



# Co-op/Internship Student Manual

## RESPONSIBILITIES & PROCEDURES

2014-2015



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# STUDENT RESPONSIBILITIES AND PROCEDURES MANUAL

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# Welcome!

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Dear Student:

The Centre for Co-operative Education, Internship & Career Services welcomes you to our Co-operative Education and Internship programs at Georgian College.

This manual addresses Co-op/Internship policies and procedures during your time at Georgian College. We encourage you to follow these procedures and make your work term a rewarding experience. This is your opportunity to apply your academic knowledge to the real world of work. It is up to you to make the most of it.

You have a whole team working on your behalf to assist you in developing your career path and job search strategies for co-op and graduate employment. Student Developers provide support while you are on campus preparing for your co-op work term, employer developers help build relationships with co-op employers and provide support during your co-op work term. It is vital that you attend Co-op classes and seek one-to-one consultation by getting to know your Consultant. The Co-op/Internship and Career Centre staff is committed to supporting every student in obtaining a work term.

If you require extra job search assistance, training on Orbis, or are interested in pursuing an International work term, please drop in to one of our Centres: Barrie Campus (Room B110), Orillia Campus (Room A200), or Owen Sound Campus (A122aa)

Should you have any questions or concerns about Co-operative Education, Internship and/or Career Services please feel free to drop into B110 or email [careerandcoop@georgiancollege.ca](mailto:careerandcoop@georgiancollege.ca).

Sincerely,

The Co-op, Internship & Career Team.

**We Make Education Work!**

## Co-operative Education/Internship Definition

**Georgian College** is a member of the **Canadian Association of Co-operative Education (CAFCE)** and **Education at Work Ontario (EWO)** and abides by their Definition and Code of Ethics.

**Co-operative Education** is defined as a program that formally integrates student academic studies with work experience in Co-operative employer organizations. The usual Co-op model followed is for students to alternate periods of work experience and academic study in appropriate fields of business, industry, government, social services and the professions according to the following criteria:

- 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-operative Education/Internship Code of Ethics

### ***Government Human Rights Codes and Labour Codes***

The Centre for Co-operative Education, Internship and Career Services and Georgian College have a commitment to students that, while engaged in college-related activities on and off campus, students shall be free from harassment or discrimination. If either situation occurs in the workplace, students should contact the Consultant immediately. Safety issues or any expectations to engage in any behaviour or action which may prove a risk to students should be brought to the attention of the appropriate Consultant without delay.

The Co-operative Education and Internship Programs at Georgian College are a partnership between our students, the employers and Georgian College.

The following CAFCE Recruiting Ethics are a requirement for all parties to adhere to and apply in conjunction with the procedures of Co-operative Education/Internship at Georgian College.

## ***Student Ethics***

It is the student's responsibility to:

- be academically eligible to participate in a co-op work term (academic policy 4.1.5)
- abide by the policies and procedures of the institution
- provide employers with accurate and appropriate information regarding the student's qualifications and interests when requested
- apply only for the jobs in which the student has a genuine interest
- maintain the confidentiality of the information contained on Orbis
- notify the Consultant, in advance, if interviews must be rescheduled or cancelled
- be prepared for interviews
- not discuss or mislead employers about their job offer intentions
- not provide information to employers on other students/employers
- honour acceptance of employment as a contractual agreement with the employer
- honour the employer relocation policy (if applicable)
- respect the employer's confidentiality and proprietary information policies
- not request that a work term be turned into a full-time position

## ***Employer Ethics***

It is the employer's responsibility to:

- respect the college's schedules regarding job postings, interview arrangements, job offers, etc.
- provide the college with accurate job posting information, including salary and relocation requirements
- provide reasonable notice of candidates to be interviewed and of interview cancellations
- be informed of and adhere to the work term policies and procedures of each institution
- not provide candidates with information on other companies
- not seek a candidate's assessment of another candidate
- provide offers (where applicable) in accordance with institution published schedules
- not submit or make multiple job offers unless prepared to accept multiple students
- honour all job/student offers (where applicable) and not renege accepted offers nor rescind offers of employment
- not transform a Co-op/Internship assignment into a full-time position, encouraging a student leave their program of study
- not expect institutions to recruit students on their behalf
- comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment Legislation

## ***Georgian College Ethics***

It is the institution's responsibility to:

