



Arts, Business & CS Co-op

Student Handbook

Policies and Procedures

This document is intended as a living document and will be regularly updated. Where there is an issue not covered within the scope of this document, the final policy decision regarding this issue shall rest with the appropriate Associate Dean, Undergraduate Programs and Student Relations.

INTRODUCTION TO CO-OPERATIVE EDUCATION

The University of New Brunswick in Saint John is a recognized leader in co-operative education. Workplace learning, combined with academic curriculum, creates qualified, experienced professionals by preparing students for exciting roles in business.

Definition of Co-operative Education

Co-operative education is designed to develop skills and knowledge and to improve self-understanding by integrating classroom study with planned and supervised professional, paid work experience. Co-operative education is based on the principle that well-educated individuals develop most effectively through an educational pattern which incorporates work experience. Students engage in work terms in appropriate fields according to the following criteria as laid out by CEWIL Canada (Co-operative Education and Work-Integrated Learning):

- i. Each work term is developed in partnership with the employer and approved by the co-operative education program as a suitable learning environment;
- ii. The student is engaged in productive work for which the student receives remuneration;
- iii. The co-op curriculum supports student learning goals, personal evaluation and reflection;
- iv. The student's performance in the workplace is supervised and evaluated by the student's employer;
- v. The student's progress during their work term is monitored by the co-operative education program;
- vi. Both work and academic terms are full-time and follow a formalized sequence. The total amount of co-op work experience is normally at least 30% of the time spent in academic study. For programs of two years or less the total amount may be a minimum of 25%. A work term is defined as a minimum of 12 weeks and/or 420 hours full-time paid experience;
- vii. Co-op Programs begin and end on an academic term;
- viii. The student completing multiple work terms is normally exposed to the work environment during more than one season of the year.

HISTORY

Co-operative Education was first implemented in Canada in 1958, and since that time, has been established as a superior method of learning.

UNB SAINT JOHN's Co-operative Education Program is renowned for providing an excellent, well-rounded educational experience. The Business Co-op Program began in the fall of 1991 with the offer of eight jobs by three employers. Presently, between 25 and 60 students participate in work terms each semester (Arts, Business & CS) and, since 1991, over 900 students have been placed with over 180 employers. Although 90% of work term opportunities are within the Saint John region, numerous students have secured positions throughout New Brunswick, and several have worked in Ontario, Quebec, Alberta, Prince Edward Island and Nova Scotia. UNB SAINT JOHN has also assisted in finding positions for over twenty students in Europe.

GOALS

UNB SAINT JOHN's goal is to offer a Co-operative Education Program that enables students to identify and achieve their individual career goals. To meet this goal, the Program is dedicated to providing:

- An opportunity for professional and personal development that encourages students to develop the skills needed to enter and be successful in the workplace. This opportunity is provided through a program of professional development seminars (PDS) and includes topics such as: self-assessment, career development, job search techniques, and effective communication skills.
- An opportunity to develop the skills required to understand and meet the requirements of the workplace. This opportunity is provided through work experience, as well as formal and informal interaction with employers.
- A Co-operative education curriculum linking classroom theory to workplace practice. Professional Development Seminars further enhance classroom instruction and workplace

readiness.

The Co-operative Education Program strives to provide regular, constructive feedback to students on their performance in all areas of the program, and to work with students on developing strategies for improving their performance.

ADMISSIONS

Entrance to the program is a four-step process, as follows:

Step One: Academic Achievement

Step Two: Professional Development Workshop Series

Step Three: Participate in the Co-op Job Competition

Step Four: Obtain a Work Term Position

Step One: Academic Achievement

Obtain a B- (2.7) average or higher after first year to be eligible for the entry-level Professional Development Workshop Series. BA, BBA and CS students apply for the Co-operative Education program during their second semester of first year. The admissions decision for the Co-op Professional Development Workshop is made late in July. The workshop series is given once only. The series are held throughout the month of September.

To be eligible for the Co-operative Education Program an applicant must be enrolled as a full-time UNB SAINT JOHN BA, BBA or CS student and have successfully completed a minimum of eighteen credit hours in full-time university study with an overall grade point average of 2.7 (B-).

Eligibility of transfer students from other universities and/or community colleges will be based on the number of relevant transfer credits and their overall academic achievements, including their marks from other universities and/or community colleges. Transfer students from other universities and/or community colleges are required to have at least a B- average in their previous two academic semesters. These students will be placed in the term of the program judged to be appropriate considering equivalent credits, as determined by the Manager of Undergraduate Studies.

No student will be admitted with an academic offence on his/her record. Any co-op student who commits an academic offence will be asked to leave the co-op program. A student who has completed his/her co-op requirements and commits an academic offence will not graduate with the co-op option. A complete description of academic offences, procedures and penalties can be found in the university calendar.

Step Two: Professional Development Workshop

Successfully complete all required elements of the entry-level professional development workshop.

The “Professional Development Workshop” must be completed along with all associated course-work before progressing to Step Three. This first phase of the professional development program concentrates on a preparing students for the job search and then success in the workplace.

In the senior years students are focused on advanced professional development topics such as assertiveness, team building and leadership skills. Students may choose to add topics of special interest to the class. To remain eligible for each Co-op work term, students must attend and complete assignments for all mandatory professional development seminars. Mandatory seminars will be offered in each academic term.

