



Co-operative Education & Internship programs

Student Handbook

Co-operative Education and Career Success

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Welcome!

Thank you for choosing a co-op program at Georgian College!

This manual is your guide to co-op and internship at Georgian and will assist you in your work term experience and provide answers to your work term questions. It also details your responsibilities as a student and the procedures we have in place to help you be successful.

This is your opportunity to apply your academic knowledge to the real world of work. Co-op work terms at Georgian College are not placements, as students are not placed or matched with a company. Work terms are earned through a traditional job search, interview and selection process. You have a whole team working to assist you in developing your career path and job search strategies for successful co-op, internship and graduate employment.

Co-op Consultant, Student Developers

- Provide support while you are on campus preparing for your co-op work term
- Facilitate your Co-op and Career Preparation course (CPHR 0001)
- Provide coaching on resume and cover letter development, job search strategies and interview skills
- Responsible for the collection and evaluation of your co-op documents

Co-op Consultant, Employer Developers

- Build and maintain relationships with co-op employers
- Workplace monitoring/mediation between employers and students
- Evaluate your work term experiences against your learning outcomes

International Co-op Consultant

- Supports international students with job search documents, workplace expectations, employer outreach and required work/study permits for co-op
- Provides information and guidance for investigation of International employment opportunities for all students

Data Resource Specialists

- Orbis registration, training and troubleshooting
- Provide students with assistance with Orbis
- Posting positions for co-op work terms and part time, summer and graduate employment

Career Consultants

- Provides services to Co-op/Internship students, graduates and alumni by:
 - supporting individualized career planning, utilizing career assessments such as: Myers Briggs Type Indicator (MBTI), COPS, and TypeFocus
 - providing additional support for resume and cover letter development, interview prep and mock interviews, Perfect Interview employment portfolio development, labour market information

Where can you find us?

Barrie Campus (Room B110)

Orillia Campus (Room A200)

Owen Sound Campus (A122)

South Georgian Bay & Muskoka – ask the academic area for our outreach schedule or email for an appointment

careerandcoop@georgiancollege.ca

Want to give feedback on your co-op experience? Contact the department manager, Megan Fenton at 705-728-1968 ext. 5277 or megan.fenton@georgiancollege.ca

Freedom of Information and Protection of Privacy Act (FIPPA), 1990

Under the Freedom of Information and Protection of Individual Privacy Act, pursuant to Section 39 (2) of the Freedom of Information and Protection of Privacy Act, under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, c. 8, Schedule F, we are required to have the consent of students to release the following information:

Academic records, academic eligibility, resume, work term reports, employer evaluations, interview schedules, interview results, immigration/work authorization documents (if required).

When students consent under Freedom of Information on Orbis, Georgian College is given permission to discuss and/or release this information to employers, WSIB, relevant social services or other government agencies as required. This consent does not include sharing of information with parents, peers and other professionals outside the scope of Co-op and Career Success.

Student Code of Conduct

At Georgian, we all have a role to play in providing a safe, inclusive and respectful learning environment. The purpose of the Student Code of Conduct is to define the responsibility of all Georgian College and University Partnership Centre students to act in a manner that respects the rights, safety and wellbeing of others. The Code defines the general standard of conduct expected of students, provides examples of non-academic conduct that may be subject to disciplinary action by the College, sets out the disciplinary sanctions that may be imposed, and describes the disciplinary procedures that the college will follow.

The scope of the Student Code of Conduct includes students on co-op and internship work terms. More information can be found at <http://www.georgiancollege.ca/student-code-of-conduct/>.

What is Co-op and Internship?

Co-operative Education is a formal program that integrates academic studies with work experience with employers. What that means is that throughout your program you will have academic terms and work terms. Co-op is a great opportunity to use your learning on the job and confirm if the career is the right fit for you. It's also a great way to build your employer network.

At Georgian, we work within the *Canadian Association for Co-operative Education* definition of co-op:

- each work situation is developed and/or approved by the Co-operative educational institution as a suitable learning situation
- the student is engaged in productive work rather than merely observing
- the student receives remuneration for the work performed
- the institution monitors student progress on the job
- student performance on the job is supervised and evaluated by the employer
- total work experience is normally fifty percent (50%) of the time spent in academic study and in no circumstances less than thirty percent (30%)

Internship is an extended period of paid work experience that is an integral part of a program of postsecondary study. Students are employed in settings which provide work experience directly related to their academic programs and career objectives.

Co-op and Internship Requirements

To be eligible to participate in a Co-operative Education/Internship work term, students are required to be registered in a Georgian College co-op program and:

1. Register for Co-op and Career Preparation (CPHR 0001) on Banner, and satisfactorily complete required assignments as detailed in the course outline (<http://www.georgiancollege.ca/course-outlines/cphr/0001>) and syllabus. Students must pass all assignments to pass the course.
2. Verify and maintain a profile on Orbis, including a current resume and cover letter
3. Maintain a satisfactory academic performance (refer to academic policies 4.1.5)

4.1.5 Promotional Status and Eligibility for Co-op Work Term

A student may proceed to a co-op work term if any of the following reflect his or her current academic standing:

- In Good Standing
- On Probation
- Under Academic Warning with a semester GPA of greater than 50 per cent*

NOTE: In order to be considered eligible for co-op progression a student must be enrolled full-time in their previous academic semester (refer to policy 3.2.1 registration definition). Exceptions may apply to students who have been granted course exemptions/credit transfers, or with the approval of the Consultant.

