-OP WORK TERM CHALLENGE

			V 0 0 -	
SURNAME (PLEASE PRINT)	GIVEN NAME(S)	UVIC EMAIL ADDRESS	UVIC I.D. NUMBER	

FACULTY:

<input type="checkbox"/> Business	<input type="checkbox"/> Education	<input type="checkbox"/> Engineering	<input type="checkbox"/> Fine Arts
<input type="checkbox"/> Human & Social Development	<input type="checkbox"/> Humanities	<input type="checkbox"/> Science	<input type="checkbox"/> Social Sciences

CO-OP PROGRAM (specify): _____ **YEAR:** _____

DECLARATION: I have read the regulations that appear on the reverse side of this form and agree to the conditions therein:

SIGNATURE OF APPLICANT	DATE
------------------------	------

NOTE: Fee will be assessed by Accounting Services. Sign in to UVic at www.uvic.ca and click "My Page" to check your student account details.

To be filled out by co-op office:

THE WORK TERM I WISH TO CHALLENGE IS (e.g., PHYS001) _____

MAY – AUG SEP – DEC JAN – APR 20_____

CERTIFICATION OF ELIGIBILITY BY RECORDS OFFICER:

SIGNATURE OF RECORDS OFFICER	DATE
------------------------------	------

FACULTY/DEPARTMENT APPROVAL:

The Faculty/Department/School of _____ approves this request to challenge the work term noted above and agrees to make arrangements to carry out the evaluation.

The work term challenge is to be completed by _____

SIGNATURE OF CO-OP COORDINATOR	DATE
--------------------------------	------

SIGNATURE OF CHAIR/DIRECTOR/DEAN	DATE
----------------------------------	------

For office use only:

Section created in SSASECT _____

Registered in SFAREGS _____

CHALL added _____

Grading material issued _____

Grade received _____

COMMENTS:

UNIVERSITY OF VICTORIA
CO-OPERATIVE EDUCATION PROGRAM

WORK TERM CREDIT BY CHALLENGE

Certain Co-op programs allow students to challenge a work term on the basis of relevant work experience undertaken prior to their first work term. Normally, a work term challenge should be made prior to commencing the first work term. Students should discuss any potential challenge with the Co-op Coordinator for their program. Not all programs permit Work Term Challenge; where it is permitted, it is subject to the following regulations:

- 1 Students must be registered in the session in which the work term challenge is to be recorded.
- 2 Application forms for Work Term Challenge may be obtained from and submitted to the Co-op Program Coordinator for approval to challenge, after which the Challenge fee is assessed.
- 3 Normally, work term credit by Challenge is limited to one work term; exceptions require recommendation by the Program Coordinator and the approval of the Executive Director of the Co-operative Education Program.
- 4 Assessment of Work Term Challenge will be carried out by the appropriate Co-op Program, based on the following:
 - a) an aggregate of relevant work experience that is similar in length and scope to that of a registered work term and not previously counted toward work term credit. 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 per work term is 12 and the minimum number of hours per week is 35.
 - b) where possible, written confirmation of employment and evaluation of performance from the employer.
 - c) an outline by the student of the prior work experience, providing evidence that he/she has acquired professional and personal knowledge and skills appropriate to the discipline or interdisciplinary field.
 - d) a work term report appropriate to the discipline or interdisciplinary field.
- 5 Once the assessment has been administered, the result will be entered on the student's academic record.