Step Three: Participate in the Co-op Job Competition

During the month of September, each student will participate in workshops that are aimed to help prepare students for the co-op job competition. They will also have access to individual resume reviews and mock job interviews. It may be necessary for some students to do additional preparation (interviews, career counseling, etc.) as advised by the Co-op Coordinators.

Step Four: Obtain a Work Term Position

Working with students to secure work term employment is a major priority of the co-operative education team. The Program actively promotes the program and students to employers resulting in many excellent work term postings for students. However, job hunting is a competitive process, and students are ultimately responsible for their own success in securing co-operative education positions. Consequently, the Program does not guarantee employment.

The UNB SAINT JOHN Job Competition begins in September of second year for BA, BBA and CS students. Students may apply for jobs within this process but are strongly encouraged to seek employment on their own, both to find a position suited to their individual goals and to ensure that they develop these essential skills prior to graduation.

Students who are unsuccessful in any one of the four steps will remain in the traditional BA, BBA or CS program.

Admissions Policy for International Students entering the Co-operative Education Program

To be eligible for co-operative education, international students require a TOEFL score of 550 (or the equivalent) or a B- (2.7 GPA) on each of their UNB SAINT JOHN ESL courses.

THE CURRICULUM

Consistent with the philosophy of Co-operative education, the program is designed to alternate study terms and relevant work terms, as follows:

<u>BBA or CS</u>	Academic / Work Term Sequence		
	Fall September - December	Winter January - April	Spring/Summer May - August
Year 1	Academic Term 1	Academic Term 2	OFF
Year 2	Academic Term 3	Work Term 1	Academic Term 4
Year 3	Work Term 2	Academic Term 5	Work Term 3
Year 4	Academic Term 6	Academic Term 7	

<u>ARTS</u>	Academic / Work Term Sequence		
	Fall September - December	Winter January - April	Spring/Summer May - August
Year 1	Academic Term 1	Academic Term 2	OFF
Year 2	Academic Term 3	Work Term 1	Work Term 2
Year 3	Academic Term 4	Academic Term 5	Work Term 3
Year 4	Academic Term 6	Academic Term 7	

While the Co-op program is designed to be completed in four years, students may take longer to complete the program. Co-op Students may also declare majors or choose to have concentrations in any programs available to UNB Saint John students. Students are encouraged to meet with an advisor regularly to ensure their course selections are on track for their desired program.

Every BBA and CS co-op student shall complete three work terms with full-time UNB SAINT JOHN BBA or CS academic semesters directly before and after each work term. Refer to the UNB Calendar for academic course requirements. NOTE: BA co-op students follow a different sequence due to the availability of summer courses.

The co-op program considers students full-time if they are enrolled at UNB SAINT JOHN in at least 9 credit-hours of course-work, not including BA 2903, 3903 & 4903 or ARTS 2903, 3903 & 4903 Each work term is normally 12 (minimum) to 16 weeks in duration.

Change in Academic/Work Term Sequence

Changes in the academic/work term sequence must be approved by the Co-op Staff and/or the appropriate Associate Dean of Undergraduate Studies and Student Relations. Approval is given on a case-by-case basis. Generally, changes are only made for reasons beyond the student's control such as: medical leave from university, to accommodate international work term placements, or for other special circumstances that are in the best interest of the student, the employer and the University.

Official Transcript Notations

When students have accepted their first work term and are officially accepted into the Co-op program, the following notation is made on their transcripts:

Effective [month and year], Accepted into the Co-op Option

If students leave the Co-op Program, either because of choice or requirement, the following notation is made on their transcripts:

Effective [month and year], Withdrew from the Co-op Option

Student work terms are noted on their university transcripts. This notation includes the company name, work term number and dates of employment. Also listed are the Work Term Report courses (BA 2903, 3903 and 4903 / ARTS 2903, 3903 and 4903) and credits earned.

Tuition Fees

Co-op students pay full-time tuition fees in each academic term while participating in co-operative education.

ADVANCEMENT

To complete the program and earn a Co-op designation, students must:

- pass all courses with a cumulative GPA of at least 2.7
- complete all Professional Development Seminars successfully
- perform satisfactorily in all work terms, successfully completing all the requirements of the work-term placement in a timely and responsible manner
- obtain a Pass on all work term reports
- have no academic offences

If a student's GPA falls to 2.5 or 2.6 in any academic semester directly before or after a work term they will be placed on co-op program probation.

MAINTAINING ELIGIBILITY IN THE CO-OPERATIVE EDUCATION PROGRAM

Program Probation

Students will be placed on Program Probation if their sessional GPA falls to 2.5 or 2.6; however, they will still be eligible to compete for co-op jobs. A Co-op Team member meets individually with all students on program probation at least once per semester to discuss the student's grades on assignments, mid-term exams and projects and advise them on the appropriate course of action. If, at any point in the term, a Co-op Team member deems it advisable that the student concentrate on his/her studies, the Co-op Team may temporarily remove the student from the job competition. If the student achieves a sessional GPA of 2.7 or above, the Co-op Team will work with the student to find employment for the work term.

If a student on co-op program probation does not achieve a sessional GPA of 2.7 or higher during all subsequent academic semesters in the co-op program, they will be required to withdraw from the co-op program. Under these circumstances, a student will revert to the traditional program of study.

