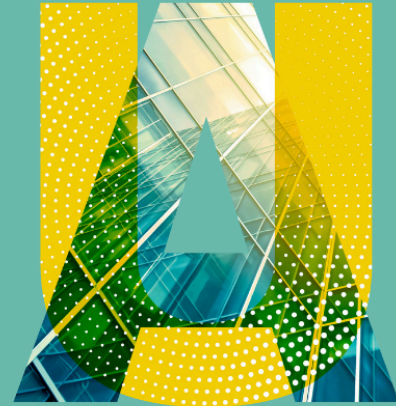




UNIVERSITY
OF ALBERTA

Alberta School of Business



CO-OPERATIVE EDUCATION PROGRAM POLICY MANUAL

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1. INTRODUCTION

Welcome to the Business Co-op Program! We're looking forward to supporting you throughout your co-op experience. Take a moment to go through the policies outlined in this manual, as they play a crucial role in your program participation. Throughout your time in the program, we'll be sending you emails with instructions and information about co-op procedures. You will also have access to a resource hub and online co-op community through eClass to supplement your experience. If you have any questions about these policies or how to navigate your participation in the Co-op Program, please don't hesitate to reach out to your assigned Work Integrated Learning Coordinator.

These Co-op Policies are intended to:

- Ensure that all Co-op students have a fair and equal opportunity to secure job opportunities that meet their career objectives and fulfill their academic requirements.
- Ensure that Co-op students meet the ethical expectations and Academic Requirements of the School of Business and University of Alberta.
- Ensure employers have a fair and legitimate opportunity to recruit qualified Co-op candidates for their jobs.

As a co-op student, you receive the following benefits:

- An assigned coordinator to work with you from start to finish throughout the program. You are encouraged to book regular appointments to discuss your job search, resume and cover letter development, discussion of job offers, and any other questions you may have about your participation in the program
- Access to a robust resource hub on eClass which includes self-directed, online learning resources as well as community support from other co-op students
- Access to a designated co-op job posting board, events, and newsletters to keep you informed and up to date with your job search and responsibilities in the program.

As a co-op student, we expect you to follow all of the policies set out in this manual, and in addition to adhere to the following program expectations. Many of these expectations are elaborated on in the following pages of the manual.

- **Engagement:**
 - We expect and encourage you to use the resources available on eClass and to meet regularly with your coordinator to keep us informed of your progress and any challenges we can help overcome
 - Being an active participant in your job search, applying for positions posted to the co-op job board and also completing self-directed job search activities with the support of your coordinator.
- **WKEXP Course Registration:**

- Accepting a co-op position means that you will be registered in a WKEXP course and are subject to associated tuition, which differs for domestic and international students.
- You are registered in a WKEXP course for each 4 month term you are employed, e.g. 8 month co-op terms, require 2 WKEXP registrations. An extension of a 4- or 8-month term would mean being registered in a subsequent WKEXP course.
- WKEXP courses maintain your status as a full-time student at the U of A, which may be beneficial for student loans, scholarships, and insurance.
- WKEXP courses do not carry credit weight, but do appear on your transcripts, along with the name of your employer
- Completion of each WKEXP course requires you to complete a *Work Term Report*, to participate in a site visit with a co-op coordinator and your supervisor, and receive a satisfactory end of term evaluation from your supervisor.
- WKEXP courses are assessed on a Pass/Fail basis. You will receive a grade of either CR (Completed Requirements) or NC (Not Completed)
- Once registered in a WKEXP course, you cannot be withdrawn.

Failure to follow or meet any of the following Co-op Policies and Requirements may result in you not receiving credit for the work term and/or being removed from the Cooperative Education program. (See [Transfers From the Co-op Program](#))

You may appeal academic decisions relating to their status in the Co-op program through the existing Faculty and University appeal processes (Refer to the [University Calendar](#)).

The University of Alberta Code of Student Behaviour applies to you throughout your Co-op program journey to ensure we maintain the highest standards of conduct and professionalism throughout. This includes the job search phase as well as when you're on a co-op work term.

Please note: International students participating in the Co-op Program have unique considerations, including obtaining a co-op work permit and impacts to their tuition payment schedule. More information can be found in the [International Student Handbook](#).

We're here to support you every step of the way to ensure you have a rewarding and successful Co-op experience!

PROGRAM REQUIREMENTS

The [Bachelor of Commerce Co-op Program Requirements](#) for completion are:

- Maintain satisfactory academic standing in the School of Business
- Introduction to Business Cooperative Education (a non-credit program of online modules and in-person session(s) held in the first semester upon admission to the program)
- WKEXP 911: 4 month work placement (non-credit)

- WKEXP 912: 4 month work placement (non-credit)
- WKEXP 913: 4 month work placement (non-credit)

Upon successful completion of all the required components, you'll earn a co-op designation on your degree parchment.