- inform students, employers and other interested parties of their policies and procedures
- provide equal services to all students and employers
- accommodate employer's reasonable requests for job posting, interview space and presentation facilities
- provide students with accurate information on recruiting employers, based on information provided by these employers
- follow ethical and legal guidelines in providing student information to employers
- notify employers of any hiring limitations before they conduct interviews
- notify employers of any students who, after being hired, do not achieve an academic level high enough to allow them to continue in the program
- comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment Legislation

# Co-op/Internship Requirements by Program

## ***Co-operative Education/Internship Procedures and Responsibilities***

These procedures and responsibilities are in place to benefit our students and to ensure efficient and effective use of our services. It is essential that students follow these procedures in order to meet their Co-op/Internship requirements. All students enrolled in a Co-op/Internship program must abide by the college's academic policies and procedures. These are located in the college's full-time postsecondary calendar:

<http://www.georgiancollege.ca/admissions/policies-procedures/course-evaluation>

Students are required to become familiar with these policies and to keep them for reference. Your success and smooth transition through your Co-op/Internship experience will be enhanced and guided through these academic policies. Lack of knowledge of these policies does not constitute a valid defense should an incident arise. If you have any questions, please contact the Consultant or the department Manager.

**In order to meet graduation requirements, students must meet all academic criteria established by their respective academic departments, and successfully complete the required number of work terms indicated in the program outline.**

*The Centre for Co-operative Education, Internship and Career Services reserves the right to take appropriate action if the student does not adhere to the Co-op/Internship responsibilities and procedures. In some instances, this may include a "Failed Work Term" decision for the relevant term and/or a delay in graduation.*

## General Information

### ***Eligibility to Participate in Co-operative Education/Internship***

*Note: Eligibility requirements may vary by program. Refer to your program specific co-op consultant for any additional requirements for your program.*

To be eligible to participate in a Co-operative Education/Internship program, students are required to:

1. register for Co-op/Internship Classes (CPHR0001) on Banner, attend 75% of classes, and complete required assignments
2. complete the Ministry of Labour WorkSmart Campus™ online course with a minimum grade of 70%
3. verify and maintain a profile on Orbis, including a current resume and cover letter
4. 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 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 Co-op Consultant.*

5. register for each work term on Banner by required dates (see Appendix B - Activity Calendar - Banner Deadlines)
6. submit required documentation to the Consultant within designated time frames (see Appendix B - Activity Calendar – Co-op/Internship Consultant Documentation Requirements)

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The Manager of Co-operative Education, Internship and Career Services, in consultation with the Co-op/Internship Consultant, must approve exceptions to the above criteria.



## ***International Students***

Students attending Georgian College on a student study visa and enrolled in a Co-op/Internship program will have access to all services and supports provided through the Centre for Co-operative Education, Internship and Career Services. In addition to these services, International students must also ensure that they are legal to work in Canada by applying for the required work permit(s) through Citizenship and Immigration Canada. Added services and supports are provided to International students through the International Centre, Office of the Registrar, the International Counsellor and the International Co-op Consultant. International students are **STRONGLY** encouraged to seek advice and assistance of staff and faculty well in advance to prepare for work terms and other areas affecting academics and employment. All 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 three to four months prior to the first work term and ensure that the study and working status in Canada is valid at all times
- know their academic program coordinator and how to contact them for support and academic advising
- register, attend and participate in Co-op classes (refer to page 7 – Eligibility to Participate in Co-operative Education/Internship)
- 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. Students are advised to apply for/extend any required documents such as study permits and work permits three to four months before these documents expire or before the Co-op/Internship work term begins. It is extremely important for International students to be registered at Georgian College at all times to ensure the validity of their study permit, work permit and health insurance. 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. If there is a HOLD on your account, and you are not eligible to register for a work term, access to jobs posted through our system could be prohibited until the HOLD is removed.**

## ***National and International Opportunities***

Co-op/Internship students interested in an out of province or out of country work term are encouraged to meet with the 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 Co-op Consultant will verify that these requirements have been met for International work experiences. For out of province work terms, students and the Co-op/Internship Consultant will verify that these requirements have been met.

## ***Students with Disabilities***

The Workplace Transition Consultant located in Room B110 (Barrie Campus) works with the Co-op/Internship Consultant in assisting students with their transition from college to work, including individual support for students and graduates, in addressing employment challenges such as:

- limited work experience or transition to a new career
- lack of interview experience
- employment maintenance issues
- limited knowledge of labour market and/or employer expectations

Services include:

- assistance with job search
- self-marketing/advocacy
- career assessments
- portfolio development

## ***Fees***

Similar to an academic course, Co-op is a mandatory program component, and services are available and invested for student success. Therefore, the fee is compulsory for any student registered in a Co-op program. **The fee is not a placement fee; it does not guarantee a student a work placement.** It is a fee for services provided before, during and after each work experience, including:

- class presentations
- individual consultation
- guest speakers
- interviews
- monitors
- evaluations
- Co-op promotion
- Marketing
- employer development
- Co-op database management
- debriefing sessions

It is in the best interest of the student to use these services.