Co-op employers will be advised of the change of status of any student who has accepted Co-op employment while on Program Probation and whose GPA subsequently falls below 2.7. The employer may choose to continue to employ the student with no further Co-op involvement; discharge the student and hire another Co-op student; or discharge the student without replacement. Co-op Program Probation does not appear on a student's transcript.

Work Term Performance

To complete the Co-op program, students must successfully complete the work terms. To successfully complete the work term students must obtain an overall satisfactory final evaluation from their employer plus must have completed all the requirements of the work term on time: learning contract, work term report proposal, mid-work-term performance evaluation and meeting, work term report, final performance evaluation and post-work term meeting.

Members of the Co-op team are available to help students solve problems in the work place and improve performance. It is expected, if problems occur in the workplace, that either the student or the employer will call a Co-op team member for assistance in a timely manner. The Co-op Team member will work with the student and the employer to develop a plan to improve the student's performance.

When students experience difficulties in the workplace as the result of a stressful working environment (ie. the company is downsizing, personality clash with supervisor or co-workers, etc.) the student or the employer should immediately contact the co-op program. The program will investigate to determine whether the student should continue with this employer or be allowed to complete their work term elsewhere. These decisions are made on a case-by-case basis and are not normally interpreted as unsatisfactory performance.

Terminating employment without prior approval from the employer and the Co-op Team will be interpreted as a failed work term. In the extraordinary situation that a student cannot complete a work term, a Co-op Team member should be contacted immediately. The student's situation will be reviewed and assessed.

Work Term Report

The work term report plays a pivotal role in the success of co-operative education students. There is one work term report for each work term. For BBA and CS students, work term reports are given the designation BA 2903, BA 3903 and BA 4903 for the reports written during the first, second and third work terms respectively. BBA Co-op students graduate with 120 credit hours. BA student work term reports are given the designation ARTS 2903, ARTS 3903 and ARTS 4903 for the reports written during the first, second and third work terms respectively. .

BBA and CS Work Term Report options include: project based report and experiential/career planning report. Students will have the option to use the experiential/career planning report only during their third work term. The other two work term reports are required to be project based reports. BA students will discuss their Work Term Report options and requirements with their ARTS Work Term Evaluator.

The work term report course will show up in the same semester as the student's co-op work term. Should a Co-op student fail to achieve a "pass" (CR) on the work term report course, that student will not normally be allowed to continue in the program. If a student does not receive a "pass" (CR) on a work term report, then he/she will be missing one credit hour and must make up the credit hour with an extra three credit hour course. Students who do not receive a "pass" (CR) on a work term report must receive permission from the appropriate Associate Dean Undergraduate Studies and Student Relations to continue in the program. Normally permission will only be granted on the basis of medical or compassionate reasons.

Final copies of work term reports must be submitted for grading as instructed by the Important Co-op Dates schedule as provided at the beginning of the work term. Reports not received by the due date will be assessed a "fail" (NCR) in the course corresponding to that work term report.

Extensions for the work term report will only be granted based on medical, compassionate or employer related grounds. The appropriate evaluator may grant an extension up to 2 weeks beyond the stated due date. The Co-op Team in consultation with the appropriate Associate Dean Undergraduate Studies and Student Relations, may grant an additional extension at his/her discretion. Extensions will only be granted when requested prior to the due date. Reports submitted after the extension date given or after the due date without an extension will receive a "fail" (NCR).

A student who does not submit a work term report or receives a "fail" (NCR) will not normally be allowed to continue in the program.

Reworking the Work Term Report

Given that the goal of the work term report is to learn, students will be given an opportunity to rework a work term report. Any work term report revisions must be completed by the end of the second month of the following term. Extenuating circumstances which require an extension must receive special permission from the appropriate Associate Dean Undergraduate Studies and Student Relations.

Content and Format of the Work Term Report

The Co-op Program administration provides guidelines on appropriate content and format of the work term report in the Work Term Report Manual (one for BBA/CS and one for ARTS).

Grading the Work Term Report

Work Term Reports are graded according to regulations as set out in the Grading System and Classification section of the UNB calendar. Students will receive one credit hour for each work term report passed. “CR or NCR” will be assigned to ARTS or BA 2903, BA 3903, and BA 4903.

Submission and Return of Work Term Reports

Work term reports should be submitted to the Co-operative Education Program on or before the date specified. Once the report has been graded, reports are returned to the student during the Post-Work-Term meeting. Work term reports are treated as the property of the employers; therefore, Co-op students are expected to return reports to the employer.

Students may negotiate with their employers to determine if the student is permitted to keep a copy of a work term report as a sample of the student’s work. As work term reports contain confidential information, the employer must sign the work term report indicating that they release this information to UNB SAINT JOHN for marking.

THE JOB COMPETITION

All work terms must be approved prior to the student’s acceptance of an offer of employment.

While the Co-operative Education Program makes every effort to provide a quality learning experience, the program does not guarantee the specific nature of the job, income provided, and the quality of the experience or assume liability for mishaps occurring during the work term.

However, the Co-op Team will ensure that all reasonable efforts will be made to approve work sites as well as to monitor student progress and the quality of the work experience.