2. JOB SEARCH & JOB OFFERS

THE JOB SEARCH

We understand that the job search process can be both exciting and challenging. Rest assured, we're here to provide you with the guidance and support you need every step of the way.

Once you're admitted to the program, you'll meet with your assigned Work Integrated Learning Officer during an intake meeting. This meeting is designed to set you up for success and establish open lines of communication. Throughout the job search process, it's important to maintain regular contact with your coordinator. We're here to offer valuable insights, advice, and support tailored to your unique goals.

To assist you in finding co-op employment opportunities, we provide access to a job posting board exclusively available to students in the Co-op Program. Remember, these postings are for the exclusive use of co-op students, and sharing them with peers outside the program is not permitted.

While registered as a co-op student and engaged in an active job search, any job you accept that meets the Co-op Program criteria, including one obtained through a self-directed job search, will be considered a Co-op placement and result in you being registered in the appropriate WKEXP course and paying the associated tuition costs. An active co-op job search includes any of:

- Registering to view Co-op jobs on [CareerConnect](#);
- Viewing and/or applying to Co-op or Employment job postings found on [CareerConnect](#);
- Email communication and/or appointments with a Co-op Coordinator for the purpose of a Co-op job search, including but not limited to resume and cover letter reviews, interview preparation, coaching, and general job search advising;

Students who have accepted offers of rehire or extension from a current or previous employer may not participate in a job search for that work term. If you have received an offer of extension from your current employer, you must decline that offer before competing for other co-op opportunities. This ensures fairness and equal access to co-op experiences for everyone.

JOB OFFERS AND ACCEPTANCES

When it comes to job offers, we want to ensure that you have the time and flexibility to make informed decisions. Therefore, we have some guidelines in place to facilitate a fair process for both students and employers.

Our Co-op Program policy is that students must respond to offers within 48 hours unless the employer offers more time. Although we ask employers to allow students to have 48 hours to respond to an offer, in some cases an employer may require students to respond within 24 hours and students will need to adhere to that in those cases.

Your response can take the form of accepting the offer either verbally or in writing or politely declining it. We understand that choosing the right opportunity requires thoughtful consideration, so please contact your coordinator to discuss your situation. Before accepting an offer, ensure that you have a full understanding of the position, the work location, work hours and arrangements, as you are agreeing to these terms by accepting the offer. If you have questions or concerns about any of the terms of the offer, you should seek clarification from the employer before accepting the offer and we would encourage you to speak with your coordinator if you would like guidance on how to approach this.

Once you accept a job offer, it becomes a contractual commitment and we expect you to honor the acceptance as a binding obligation for the duration of the agreed upon work term. Failing to fulfill this commitment may result in your withdrawal from the Business Co-op Program. It's important to note that once you've accepted an offer, you are not able to subsequently reject it in favor of another offer. Whether the offer is verbal or written, both hold equal weight and are regarded as binding. If issues arise after you accept an offer, contact your Co-op Coordinator immediately to discuss.

Once you've accepted an offer, your job search is over. This means that you will need to withdraw from or decline any remaining interviews and cease submitting new job applications. This helps maintain fairness and ensures that other students have the opportunity to secure positions as well.

As soon as you secure a position, you must confirm the placement according to the appropriate procedures. You will be registered in a WKEXP course for each 4 month period of your placement. Remember that you will be paying tuition for each WKEXP you are registered in.

3. THE WORK TERM

WKEXP COURSES

For each 4-month period of co-op employment, you will be registered in the applicable WKEXP course. This means an 8- or 12-month placement is considered two or three sequential 4-month terms. During the period you are registered in a WKEXP course, you also maintain the benefits of full-time student status at the University of Alberta.

Completion of a WKEXP Course requires the completion of each of the following:

- WKEXP Report, completed by you and submitted through CareerConnect
- Mid-term site visit meeting with both supervisor and yourself as the student to check in on your progress and evaluate your performance in the work term so far
- A satisfactory final evaluation to be completed by your supervisor

The Registrar's Office assesses [tuition and fees](#) for all WKEXP courses. Tuition amounts owing and payment deadlines can be found on BearTracks after you have been registered in a WKEXP course. Inquiries regarding [fee payments and deadlines](#) should be directed to the [Student Service Centre](#). By being aware of and adhering to all deadlines and regulations published by the Registrar's Office, you can avoid financial consequences such as installment or late payment fees.

Co-op tuition fees are only assessed when you have secured a work term and are therefore registered in a WKEXP course. A breakdown of tuition fees applicable for a student while registered in WKEXP can be found in the [Appendix](#).

Here is some important information about WKEXP Courses:

- WKEXP courses do not provide you with academic credit and will not reduce the total number of credits required for the Bachelor of Commerce degree.
- Grades for WKEXP courses will not be used to calculate the student's GPA.
- The work term and associated WKEXP course activities are designed to offer reflection opportunities and contribute to your professional development.

Grades for WKEXP courses are assessed on a Completed/Not Completed basis as follows.