4. Register for each work term on Banner by required dates (see Appendix A – Student Activity Calendar)
5. Submit required documentation to the Consultant within designated time frames (see Appendix A – Student Activity Calendar)

** RAPP program students must maintain 60% in each course to progress in the program*

Any exceptions to the above criteria must be approved by the Manager of Co-operative Education and Career Success.

Fees

Co-op fees are charged during academic semesters. Similar to an academic course, co-op is a mandatory program component, and services are available for student success. Therefore, the fee is compulsory for any student registered in a co-op program. The fee is a fee for services provided before, during and after each work experience, including:

- the Co-op and Career Preparation course
- individual supports from the co-op team
- guest speakers
- interview coordination and assistance
- work site monitors and conflict resolution
- evaluations
- co-op promotion and marketing
- employer development
- database management
- debriefing sessions

It is in the best interest of students to use these services. Fees do not guarantee students receive a work term.

Part-Time Students

Part-time students who are registered in a co-op program will be assessed a part-time fee. Students requesting information or assistance regarding fees should contact the Office of the Registrar.

Late Fees

Late fees will be issued to students who do not submit the required documentation in order to track and evaluate the work term. A **\$65.00** late fee will be charged each time a student fails to do any of the following by the applicable deadline:

- registering for the work term in Banner
- submitting the Work Term Record
- submitting the Employer Evaluation/Learning Outcomes (per the requirements of the program)
- submitting the Co-op Report

NOTE: all of these steps need to be completed according to the instructions provided.

Students will receive communication from their Consultant prior to being issued a fee. The submission of the above documents is imperative to track, confirm and evaluate work terms for student credit and therefore deadlines need to be adhered to.

Prior Learning Assessment and Recognition (PLAR)

Note: PLAR does not apply to all programs- refer to policy 3.3.2.2 Co-op PLAR. High school co-op work terms are not considered for PLAR.

Students may apply for recognition of previous work experience related to their field of study, provided that the following is made available to the Consultant for approval:

- evaluation statement from the employer
- supporting evidence that the learning outcomes have been met
- proof of processing fee payment (please contact the Office of the Registrar for details)

The work experience must be equivalent in quality and length to Georgian's co-op work experience, and reflect the program learning outcomes. Students interested in a PLAR need to contact their Consultant for further information. If the request is granted, the transcript will show a "P" for the co-op Work Term.

Completion of at least one Co-op/Internship work term is required for each program at Georgian College. Programs with only one work term do not qualify for work term PLAR.

Exemption - Co-op Only (Does not apply to Internship Students) – refer to policy 3.3.1.1 Co-op Credit Transfer

An exemption may be granted for a co-op work term that is part of the student's program, based on a previously completed accredited co-op work term from another postsecondary institution's academic co-op program. The outcomes of the previous work term must match the outcomes of Georgian's co-op work term. The institutional transcript must indicate a credit for a learning outcome-based co-op program.

Students may submit an Application for Exemption from a Co-op Work Term by completing the appropriate form, providing a transcript from an approved postsecondary institution, and paying the appropriate fee. The exemption request and all associated documents must be approved by the Consultant. (For more information on applying for an exemption, please contact the Office of the Registrar).

If an exemption is granted, the transcript will show the code "EX" and no course mark will be recorded for the work term. The result of an exemption assessment is final and is NOT subject to appeal.

Completion of at least one co-op work term is required for each program at Georgian College. Programs with only one work term do not qualify for work term exemption.

National and International Opportunities

Co-op/Internship students interested in an out of country work term are encouraged to meet with their Consultant well in advance. If a student is interested specifically in working outside of Canada, they will be referred to the International Co-op Consultant for assistance with travel, documentation and possible job leads.

Unless otherwise provided by the employer or partnering program/agency, students traveling out of province and/or country for a work term are responsible for and must arrange their own:

- travel arrangements and expenses
- accommodation
- medical/accident insurance
- work visa if required

The International Consultant will provide guidance to the student in meeting these requirements for International work experiences.

International Students

International students must ensure that they are legal to work in Canada by applying for the required work permit(s) through Citizenship and Immigration Canada.