The job competition for work term placements normally takes place in the academic semester prior to each work term.

A Successful Job Hunt

A few tips that may be useful for students when maneuvering their way through UNB SAINT JOHN's job competition are listed below:

- Most students apply for at least fifteen jobs per work term. The more jobs you apply for, the greater your chances will be of being granted interviews and job offers.
- In the first job competition, apply for every job that interests you, even if it is not in the area in which you are concentrating your studies. In the first work term you should primarily be interested in developing critical workplace skills.
- Be mobile. Co-op students are encouraged to seek work terms outside of their local area. Ideally, every student should work outside the Saint John area at least once during their program.
- At all times, students should consider making the best decision for their long-term professional development needs.
- Volunteer. This will give you valuable work experience and develop your work skills and network of contacts.

Approved Employment

Each work term must be approved by the Co-op Team. Work terms must offer at least twelve successive weeks of full-time paid employment. Students are expected to perform productive

activities while in the workplace. As much as possible, each successive work term should include progressively higher levels of responsibility and challenge for students.

Location of Positions

It is expected that students will be prepared to leave Saint John for any/all work terms. Failure to apply for jobs outside Saint John will decrease the student's likelihood of finding employment, thereby increasing the chance that the student will be required to withdraw from the program.

Employment Found Outside the Co-op Program

The Co-op Program strongly encourages students to find their own work placements rather than relying on postings provided by the Co-op Program. Communication should be maintained between students and a Co-op Team member regarding the student's progress in finding their employment. Co-op jobs recruited by individual students for their work terms must be confirmed by an official offer letter from the employer and approved by a Co-op Team member.

All regulations and policies outlined in the UNB Calendar and Co-op Student Handbook apply to students who secure their own co-op job.

Contacting Co-op Employers

Professional relationships with employers recruiting through the Co-op job competition are well established. Some employers do not wish to be contacted by individual students. Prior to contacting any employers discuss this with a Co-op Team member.

Once an employer has posted a job with the co-op program, students are not permitted to contact the employer directly, only through a Co-op Team member.

Non-Salary Work Terms

In circumstances deemed suitable by both the student and Co-op Staff, one unpaid work term may be permitted during the Co-op Program. The student is still required to pay the Co-op fee, write a Work Term Report and fulfill all requirements of the Co-op Program.

Job Postings

Co-op job postings are advertised on-line at experience.unb.ca. It is each student's responsibility to check their Experience UNB portal and email messages every working day. Each job posting outlines the job location and description, the name and address of the company contact person and the closing date for the acceptance of job bids.

Job Applications

Job applications, consisting of a cover letter, resume, and updated transcript of marks, must be submitted as detailed in the job posting (before the closing time and date). Late submissions will not be accepted.

Disclosure of Information

Upon applying to the co-op program, co-op students grant permission for the Co-operative Education Program to release their transcripts and resumes to prospective employers who wish to screen co-op applicants.

Interviews and Interview Schedules

After prospective employers have reviewed the applications and chosen candidates for interviews, the Co-op Office will advise students via email that an interview schedule has been confirmed. The interview schedule will also be posted via email indicating the date, time, and location* of the interview, as well as the interviewer's name and other pertinent information. Students who are granted interviews will be assigned an appointment in a specific time slot.

Each interview request must be confirmed by the student as soon as possible. If the assigned interview time is not possible the student should notify the Co-op Office who will try to make alternate interview arrangements. If an interview time conflicts with an exam, students should contact the Co-op Office immediately.

Failure to appear for an interview without adequate reason is a serious offence. Except for medical or compassionate reasons, students are expected to attend all interviews to which they have been invited. If it is not possible to attend an interview at the proposed time or place, students must notify the co-op office immediately. It damages the reputation of the Co-op program if a student misses, or is late for, an interview.

All students are responsible for checking their e-mail daily. If a student does not confirm and assigned interview time, he/she may be withdrawn from the job competition for that specific position.

**while most interviews during the school year are on-campus, note whether the interview is on or off campus in order to allow for ample travel time if required. Also check to confirm if the interview is taking place remotely and if you have the online platform required.*

Researching Jobs

Employers expect students to research their organization prior to the interview. Employer information can be found on-line and through networking. Students should conduct their research well in advance of the interview.

Accepting Job Offers

If a Co-op employer chooses to employ one of the students interviewed, a job offer will be made via the Co-op office. Students will have two working days to accept or reject a Co-op job offer (unless otherwise approved by a Co-op Team member). Once the student has decided to accept the job offer, an Acceptance of Job Offer form must be signed. Students are then committed to

that job offer and no subsequent Co-op job interviews or offers may be accepted for the current work term.

Rejecting Job Offers

Job postings and job offers are difficult to secure; therefore, students must discuss their decision to reject a Co-op job offer with a Co-op Team member before rejecting an offer. If a position has been rejected by a student and is then offered to all Co-op students, the student who has rejected the offer may not re-apply for the position later in the job competition.

Deadline for Securing Co-op Employment

If students are having difficulty finding employment, they have until the last day of the first month of the work term (ie. January 31st for the winter work term) to secure a Co-op work term. This situation is most likely to happen in the first work term when students are beginning to develop interview and job search skills. Consult Co-op Staff for advice if this situation occurs.