CR: Completed Requirements

- The student has met all requirements of the work term in a satisfactory manner, which include the following:
 - Update the Work Term Record with required employment information for each work term, within 2 weeks of your work term start date
 - Prepare and submit acceptable interim and final work term reports for each co-op work term as per course outline standards and deadlines.

- Participate in and receive a satisfactory evaluation from the mid-term site visit.
- Receive an acceptable performance evaluation from the employer.
- Complete a minimum of 13 weeks full time (35+ hours/week) work for each 4 month term

NC: Not Completed

- The student's job performance during the work term has been deemed to be unsatisfactory by his/her employer and by the Cooperative Education Office.
- Or, the student has failed or refused to ensure satisfactory completion of the requirements of the work term including related assignments (site visit, Co-op Report, Employer Evaluation).
- Students with a grade of NC in a WKEXP course are ineligible for graduation with a Co-op designation, and will be required to transfer back to the regular Bachelor of Commerce program in order to complete their degree.

During a work term, you are an employee of the work term employer and not an employee or agent of the University. In all matters relating to work activities, you will be under the supervision and direction of the employer and not under the supervision and direction of the University.

ADDITIONAL CO-OP WORK TERM

The Co-op Program allows for a 4th (WKEXP 914) work term in extraordinary circumstances with permission from a Work Integrated Learning Officer.

If you register in WKEXP 914 you are required to complete all of the components of a WKEXP course, including the report, evaluation and site visit. Failure to do so will result in a grade of NC (Not Completed) being assessed for the work term.

4. ACADEMIC POLICIES & REQUIREMENTS

WITHDRAWING FROM A WKEXP COURSE

Once registered, you cannot withdraw from a WKEXP course.

By accepting a co-op job offer, you commit to the entire length of the agreed-upon term of 4, 8, or 12 months. You cannot leave your work term early, unless there are exceptional personal or life circumstances which render you unable to complete the work term.

You cannot change jobs or withdraw from a work term based on lack of fit, lack of interest in the work, greater interest in a different job or company, or due to tuition costs.

Requests to withdraw from a WKEXP course must be made in writing to your Work Integrated Learning Officer, and will only be granted at the discretion of the CWIL and Undergraduate Program Offices.

ACADEMIC COURSES WHILE ON A WORK TERM

Students who choose to take an academic course will be limited to one regular academic course at the University of Alberta during a work term. The course must be outside of work hours (e.g. evening or asynchronous online.)

TRANSFERS FROM THE CO-OP PROGRAM

To request a transfer out of the Co-op Program back to the regular BCom program, complete the [Co-op Transfer Form](#). The Business Careers and Work Integrated Learning and Business Undergraduate Program office, must grant final approval for all transfers.

Should you elect to transfer from the Co-op Program after accepting a co-op placement, the transfer will not be processed until after you complete all requirements of your work term.

REQUIREMENT TO WITHDRAW FROM THE CO-OP PROGRAM

Circumstances which would result in you being required to withdraw could include:

- Leaving a work term without the consent of the CWIL office, prior to completing the necessary number of weeks of full time employment.
- Being asked by an employer to leave the work term prior to completing the necessary number of weeks of full time employment.
- Poor performance (NC) in any work term.
- Reneging on the acceptance of a Co-op job offer

ACADEMIC PERFORMANCE

If you are on academic probation while on a work term, you will receive non-academic credit for completing the work term if you satisfy the regular requirements for that WKEXP course.

If you are required to withdraw from the Faculty due to academic performance, you cannot receive credit for a work term while this requirement is in effect and your employer will be notified. If you are required to withdraw from a WKEXP course because of failing academic grades, you may be permitted to complete the work term provided the employer agrees.

READMISSION TO CO-OP

If you are required to withdraw from the Faculty for failing an academic year, and you apply for readmission to the Faculty, you may also apply for readmission into the Cooperative Education program.

APPENDIX

CO-OP TUITION FEE BREAKDOWN

The following is the breakdown of all possible fees for work term participation for the 2024-2025 academic year for domestic students. Tuition and fees may be adjusted on an annual basis. Refer to the fee assessment in BearTracks for current/exact amounts when entering a work placement.

Exemption options to some of the fees are outlined below.

If you are an international student and wish to continue using your U-Pass while on a work term in the Edmonton area, please contact your assigned Coordinator.

Description	Amount
Tuition	\$1,057.74
Student Health and Wellness	\$64.68
Student Academic Support	\$267.40
Students' Union Membership Fees	\$34.85
Students' Union Dedicated Fees	\$74.43
Students' Union Health Plan <i>Only assessed in Fall term. Opt out option available.</i>	\$166.34
Students' Union Dental Plan <i>Only assessed in Fall term. Opt out option available.</i>	\$162.21
U-Pass <i>Opt Out option available for students on work placements outside of the Edmonton Transit Service and/or surrounding areas</i>	\$180.00
Total	\$2001.65