In addition to traditional student responsibilities, international co-op/internship students are required to:

- attend orientation sessions for International students arranged through the International Centre
- meet with the International Student Advisor to apply for the required Co-op/Internship Work Permit a minimum of 6 months prior to the first work term and ensure that the study and working status in Canada is valid at all times.
- Proof of Work Permit application must be provided to your Co-op Consultant or Orbis access will be removed
- recognize that the International Co-op Consultant, located in Room B110 (Barrie Campus), provides additional assistance by delivering workshops, one-to-one appointments and by working closely with the Co-op/Career Consultants for the program areas

NOTE:

- International students need to be aware that in order to legally study and work in Canada, they must have valid documentation processed by Citizenship and Immigration Canada. It can take several months to process or renew any documentation. International students will not be provided access to Orbis to search for a work term until proof of work permit application/receipt has been provided to their Consultant.
- International students must register for work terms on Banner in order to maintain their insurance coverage. Students who have a HOLD on their Banner accounts due to outstanding fees or poor academic standing are prohibited from being able to register until the HOLD is removed.

Students with Disabilities

Consultants will work with each student and their Accessibility Advisor to ensure students have support with job search and interview assistance and advocating for workplace accommodations. Students are encouraged to provide their Consultant with a copy of their accommodation letter in their first semester so their Consultant has the information required to assist the student in self-marketing and advocacy.

What to do to prepare for your work term...

1) Register on Banner for the Co-op and Career Preparation course (CPHR 0001)

The Co-op and Career Preparation course is scheduled for all first year students in either semester 1 or 2. The classes include all the necessary steps and processes to assist in successfully completing work terms and includes in class and online components. In order for students to receive a grade of P (Pass)* they must complete the following:

- Resume Assignment
- Orbis Assignment
- Job Search Assignment
- Interview Discussion Board
- Policies and Procedures Quiz
- WorkSmart Campus Training Certificate

**students must pass all assignments to pass the course*

A grade of F (Fail) will be noted on the student's official academic transcript for those who do not complete the requirements above.

Students will have access to all co-op/internship information and forms on Blackboard under their Co-op and Career Preparation shell. Upon completion of the course, students will have continued access to these materials through the student portal. Information can also be found in the *Employment and Career Resources* Blackboard organization. A student will only have access to Blackboard during semesters (both academic and work term) for which they have registered on Banner.

This course is a pre-requisite for work term registration for the following programs:

Office Administration – Executive (Co-op)

Mechanical Engineering Technology

Electrical Engineering Technician

Electrical Engineering Technology

Here is a link to the course outline: <http://www.georgiancollege.ca/course-outlines/CPHR/0001/fall/2016/>

Students who receive an F in CPHR 0001 may retake the course. Please connect with your Co-op Consultant for CRN information.

2) Complete WorkSmart Campus™

All Co-op/Internship students are required to submit proof of completion of the WorkSmart Campus online safety training – without exception. Students who have not completed the training will not be permitted to begin their work term. Students are required to provide their Consultant with a copy of their certificate of completion.

Students must achieve an overall score of at least 70%. The Ministry provides a Certificate of Completion once the course has been completed successfully. To access the course, go to <http://vubiz.com/chaccess/worksmart/> (Campus ID: mevt2747. Password: Your student email address). Technical assistance questions should be directed to support@vubiz.com.

3) Networking, job searching and applications

Check out Orbis – The Co-op/Internship Job posting website

Orbis is a web-based co-op/career system accessible through the portal. Students can search and apply for work term opportunities online 24/7. Students will receive training on the system in their Co-op and Career Preparation course (CPHR0001) and can get additional support from co-op staff. Orbis contains confidential and privileged information for

co-op/internship students only. The information is for students conducting professional job searches only and must not be shared with others.

It is your responsibility to:

- complete Orbis training module
- ensure personal information is up-to-date and answer questions under *My Account* regarding work permit (International students), Work Abroad and Freedom of Information
- upload a current resume and cover letter
- check the site daily for new postings and interview schedules
- input and submit an accurate work term record once a work term is confirmed

Your Orbis account will become active immediately, however you will not have access to job postings until the semester before your work term. In order to maintain an active Orbis account you must be registered in Banner, eligible for work term and using the system according to the requirements listed at the bottom of *Appendix B*.

Your Consultant can make your account inactive at any time for violation of Orbis terms of use or ineligibility to pursue a work term.

Independent Job Search

Students are also encouraged to use their own job search skills to secure work term employment, and utilize services provided by their Consultant. Maximizing personal networks and researching employers of interest are great opportunities for students to get valuable work term employment.

All students who obtain their own work term must get approval from their Consultant to ensure that the work term meets the program and learning outcome requirements, prior to starting work.

4) Banner Registration

Internship

Because an Internship program involves tuition fees, the deadlines for registering and withdrawing are the same as academic courses - NOT Co-op. (see *Appendix A – Student Activity Calendar*).

If you have not found an Internship work term within the first two weeks of the semester you must contact your Consultant and request to be withdrawn from the course in Banner. This needs to be done to ensure you are eligible for a refund of your internship fees. If you do not withdraw and are unsuccessful in securing an internships, you will be required to pay the full internship fee again in the following semester. If you withdraw and your fees are held for the following semester please note that additional fees may be charged due to ancillary and student fee schedules.