WORK TERMS

During the work terms students are expected to apply the knowledge gained from their academic courses, develop professional attitudes and skills, learn to work independently and as part of a team, and gain an understanding of the organization and the industry in which they are working.

Registering for the Work Term and Work Term Report Course

The Co-op Office automatically registers Co-op students for their work terms. The Faculty of Business provides the Registrar's Office with a list of students participating in work terms, the dates of their work terms, and the names of their employers. Students are also automatically registered for all three Work Term Report courses.

BBA and CS BA exceptions in red

Co-op Work Term Report Course Registration			
Year	Sept – Dec	Jan - April	May - August
1	BA, BBA & CS Academic Term 1	BA, BBA & CS Academic Term 2	BA, BBA & CS Vacation
2	BA, BBA & CS Academic Term 3	BA, BBA & CS Work Term 1 BA 2903/ARTS 2903 Work Term Report I	BBA & CS Academic Term 4 BA Work Term 2 ARTS 3903 Work Term Report II
3	BBA & CS Work Term 2 BA 3903 Work Term Report II BA Academic Term 4	BA, BBA & CS Academic Term 5	BA, BBA, & CS Work Term 3 BA 4903/ARTS 4903 Work Term Report III
4	BA, BBA & CS Academic Term 6	BA, BBA & CS Academic Term 7	BA, BBA & CS Proposed Graduation

Note: BBA Co-op students enrol in six courses during academic terms three, four, five and six.

Due to the tight scheduling demands of Co-op students, all students should discuss their plans to declare a major with an advisor in their first year and start planning their four year academic curriculum.

Full-Time Student Status

Because Co-op programs are designed such that students are able to compare and contrast the experience of working full-time with the experience of attending school full-time, students must

be enrolled in full-time academic studies (4 or more courses) before and after each work semester as a UNB SAINT JOHN BBA or CS student.

Job Offers Received While on Work Term

Co-op employers occasionally offer their Co-op students full or part-time employment once a work term is completed. If the offer is for part-time work, students are encouraged to carefully budget their time during the next academic term.

Full-time job offers received during the last work term can be especially tempting for students. At this point in their careers, students can often make arrangements with their employers allowing them to fulfil their program requirements. In order to graduate from the co-op program, students must be enrolled at UNB SAINT JOHN in at least nine credit hours (3 courses) during the academic term following their work terms. After this point, students may complete their degrees part-time and work on a part-time basis. Students facing this situation should consult a Co-op Team member for professional advice.

Failure to Report to Employer

If a co-op student fails to report to work with an employer for an agreed upon position he/she will be required to withdraw from the co-op program.

Strikes

Students should discuss any expected strike or labour disruption with a Co-op Team member and their employer. Students should discuss with their employers the expectations regarding crossing picket lines. Payment of wages during a labour disruption is the decision of the employer if the student chooses not to or is unable to report for work.

If a work term is jeopardized by a strike or labour disruption every effort will be made by the Co-op Program team to help the student secure employment with an alternate employer. However, the Co-op Program does not guarantee co-op employment under any circumstances.

Constant communication between students, employers and Co-op Staff is vital during any labour disruption.

Communicating With the Co-op Office

All co-operative education students are expected to maintain communication with the Co-op Office on all matters pertinent to participation in the Program. Consultation with Co-op Staff is essential if there are questions or concerns pertaining to regulations and procedures for the Co-op Program. In addition, students should keep the co-op office abreast of circumstances (illness, etc.) which are affecting their performance in the program, both in school and on the work term. While employed, students are expected to conduct themselves as regular employees. However, situations may arise requiring the assistance of a Co-op Team member. Students are requested to call a Co-op Team member if they need advice related to their work term. Normally, students are permitted to contact the university during work hours, but the student should confirm this with his/her supervisor.

Students must provide the Co-op office with both their work and home phone numbers.

Company Policies and Procedures

The employment opportunities you have today have been developed and strengthened through long standing relationships between employers, the Co-op Program and Co-op Alumni. Each student's actions will have far-reaching consequences for the co-op program. Students conduct on the job is not a matter simply between them and their employer; the way an employer perceives students is the way he or she will perceive the program. Inappropriate behaviour or serious misconduct on the job inevitably causes employers to reconsider participating in co-op. If students act inappropriately, they may face disciplinary action and/or may be refused further co-op referrals.

While on co-op, students are considered full-time employees. Ignorance of the company's policies and procedures is not an excuse for inappropriate behaviour. Students are responsible for reading and understanding the company's policies and procedures. They must follow their

employer's rules and regulations as well as those of the University. If a student has any concerns about these rules, the student should follow the procedures established by his/her employer and contact a coordinator immediately.

Confidentiality

As employees, students are expected to be informed of and observe company policies and practices regarding confidentiality. When accepting Co-op positions, students agree that information, data, and research material collected and prepared during employment remain the property of the employer. Employer authorization is required for release of company-related information, including the work term report. Students must consult their Co-op employers regarding the proprietary nature of any information used in their Work Term Reports.

Transportation and Accommodation

Students are responsible for transportation to and from the workplace. Accommodations are normally the student's responsibility; however, employers occasionally help students find accommodation. It is rare for employers to provide subsidised housing for Co-op students. Consequently, students are advised to have sufficient funds to cover initial expenses, such as food and rent, during work terms.