## ***Late Fees***

A **\$65.00** late fee will be charged each time a student fails to do any of the following by the applicable deadline:

- registering their work term in Banner
- submitting the Work Integrated Learning Agreement
- submitting the Employer Evaluation (per the requirements of the program)
- submitting the Co-op Report

To review the Late Fee Tracking Form, please see Appendix E. For specific deadlines, please see Appendix B – Student Activity Calendar.

## **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.

## **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)**

To assist a student in obtaining a work term or graduate position, Georgian College must have permission to discuss and/or release this information to employers, WSIB, Social Services or other government agencies as required. To agree to this release, students **MUST** choose “**YES**” or “**NO**” to consent under **Freedom of Information**, when reviewing their profile on Orbis.

## **What Does Not Count as Co-op/Internship Experience (Work Term)**

Work experience that is not program-specific, does not enable a student to meet specific program learning outcomes and required hours, and has not been approved by a Consultant is not eligible to be assessed as a work term.

## **Co-op/Internship Work Sequence**

Students are required to follow the academic and Co-op/Internship work 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 Academic Coordinator (see Appendix A – Co-op/Internship and Career Services Contacts). *Lack of a Co-op job search does not warrant allowance for completing academics versus a Co-op work term.*

## **Co-op Prior Learning Assessment and Recognition (PLAR)**

*Note: PLAR does not apply to all programs- refer to policy 3.3.4 Co-op PLAR. High school Co-op work terms are not considered for PLAR.*

Some students come to Georgian College with previous work experience related to their field of study. Students may apply for recognition of this experience, provided that the following is made available to the Consultant for approval:

- documentation 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)

***Prior work experience and skills attained in a non-accredited work environment may be used to request PLAR where the outcomes of a Co-op experience for a Georgian academic Co-op program have been achieved. The work experience must be equivalent in quality and length to Georgian’s Co-op work experience, and reflect learning outcomes. An evaluation statement by the employer for this work experience is required. If the request is granted, the transcript will show a “P”. 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 Exemptions***

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 institutional transcript must indicate a credit for a learning outcome-based Co-op program. 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.)

**An exemption may be granted for a Co-op work term that is part of the student’s program, based on a completed accredited Co-op work term from another postsecondary institution’s academic Co-op program, where the outcomes of the work term match the outcomes of Georgian’s Co-op work term. It must be a learning outcomes-based experience. If an exemption is granted, the transcript will show the code “EX” and no course mark will be recorded. The student is required to complete at least one Co-op work term while at Georgian College as part of the program. The result of an exemption assessment is final and is NOT subject to appeal.**

## ***Police Checks***

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> and

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

Contact information within the Barrie area: 5 Bell Farm Road, Unit 6 (Bell Farm Road and St. Vincent Street) 1-877-728-1703.

## ***Services***

The main focus of Co-operative Education, Internship and Career Services at Georgian is to provide efficient, professional and equitable service to all stakeholders – the student, the employer and the college.

We provide employment opportunities for students with business, industry and government agencies. The Consultants are available to students at their respective campus and offer comprehensive career development services to all Co-op/Internship students, including:

- Co-op/Internship Hour (CPHR0001)
- resume, cover letter, interview coaching and job search coaching
- assess suitability of work terms
- facilitate student application and selection process, including advertising job openings, forwarding resumes and arranging interviews through our database management system (Orbis)
- maintaining student/employer files and databases
- provide students with training on Orbis
- individual coaching, performance evaluation and career planning
- workplace monitoring/mediation between employers and students
- provide industry feedback to college for curriculum and program planning
- provide job search resources, e.g. directories, company profiles, reference materials through blackboard
- provide guidance for investigation of International employment opportunities
- develop promotional materials
- participate in trade shows, professional organizations and career fairs specific to program areas
- provide continuous improvement of policies and procedures related to programs
- encourage involvement in activities at college, community, provincial, national and international levels
- provide career assessments