Co-op and Industry Placement

Co-op is a part of your academic program so to receive credit for a work term, students must register for each work term on Banner by the deadline date (see *Appendix A – Student Activity Calendar*).

If you do not register on Banner for your co-op work term, your work term is invalid and you are not considered a Georgian College student. This has an impact on your work term credit and your student insurance coverage. Students who are not registered in Banner will also lose access to Orbis at the start of the work term semester and will be unable to job search or submit their WTR forms.

5) Interviewing

Students may be notified for interviews through direct contact from the employer, or by email (Georgian email address) through Orbis. It is extremely important that you check your Georgian email account regularly. Interviews are normally scheduled during working hours. It is the responsibility of the student to:

- immediately confirm or decline their interview on Orbis
- immediately sign up for an interview time on Orbis

- attend the interview

Interviews may be held on campus or at the employer's location. It is the responsibility of the student to ensure necessary arrangements are made to attend an interview and to inform their faculty if they must be late to a class or miss a class due to an interview.

Any student who is unable to attend an interview must contact their Consultant immediately. Students are not to contact the employer directly regarding the interview unless specified on the job posting. All communication must go through the Consultant.

6) Offers of Employment

Accepting a job offer

Unless otherwise indicated by the Consultant, students must respond to a job offer within two business days; failure to do so will result in the offer being revoked and extended to another student.

Once an offer has been accepted, the student must fill out a **Work Term Record (WTR)** online in Orbis (see *Appendix B* for instructions). The WTR must be submitted prior to the work term start date.

Once an offer is accepted, verbally or in writing; the student is committed to that position and may not continue to job search, attend interviews or accept another job offer. Maintaining employer relationships is key for success of all students. Failure to comply with this may result in denied access to Orbis for future work term job searches, and/or the loss of their work term credit.

Declining a job offer

Even if a student intends to decline a job offer, they must do so within two business days. Declining two job offers without reasonable cause will result in a discussion with the Consultant about the student's commitment to the work term and potentially, the student losing access to Orbis.

The Work Term

1) Credit for Work Term

In order to qualify for a work term credit, the student must successfully:

Before you start your work term:

- COMPLETE the Co-op and Career Preparation course**
- REGISTER on Banner** for the work term
- SUBMIT the Work Term Record** prior to the start of your work term

At the end of your work term:

- SUBMIT your Co-op Report and Learning Outcomes.** This is due after your co-op work term is complete. Learning Outcomes must be reviewed by the supervisor / employer. A work term report is required after each work experience, summarizing the learning experiences of the student.
- SUBMIT the original copy of the Employer Evaluation.** This is due after your co-op work term is complete and must be signed by you and your Employer. It is the responsibility of the student to provide the employer with the Employer Evaluation form for completion. The evaluation must be signed by the supervisor and student before submitting to the Consultant.

NOTE: Each individual work term is a unique experience and requires a separate submission of documentation relevant to that work term. Duplicate copies of Co-op Reports will not be accepted for students completing multiple work terms with the same employer. As well, some programs require additional documentation due to government regulation and accreditation.

All of the above criteria will be evaluated by the Consultant to determine successful completion of credit. Co-op students will receive an “S” on their transcript for successful completion of each work term, or “U” for unsuccessful completion. Internship students will receive a “P” (pass) or “F” (fail).

It is the responsibility of the student to make sure that all required documentation/submissions have been received by the Consultant within the designated timelines. Failure to meet the required timelines will result in late fees. If final paperwork is not submitted, the student will receive an “F” on their transcript for that work term.

Once the co-op credit is entered on Banner, the student may pick up their report and evaluation from the Consultant. Unclaimed reports are shredded at the end of the following semester.

2) Work Term Hours & Types

An ideal work term consists of full-time hours for the duration of the work term semester. Variations to this may be approved upon discussion with your Consultant. These hours are normally completed in a four month period, consisting of 35 to 40 hours of work per week over 12-14 weeks (refer to the program outline for specific hours related to your program – typically a minimum of 560 Hours).

Any commitment made to the employer to work longer must be honoured. A student may not leave a position prior to completion unless there is *prior* approval from the Consultant and the employer. Failure to do so will result in the student losing their work term credit.

Alternative Work Term Types

Work experience with a family business

Students may work in a family-operated business for their work experiences. It is required, however, that someone other than a relative evaluate them and the experience must be approved by the Consultant as meeting the learning outcomes of their program.

Unpaid/volunteer positions

Georgian College encourages paid work term opportunities for all students, however in exceptional circumstances, a student may choose to accept an unpaid position in order to achieve the work term requirements or acquire relevant experience. Unpaid/volunteer positions are not posted on Orbis for co-op programs (however may be for internship/industry placements) but may be included on Blackboard sites or communicated in other methods. Any work term opportunity must be discussed with and approved by the Consultant and a Work Term Record must be submitted prior to the start of the work experience.

A Declaration of Understanding form will also need to be signed by both student and employer and submitted to the Consultant, prior to start of work term, in order for the unpaid/volunteer placement to be eligible for WSIB coverage.