Vacation

Vacation days are not normally allotted during work terms. Students are discouraged from requesting vacation time from their employers. If, for some extraordinary reason, students require vacation time during a work term, they should first consult a Co-op Team member before approaching their employer. If students are aware that they will need vacation time during their work term due to extraordinary circumstances, they should discuss this with a Co-op Team member and the employer at the time of the job offer. Students should not assume that their employer will approve their vacation request, as the final decision will be made based on company needs.

Absences

Employers expect that students will be responsible and that their attendance will be regular and punctual. Student employees should not expect special privileges. Since time off from work is not generally permitted, students should arrange for their personal and university-related commitments (ie. participation in varsity sports) to take place outside of normal working hours. If students must take time off from work, they should contact a Co-op Team member prior to requesting permission from their employer.

Whenever work and student activity conflict while on a co-op work term, the needs of the job must come first. Campus activities must not interfere with work place responsibilities.

Students should contact employers as soon as possible if they must be absent due to illness or emergency. If the absence is for a week or more, the student should also call a Co-op Team member.

Emergencies

In an emergency situation, such as illness or death in the family, students will follow employer policies. Students should confirm these policies with their company's Human Resources representative or with their supervisor during workplace orientation.

Employment by Family or Relatives

Students may choose to work for family or relatives; however, this is not considered to be a desirable situation. Supervision by someone other than a relative is recommended in order to enhance the student's learning experience.

On-the-Job Performance

Students are reminded to have realistic job expectations. Employers will expect students to learn, practice, and perfect skills before advancing to new tasks. However, students may have to

be patient during brief periods of inactivity which leave them feeling insufficiently challenged. The experience of preparing a Work Term Report can optimise less than ideal working conditions. It is the student's responsibility to be proactive and ask his/her employer and co-workers for additional responsibilities. The student may call a Co-op Team member for advice in the event of either too much, or not enough work. This topic will be covered in more detail in the Work Management Professional Development Seminar.

Salaries/Wages

Wage rates are determined by, and are the responsibility of, the employer. If requested, Co-op Staff will provide employers and students with an average wage rate for students enrolled in each of the work terms. Historically, Co-op wages have fallen in the \$11.50 - \$28.00/hour range depending on your degree.

Taking Courses While on Work Term

Students are not encouraged to take a course when on a work term. However the Faculty of Business has approved the following: "that students who are on work term may be allowed to take one course per work term when necessary. Students may not take more than one course per work term." The definition of one course is one three (3) credit hour course requiring a minimum of 36 hours of scheduled classroom instruction.

If a student intends to enrol in a course from another institution, a letter of permission must first be obtained from your faculty. Otherwise, UNB SAINT JOHN may not grant the student credit for this course. Students should consult the online advising materials and/or speak with the appropriate Undergraduate Programs Office before enrolling in a course during the work term so that they fully understand how their course selection may impact upon subsequent academic semesters.

Student must obtain written permission from their co-op employer to take a course while on work term. Students are expected to present their request to their employer in a clear and

objective manner. Your work commitments to your employer must come first while on work term therefore any academic course must not conflict with your work requirements and hours.

Exemptions

Exemptions or deviations from any of the work term requirements may only be granted with the approval of the Co-op Team and/or appropriate Associate Dean Undergraduate Studies and Student Relations.

Returning to a Previous Co-op Employer

While there are some advantages to the practice of hiring the same student for all work terms, the disadvantages may outweigh the benefits, both for students and organizations.

For the student, working with the same firm does not provide them with the opportunity to experience differences among organizations. For example, a very positive impression of an organization may be formed as a result of positive feedback from a particular supervisor. Students who accept work placements with the same firm may have the same supervisor throughout all work terms, thereby limiting their exposure to diverse leadership styles.

In addition, students employed by the same organization throughout their Co-op Program do not have the opportunity to fully develop their job search and interview skills. Most Co-op students who accept placements with different organizations have, by the time they graduate, developed an outstanding resume; written 30-40 cover letters; completed 20-30 job interviews; and honed their job search skills. Given the fact that research suggests most individuals will change careers every seven years, these skills are an important investment in every student's future career development.

Students wishing to return for a second or third Co-op work term with a previous employer should discuss this decision with a Co-op Team member. A student will not be encouraged to return to the same position with the same organization unless the Co-op Team judges the work placement to be a progressive step in the student's development.

PERFORMANCE EVALUATIONS

If any concerns or problems arise during your work term contact a Co-op Team member immediately. Do not wait until the mid-term evaluation.

Mid-work term Performance Evaluations

Where feasible, every student on their first work term at UNB SAINT JOHN will receive an on-site visit from a Co-op Team member. The student's on-the-job progress is discussed during the mid-work term performance evaluation. The goal is to ensure that both the student's and the employer's expectations are being met. If there is a concern, steps will be taken to address the situation. The employer prepares for the work term visit by completing and discussing with the student, the evaluation of the student's work performance. A Co-op Team member will then visit the workplace to discuss evaluation with the student and the employer and, when necessary, reformulate the student's professional development strategy. The student is given clear and honest feedback.

If an on-site meeting is not possible, this material will be covered by teleconference between the Co-op Team member, student and employer. A member of the Co-op team will contact students to make arrangements for mid-work term performance evaluations. During the site visit, the Co-op Team member meets with both the student and the supervisor for approximately one-half to one hour, followed by a brief meeting with the student.