- post on-campus jobs through Orbis/Blackboard
- advice regarding academic and work term success
- assist with graduate job search
- provide industry with student and employer feedback through Advisory Board reporting
- liaise with faculty to ensure student success on the work term

**It is in the best interest of the student to use these services.**

## **Pre-Work Term Procedures**

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**BEFORE** beginning a work term, each student must:

### ***Register on Banner for the Co-op/Internship Hour: CPHR0001***

The Co-op/Internship hour is scheduled for all first year students. Depending on the program, it is offered in the summer, fall or winter semester. Students must register for this course on Banner and attend at least 75% of Co-op/Internship classes. A grade of ATT (attended) or DNA (did not attend) will be noted on the student's academic transcript. The classes include all the necessary steps and processes to assist in successfully completing work terms. (See Appendix C - the Co-op/Internship Hour Course Outline - CPHR0001)

### ***Complete WorkSmart Campus™***

Prior to going out on their first work term, all Co-op/Internship students must complete this online course, produced by the Ministry of Labour. 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](mailto:support@vubiz.com).

### ***Orbis - Co-op/Internship Student File and Job Posting System***

Orbis is a web-based system accessible through the college's Co-op website. This software is the Co-op/Internship student e-file and will allow students to apply for work term opportunities online 24/7. Students use this online resource to apply to jobs, keep personal and academic profiles current, upload resumes and cover letters, and sign up for interview times. Students will receive training on the system in their Co-op/Internship hour (CPHR0001).

It is the responsibility of the student to:

- attend Orbis training sessions during Co-op/Internship class
- ensure Orbis 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 as requested
- check the site daily for new postings and interview schedules

It is the student's responsibility to maintain the confidentiality of all information on Orbis; it is privileged information for Georgian Co-op/Internship students only, and is made available to assist students in conducting professional job searches. It must not be shared with others.

Students are also encouraged to use their own job search skills to secure work term employment, and utilize services provided by their Consultant. **Students who obtain their own work term must get approval from their Co-op/Internship/Career Consultant to ensure that the requirements for Co-op/Internship are met prior to starting work.**

**It is the responsibility of the student to follow the guidelines below:**

***To keep an active account in Orbis you will:***

- 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

***Your account in Orbis will become inactive if you:***

- do not confirm or show up for interviews/decline job offers
- apply to nonspecific program positions
- 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 Integrated Learning Agreement)
- fail to start work term on agreed date and time
- are terminated from a work term
- quit a position without approval from Co-op/Internship/Career Consultant
- allow others access to your account

## ***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. To register for an Internship, check your registration window in Banner and register the same way you do for your academic semesters.

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. **If this is not done within the first two weeks of the semester, you will not be eligible for a refund and will be required to pay for the full Internship fee again the following semester.**

### ***Co-op and Industry Placement:***

In order to obtain credit, students **must** register for each work term on Banner by the deadline date (see Appendix B – Student Activity Calendar).

### ***Impact of Not Being Registered on Banner for a Work Term:***

**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. It is essential that you register for and (if required) withdraw from each co-op semester within the designated timeframes.**

**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. If there is a HOLD on the account, and the student is not eligible to register for a work term, access to jobs posted through our system could be prohibited until the HOLD is removed. If the student uses student insurance, this is tied to the Banner registration each semester; therefore the student must ensure that registration is active whether or not they have secured a Co-op work term.**

**More information regarding insurance can be obtained from:**

Graham Bull, Student Service Coordinator, by email: [graham.bull@georgiancollege.ca](mailto:graham.bull@georgiancollege.ca), ext. 5299, or go online to: [www.mystudentplan.ca](http://www.mystudentplan.ca), pick Georgian College and follow the links.

International Students are required to have additional insurance through <http://www.guard.me> and can learn

more by contacting Jenna Hubbert in the International Centre, by email: [jenna.hubbert@georgiancollege.ca](mailto:jenna.hubbert@georgiancollege.ca) or ext. 1342.

If a student registers for a Co-op work term on Banner but does not secure employment, the student has until the withdrawal date (see Appendix B or look under Important Dates on the college website) to withdraw from their Co-op work term.

## ***Blackboard***

Blackboard is an online learning environment. The student will have access to Co-op/Internship information, i.e. announcements, syllabuses, quizzes, assignments, job search contacts and other important documentation. **It is the responsibility of the student to access this site to obtain required documentation.** Simply go into Blackboard – My Courses and look under the program name – Co-op/Internship.

A student will only have access to Blackboard during semesters (both academic and work term) for which they have registered.