The Ministry of Training, Colleges and Universities will provide the workplace insurance coverage for the duration of the unpaid/volunteer work term.

eCo-op: Entrepreneurial Co-op Work Term

Students who are interested in completing an entrepreneurial work term are to contact their Co-op Consultant for further information. This process requires student preparation and research so connection well in advance of your work term start date is encouraged.

Returning to the Same Employer (Co-op students only)

A student may return to the same employer with approval from their Consultant. In this case, it is expected that the student will complete the work term in a different position and/or have an increased amount of responsibility.

3) On the Job Commitment

Many work experiences may require students to relocate or commute and all transportation and living accommodations are the responsibility of the student. Please ensure you are aware of these commitments before applying to and accepting a position outside of your community.

Final evaluations include both technical and transferable skills. Remember that work performance, behaviour, attitude and professional conduct will influence the decisions made by employers regarding the student's overall evaluation, future employment opportunities and whether to hire other Georgian Co-op/Internship students.

Students should expect to observe all employer rules and regulations while at work, and to be treated the same as other employees in the workplace.

- Students are *not* entitled to vacation during their work term unless it has been pre-arranged and agreed on by both the employer and the Consultant. It must not interfere with the student's completion of their required hours for the work term. Vacation pay is included in the student salary.
- Co-op/Internship is a real, valid work experience, and students are expected to deal with many work-related problems on their own and with the workplace supervisor if necessary. If students are uncomfortable approaching the supervisor with a problem, or are in doubt as to what actions should be taken, students are to contact their Consultant immediately.
- Students are required to honour the commitments made in the initial employment contract (either verbal or in writing). This includes, hours of work, duration of work term, requirements and employer expectations. Any concerns should be presented to their Consultant.
- It is the responsibility of the student to notify the employer immediately if they are going to be absent from work. Failure to do this could result in an unsatisfactory employer evaluation, termination and loss of the credit. Other than for emergencies or serious illness, regular attendance must be maintained.

4) Failure to Report to Work

Failure to report to work will mean automatic failure for the work term credit. If unforeseen circumstances prevent a student from reporting to the employer on the agreed start date, the student must contact their Consultant immediately.

5) Quitting a Work Term

Under no circumstances are students to terminate a work term (quit their job) on their own.

If a student feels it is necessary to leave a work term, they must contact the Consultant immediately (prior to giving notice to the employer). Any agreement on the student leaving their work term will be made in conjunction with the Consultant and the employer. Each situation will be considered on its individual merits. Barring special circumstances, any student who quits work will be subject to receiving a failing grade for the work term.

6) Medical Restrictions

The student must inform the Consultant if they have an injury or disability that could interfere with their ability to handle specific tasks or requirements of the work term. Assistance is available to help students complete the work term successfully. Consultants will work with Accessibility Advisors to support students needing workplace accommodations for their work term.

7) Workplace Safety Insurance Board (WSIB)

Employers are responsible for WSIB insurance coverage in most cases. There are exceptions, and students are advised to speak to the Consultant and review the WSIB website (www.wsib.on.ca). Where the employer is not legally required to provide coverage, it is strongly recommended that students arrange alternate insurance prior to starting the work term.

Confirmation of the employers WSIB and third party liability coverage is the responsibility of the student and is a required field on the Work Term Record.

8) Strikes/Layoffs/Plant Closures During the Work Term

In the event of a work stoppage, the student must contact the Consultant immediately. It is at the discretion of the student if they wish to cross a picket line. The Consultant and employer are available for consultation. If the student is unable to work, every effort will be made to find alternative employment so that the student can complete the work term.

9) Termination/Dismissal

The employer has the right to dismiss the student with just cause. The student must notify their Consultant immediately if dismissed from the work term. The circumstances surrounding the termination will be reviewed with the student, employer, Consultant and Co-op Manager. A failing grade for the work term may be applied, in which case the student will be required to complete another work term.

10) Work Term Monitors

All work terms will receive a monitor from their Consultant, either in person, through telephone or email. It is the responsibility of the student and employer to respond to requests for discussion and evaluation from the Consultant. If at any point the student needs assistance from their Consultant they are to contact them and follow up will occur. If the student feels an in-person visit is required, rather than email or telephone communication, they should contact their Consultant, who will make every effort to visit.

Frequently Asked Questions

Can I defer my work terms to the end of my program?

Students are required to follow the academic and work term sequence as indicated in their program outline. If a student cannot follow the normal sequence of the work term, it must be approved first by the Consultant in consultation with the Program Coordinator.

What is the difference between Banner and Orbis?

Banner is Georgian College's student information system. All students must register for courses and co-op work terms on Banner. Banner includes: Web registration process, online timetables, online transcripts and much more. Students are required to register for the Co-op and Career Preparation course (CPHR0001) and register each work term on Banner.