At the start of the work term, employers receive access to the online Mid-Work Term Performance Evaluation form. Prior to the scheduled on-site visit, employers are asked to complete the forms and then meet to discuss the evaluation.

Final Evaluations

The final evaluation forms are completed to provide an indication of how the student's performance has improved since receiving feedback during the mid-work term evaluation. The

student and supervisor complete the forms independently, meet and then submit the forms to the university through Experience UNB on or before the indicated due date.

CO-OP RESPONSIBILITIES

The co-op partnership means students, employers and the university work together for enrichment of the classroom and workplace experience. In joining this partnership, each member acknowledges the requirements of the Co-operative Education Program.

Acknowledging this three-way partnership, responsibilities related to the Co-op Program are shared as follows:

Student Responsibilities

One of the most important lessons co-operative education students can learn is to take responsibility for their own goals. Students are responsible for setting and achieving their own goals. The Co-op Program will teach students the tools to achieve their goals. It is up to the students to apply the lessons learned in co-operative education.

The Co-op Program expects Co-op students to exercise the following:

- personal responsibility for achieving their career goals
- initiative
- resourcefulness
- problem-solving skills
- self-directed, on-going learning
- team work

Every semester students should:

- check e-mail every working day

- check the on-line Experience UNB job portal every working day
- ensure resume is up-to-date and transcript is current
- ensure current work and home phone numbers and addresses are on file in the Co-op Office
- participate in all Professional Development activities and complete associated assignments

Prior to Work Terms:

Read the assigned Co-op material to establish a solid understanding of student benefits and responsibilities related to the Co-op Program, employer benefits and responsibilities related to the Co-op Program, and UNB SAINT JOHN's benefits and responsibilities related to the Co-op Program

- adhere to all deadlines
- actively search for suitable work term opportunities
- meet deadlines and schedules
- apply for all job postings that will enhance your learning and career opportunities
- prepare fully for each job interview
- maintain contact with the Co-op Team regarding the job search

During Work Terms:

- be a professional, responsible representative of UNB SAINT JOHN and the Co-op Program
- honour the acceptance of co-op employment as a contractual agreement with the employer

- give best on-the-job performance
- use the opportunity to learn and apply new knowledge and skills
- maintain a positive attitude
- develop and submit a learning plan each work term
- prepare for the mid-work term performance evaluation
- write a relevant and meaningful Work Term Report
- inform the Co-op Team of any problems which might affect the work experience

After the Work Term:

- participate in a group post-work term meeting with the Co-op Team
- reassess and evaluate previously established personal, career, and educational goals
- revise resume to reflect work term experience

Employer Responsibilities

Co-op employers are expected to:

- provide accurate information regarding responsibilities, remuneration and benefits
- advise the Co-op Office of a job offer to a student
- conduct an orientation at the beginning of the work term to familiarize the student with the working environment and expectations
- act as resource for students when they develop and work toward achieving their learning objectives for the work term

- whenever possible, provide an increasing degree of challenging duties according to the student's capabilities and level in the program
- contact the Co-op Team about any problems that may affect the student's work term
- be available for a mid-work term performance evaluation by a Co-op Program Representative
- review and sign the student's Work Term Report to indicate approval for its release to the Co-op Work Term Report Evaluator
- evaluate the student and inform the Co-op Team of the student's progress

UNB SAINT JOHN Responsibilities:

The Co-op Program will maintain effective partnerships with employers, students, and the university. This will be achieved through on-going communication where goals and expectations are discussed and assessed. In light of the global economy, it is desirable to solicit program involvement from employers and students throughout the world.

The Co-op Program is responsible for including the following program elements:

- provide a relevant professional development curriculum reflecting the needs of employers
- provide an effective mechanism to assist Co-op students in the job search process
- promote the Co-op Program on campus and in the community
- liaise with the employers, educational institutions and students
- maintain Co-operative Education records
- work with employers, assisting in the development of suitable work experiences, evaluation techniques and instruments

- monitor Co-op Student progress during work semesters through personal visits, telephone calls or e-mail
- assist students in developing learning objectives for their work semesters
- develop and maintain co-operative education opportunities with professional, business, government and service related industries
- promote co-operation with organizations, groups and individuals within the community

THE CO-OP FEE

In recognition of the fact that co-operative education is a value-added education program within the University, a special tuition fee is assessed for participation in this program for each faculty. The co-op fee is due at the mid-point of each work term. Co-op students who start a Co-op work placement must pay a non-refundable Co-op fee.

Administrative fees are subject to change, so please consult the Calendar regarding Co-op fee requirements before the start of your co-op work term.

The co-op fee covers development of the following integral components of the program:

Professional Development Seminars

A central focus of the Co-op program is to help students identify and achieve their career goals. This goal is largely achieved through Professional Development Seminars. These seminars are based on a fully developed and researched curriculum. Materials are reviewed and selected, guest speakers recruited, assignments evaluated, and seminars are co-ordinated with student's class schedules. As well, extensive one on one feedback is provided to students on mock job interviews, cover letters, resumes, and career plans.