Orbis is a web based co-op/career system through the College website and is where all co-op/Internship positions are posted. Positions can only be viewed by students in co-op/internship programs. Students register by completing a personal profile as well as uploading their resume and cover letter. Students need to update their profile and resume for each work term in order to have access to the positions. Students will receive training on this system during their Co-op and Career Preparation course. Non co-op program students also have access to Orbis to look for part time, summer and graduate job opportunities.

Am I guaranteed a co-op/internship?

The co-op program does not guarantee you employment. Historically, however, our overall employment rates have varied between 86 and 99 per cent. Students need to actively engage in the process of finding work.

What you need to do to succeed in co-op:

- Apply to as many jobs on Orbis as you are able
- Put effort into your job search – network, use social media
- Hone your interview skills (use Perfect Interview)
- Do not limit your search to one geographic area
- Focus on your transferrable skills
- Research the company to which you apply
- Maintain a positive attitude
- Connect with your Consultant in class and one on one for assistance
- Be entrepreneurial and innovative in your approach
- Have a strong and tailored resume/cover letter for each position you apply to – source out support from your Consultant to ensure your documents are marketable

Am I allowed to find my own work term employer?

Students are encouraged to do their own job search, and must discuss with the Consultant prior to accepting a job to make sure it meets the requirements for the work term credit.

How many jobs should I apply for?

Do not limit the job search. Students are in competition for these positions not only with other students from their program, but from other colleges as well. Students should explore as many avenues as possible and be flexible with geographic area. If you have applied to many positions without success, please connect with your Consultant. They can assist you with updating your cover letter and resume to make you more marketable.

I would like a work term in another country. How do I go about finding one?

Ask your Consultant. They can provide information and support. In addition, the International Co-op Consultant is located in Room B110 (Barrie Campus) and is available to assist any students looking for overseas Co-op/Internship opportunities.

Do I need to complete a work term if I have previous experience in the field?

Students in a co-op program who have worked in their field of study may apply for a PLAR (Prior Learning Assessment and Recognition). The Consultant will provide you with the necessary forms. Students must demonstrate that the work is equivalent to the quality and depth of Georgian's work experience, and reflects its learning outcomes. Please note that there is a fee for processing a PLAR. Completion of one work term is required. See the PLAR section above for more information.

What is the Co-op and Career Preparation course?

All students who are registered in a Co-op/Internship program must complete the Co-op and Career Preparation course and all assignments. Students must register for these classes on Banner. The Consultant, through these classes, will provide you with the tools required to be successful in developing job search strategies and being successful on your work terms. Students will become familiar with the procedures, documentation, and position types required to obtain the credit. Remember that the student needs to meet the work term requirements of the program in order to graduate.

How do I obtain a Police Check?

A Co-op/Internship employer may request that the student obtain a police/security clearance check within the geographical location of the work term. For further information and to find a Commissionaires service location, refer to the following links:

<http://www.commissionaires.ca>

<http://www.commissionaires.ca/national/en/locations-office/loc-barrie-office-northern-region>

Can I opt out of my co-op work terms?

Georgian College co-op programs include mandatory co-op work experiences, meaning work terms are required to graduate. Some co-op programs have non-coop program equivalents and students can choose to withdraw from the co-op program to move into a non-coop program if they feel that it is a better fit. Students moving from co-op to non-coop programs must meet with their Consultant and Program Coordinator in order to process a program change.

Beginning in September 2016, the following programs do offer an exit for students who complete all academic requirements, but are unsuccessful in completing their work terms:

- Mechanical Engineering Technology
- Interactive Media Design – Web
- Aviation Management
- Automotive Business
- Mechanical Technician – Precision Skills

Students will have the ability to request to graduate with a non co-op diploma, upon approval from their Program Coordinator and Co-op Consultant. This option is only available after students have followed the formal request to graduate process. Contact your Co-op Consultant for more information.

- Appendix A -
Co-op/Internship 2016-2017 Student Activity Calendar

BANNER DEADLINES			
Activity – Banner Registration	Fall (Sep-Dec 2016)	Winter (Jan-Apr 2017)	Summer (May-Aug 2017)
Registration Begins for Co-op/Internship Work Term	Mon. Jul. 18/16	Wed. Nov. 2/16	Thur. Mar. 2/17
Registration Deadline for Co-op/Internship Work Term	Mon. Oct. 31/16	Tues. Feb. 28/17	Fri. Jun. 30/17
Deadline to Withdraw from Co-op/Internship	Tues. Nov. 15/16	Wed. Mar. 15/17	Fri. Jul. 14/17
Registration Begins for Co-op/Internship Hour (CPHR0001) -1st Year Students	See Banner for your registration window approximately 4 weeks prior to the semester start date		
Request to Graduate Form deadline for students in their final semester – submitted to the Office of the Registrar	Thur. Dec. 1/16 (for winter convocation)	Wed. Mar. 15/17 (for spring convocation)	Fri. Jul. 14/17 (for fall convocation)
CO-OP/INTERNSHIP CONSULTANT - CO-OP/INTERNSHIP DOCUMENTATION REQUIREMENTS			
Activity – Co-op/Internship Documentation	Fall Co-op (Sep-Dec 2016)	Winter Co-op (Jan-Apr 2017)	Summer Co-op (May-Aug 2017)
Work Term Record Deadline to submit the Work Term Record in Orbis for approval.	PRIOR TO START DATE Final deadline: Fri. Sept. 30/16	PRIOR TO START DATE Final deadline: Tues. Jan. 31/17	PRIOR TO START DATE Final deadline: Wed. May 31/17
Co-op Work Term Documentation (unless otherwise indicated below – program specific) Deadline to submit Co-op Work Term Report and Employer Evaluation to Co-op Consultant	Tues. Jan. 31/17	Wed. May 31/17	Fri. Sept. 29/17
Deadline to submit Co-op Work Term Report and Employer Evaluation to Co-op Consultant for Hospitality & Tourism Programs including Golf Facilities Operation Management; Bach Applied Business (Golf Management); Culinary; Hospitality Management-Hotel and Resort; Hospitality Administration-Hotel and Resort; Recreation and Leisure; Tourism and Travel	Summer Work Term – Fri. Sept. 29/17 *Students off sequence must connect with their Co-op Consultant		
Deadline to submit Co-op Work Term Report and Employer Evaluation to Co-op Consultant for Snow Resort Fundamentals; Snow Resort Operations and Ski Resort Operations	Winter Work Term – Wed. May 30/17 *Students off sequence must connect with their Co-op Consultant		
Deadline to submit Co-op Work Term Report, Log Books and Employer Evaluation for 2nd year Opticianry	Fri. Aug. 18/17 *Students off sequence must connect with their Co-op Consultant		

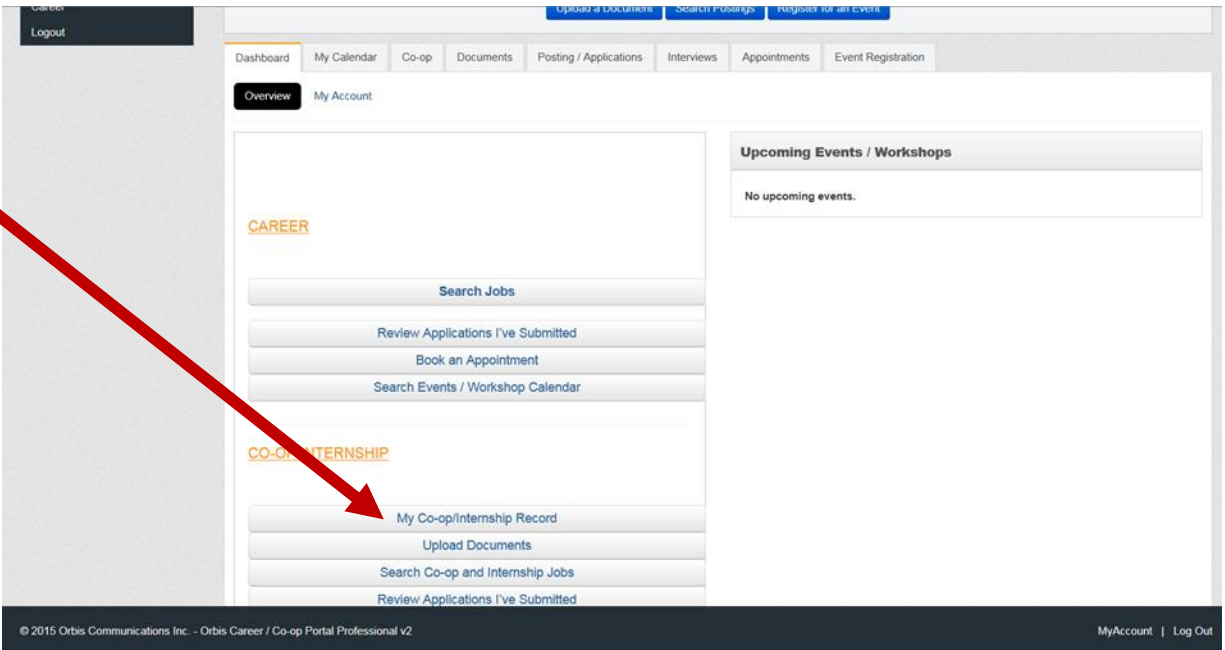
Above dates may vary based on January intake and work term schedules

Dates may change so students are encouraged to check the Important Dates section of the Georgian College website for further information and updates