Providing On-going Feedback to Students to Help Them Improve Performance

Giving feedback to Co-op students so that they can continue to improve their performance is a time consuming, but invaluable activity. It is an activity that UNB SAINT JOHN feels is crucial to the success of its Co-op Program. Mechanisms for providing feedback to students include, but are not limited to, the following activities:

- learning contracts
- mid-work term performance evaluations
- work term reports
- post-work term meetings
- employer interview feedback questionnaire
- mock job interviews and resume/cover letter review, followed by extensive feedback from a co-op team member
- monitoring student's grades
- counselling students on the improvement of their academic situation

Employer Recruitment

Co-op staff conduct on-going discussions with employers to provide information relating to UNB SAINT JOHN's Co-op Program and to encourage employer participation. It usually takes five or six contact points with an employer before a decision is made to become involved in the Co-op Program. Co-op fees are used to help defray this expense.

As mentioned earlier, the Co-op Program encourages students to find their own work placements rather than relying on Co-op postings. If a student is successful in securing their own placement,

effective professional learning has taken place. Employers may be willing to hire students because of a desire to be involved with the Co-op Program resulting from prior promotional exposure to UNB SAINT JOHN's Co-op Program. Consequently, all Co-op students, including those who find their own job placement, must pay a Co-op fee.

Organizing Job Interviews with Employers

Setting up job interviews with employers is a time consuming, detailed, and critical activity. It is critical for employers to gain a positive impression of the Co-op Program as a result of their student interviewing experiences. There are many steps involved in the process, including:

- receiving job postings from employers
- calling employers to clarify ambiguities
- posting jobs
- collecting resumes
- notifying students who are going to be interviewed
- arranging interview times and locations
- hosting employers when on campus

Organizing Mid-Work Term Performance Evaluation Meetings

Arranging mid-work term meetings and finding a time when the student, employer and Co-op Program representative can meet may take several days. These meetings are a means of ensuring that the Co-op student's performance meets the expectations of their employer, and that the work experience meets the expectations of the student. If there is a concern, a strategy is developed and implemented to remedy the situation.

International Placements

International placements are particularly time consuming to arrange and monitor. However, they add an important dimension to the Co-op Program and time is invested in pursuing these placements.

Heightening the Profile of our Co-op Program with Schools, Businesses, and Community

Having a well-known and highly respected Co-op Program is beneficial to the university and to Co-op students. Among other benefits, being part of a high profile Co-op Program helps students to more readily secure job placements. In order to promote the UNB SAINT JOHN Co-op Program, Co-op Team members engage in many activities, such as visiting high schools and talking to service clubs and employers. Potential students and employers are invited to visit the UNB SAINT JOHN campus. The Co-op Program realizes that a successful program needs the support of the community and works on strengthening this tie.

Members of the Co-op Team are involved with CEWIL Canada and CAFCE Atlantic, as well as the Human Resources Association of New Brunswick, the Economic Development of Greater Saint John (EDGSJ), Junior Achievement and other professional organizations. The team participates in a variety of networking functions as well.

Attention given to the components of UNB SAINT JOHN's Co-operative Education Program outlined above result in numerous benefits for Co-operative Education students. All Co-op Programs charge a Co-op fee. More importantly, UNB SAINT JOHN's track record in placing students is excellent. UNB SAINT JOHN's co-operative education students receive outstanding value for their Co-op dollar. As well, money earned during job placements can be used to pay off educational expenses. In fact, Co-op students tend to have lower student loan payments after graduation than do other students. Co-op students also receive credit for the successful completion of Work Term report.

There are many testimonials from employers stating how well UNB SAINT JOHN students conduct themselves during job interviews and on the job. Recently, an employer made the following statement after interviewing seven Co-op students:

"...I do not know what you are doing in the Co-op Program, whether it is the Professional Development Seminars or something else, but whatever it is, keep on doing it. This is the best group of students that we have ever interviewed from any institution.....And as far as the Co-op Office is concerned, it is keeping in touch with us at just the right level...."

For further information on Co-op Fees, the University of Waterloo's Co-op Student Reference Manual, The Co-op Fee: How it is Set and Spent, provides a detailed breakdown of Co-op Program expenditures that is typical for most programs, including UNB SAINT JOHN.

<https://uwaterloo.ca/co-operative-education/your-co-op-fee>

STUDENT SERVICES

A student's success will primarily be driven by their personal efforts and resourcefulness; however, forces beyond an individual's control can sometimes interfere with successful studies. At these times, a student may be faced with a situation beyond their ability to cope. Who can a student turn to then?

Enter Student Services.... UNB SAINT JOHN's Student Services Centre offers a wide range of services such as Personal and Confidential Counselling (for most any problem), Financial Aid and Scholarship Advising, Study Skills and general adjustment to university, Counselling, and

Employment Services. Other facilities accessible through Student Services include: a career and study skills reference library, a writing centre, math help centre, the Ombudsperson (appeals regarding student behaviour on campus); and general information regarding student and university policy.

The Student Services office can be reached at 506-648-5501.

STUDENT ASSOCIATIONS

Why wait until the first Work Term job competition to establish contact with local business leaders? Student-run organizations exist that provide opportunities to meet local business leaders, participate in joint ventures with local business organizations, and/or to assist in running the association's operations. We encourage you to get involved!

<http://www.unbsrc.ca/clubs>