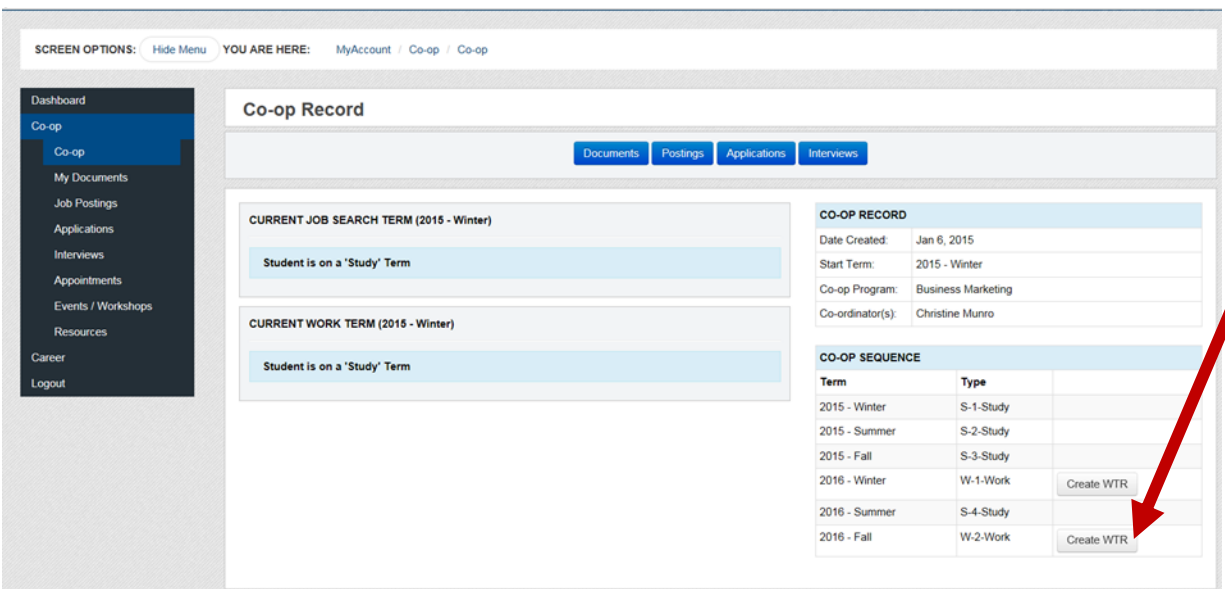
- Appendix B -

Work Term Record (WTR) on-line submission in Orbis Student Instructions

1. Log into Orbis (**Student ID** and **Banner** password)
2. On your Dashboard go under Co-op/Internship and click on **My Co-op/Internship Record**



3. Under Co-op Sequence (on the right), select **Create WTR** beside the work term you are scheduled to be out on.



4. Complete **ALL** required fields on the form and click **Save**. Your completed WTR will stay as pending until your Co-op Consultant has viewed and approved it. The **status** will change from “**pending**” to “**approved**”.

The screenshot shows a web form for a Work Term Record (WTR). At the top, the status is 'Pending'. Below this, there are fields for 'Last Updated' (N/A) and another 'Last Updated' (N/A). A blue 'Save' button is visible. The form is divided into sections: 'WORK TERM DATE RANGE' and 'WORK TERM INFORMATION'. In the 'WORK TERM DATE RANGE' section, there are two date fields: 'Work Term Starting Date*' and 'Work Term Ending Date*'. Both have calendar icons and a 'This field is required.' error message. The 'WORK TERM INFORMATION' section includes fields for '* Organization:', 'Division:', '* Job Title:', and 'Position Responsibilities/Duties - if not posted in Orbis (if posted in Orbis, please indicate the posting Job ID below):'. Each of these fields also has a 'This field is required.' error message. At the bottom of the form, there is a copyright notice: '© 2015 Orbis Communications Inc. - Orbis Career / Co-op Portal Professional v2' and a 'MyAccount | Log Out' link.

If your job is **unpaid**, then you must also complete and submit the workplace insurance forms (Student Declaration of Understanding and the Employer Declaration of Understanding) so Georgian College can provide the required workplace insurance. These forms can be found on Blackboard under Forms/Credit. Just scan/email or drop them off to your Consultant before your first day of work. Your Work Term Record will stay ‘pending’ until these forms are received.

If you have issues or questions regarding your work term record, please contact your Co-op Consultant directly.

Technical issues and/or questions should be sent to our Data Resources Specialists at careerandcoop@georgiancollege.ca.

It is the responsibility of the student to follow the Orbis guidelines below:	
<p>To keep an active account in Orbis you will:</p> <ul style="list-style-type: none"> ➤ have read and understood all terms and conditions of the Freedom of Information and Protection of Privacy Act ➤ ensure account information is current; changes can be made through the Office of the Registrar ➤ maintain an up-to-date profile in Orbis ➤ check Orbis daily for new opportunities for your program ➤ check college email daily for upcoming interviews or other important information ➤ confirm interviews in a timely manner 	<p>Your account in Orbis will become inactive if you:</p> <ul style="list-style-type: none"> ➤ do not confirm or show up for interviews/decline job offers ➤ withdraw or are no longer enrolled in a Co-op/Internship program at Georgian College ➤ have not paid your tuition fees on time ➤ are not in good academic standing (i.e. under suspension/academic warning) ➤ fail to submit Co-op/Internship documentation (i.e. Work Term Record) ➤ are terminated from a work term ➤ quit a position without approval from Co-op/Internship/Career Consultant ➤ allow others access to your account