## ***Scheduled Interviews***

Unless the employer contacts the student directly, students who are selected for an interview will be notified by email (Georgian email address) through Orbis. 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

Any student who is unable to attend an interview must contact the Consultant immediately. Some circumstances may be unavoidable and alternate arrangements may be made. Missed interviews could result in the student losing access to the Orbis system.

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. It is the responsibility of the student to inform their professor if they must be late to a class or miss a class due to an interview. Students are not permitted to contact the employer directly regarding the interview unless specified on the job posting.

## ***Offers of Employment***

### ***Accepting a job offer:***

Unless otherwise indicated by the Co-op/Internship/Career 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. The student must fill out a **Co-op/Internship Work Integrated Learning Agreement (WILA) (see Appendix D)** once an offer is accepted, verbally or in writing; the student is committed to that position and may not accept any other job offers, or attend any other interviews for the applicable work semester. Failure to comply with this policy will result in the student being denied access to the Orbis website, and their work term credit will be in jeopardy.

In some instances, an employer may have the student sign a job offer with a confidentiality clause. The same procedures apply as when filling out the Work Integrated Learning Agreement. The student is committed to that position and has agreed to the terms of employment as indicated in the job offer.

**Note: The WILA form is to be submitted to the Consultant prior to beginning employment (see Appendix B – Student Activity Calendar).**

**Declining a job offer:**

Even if a student intends to decline a job offer, they must do so within two business days (see *Accepting a job offer*). Declining two job offers without reasonable cause will result in the student losing access to Orbis.

## The Work Term

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### **Credit for Work Term**

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

1. register on Banner for Co-op class and successfully participate in preparatory class
2. complete WorkSmart Campus™ with a minimum overall score of 70% and submit a copy to Consultant prior to first work term
3. complete ORBIS profile per instructions through Co-op class
4. be academically eligible for work term (refer to College Calendar on Academic Policies and Procedures)
5. register on Banner for each work term in required time frame (see Appendix B – Student Activity Calendar)
6. submit a Co-op/Internship Work Integrated Learning Agreement to the Consultant **prior** to the start of work term (see Appendix D for Form or co-op blackboard site)
7. submit a satisfactory Employer Evaluation within required time frame (see Appendix B – Student Activity Calendar)
8. submit satisfactory Co-op/Internship Work experience documentation as required by the Consultant within required time frame (see Appendix B – Student Activity Calendar)

**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 (see Appendix B – Student Activity Calendar). Do **not** leave this responsibility with the employer or the Consultant. Failure to meet the required timelines will result in unsuccessful completion of the work term credit, and one or more late fees will apply (See Appendix E - Late Fee Tracking Form).

**NOTE: 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.**

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).

### **Work Term Hours**

An ideal work term, in agreement with the student, the employer and the college, consists of full-time hours for the duration of the work term semester. Any variation of this must be discussed and approved by the Consultant. The work term normally consists of 560 hours of work relevant to the program of study. 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). Remember that any commitment the student makes to the employer to work longer must be honoured.

The 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.



## **Types of Work Terms**

### **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.

### **Self-employment/independent work term:**

Students requesting approval for self-employment must complete a business plan and all requirements, prior to the work experience, as determined by the Consultant.

### **Unpaid/volunteer positions:**

Although Georgian College encourages all participating employers to hire and compensate students, 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 must be discussed with and approved by the Consultant. A Work Integrated Learning Agreement must be submitted prior to the start of the work experience. The Ministry of Training, Colleges and Universities will provide the workplace insurance coverage for the duration of the unpaid/volunteer work term. An additional form called a Declaration of Understanding will also need to be signed by both student and employer and submitted to the Co-op Consultant, prior to start of work term, in order for the unpaid/volunteer placement to be eligible for WSIB coverage.

### **Student Entrepreneurial Opportunities**

Do you have an enterprising spirit? Students are encouraged to look at entrepreneurial opportunities for their work term. These could include starting a business-venture (see *Self-employment/independent work term*, above) as well as looking for innovative and creative approaches with your co-op employer. Talk with your Consultant to see how we can assist.

Prior approval from the consultant is required.

## **On the Job Commitment**

Transportation and living accommodations are the responsibility of the student. Many work experiences may require students to relocate or commute.

Please 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. A student's performance may also impact their opportunity for nominations and awards. Students must honour the start and end dates indicated on the Work Integrated Learning Agreement.

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

#### **Note:**

- Students should not expect or request any special privileges.
- 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.
- Co-op/Internship is a "real life" 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.

## ***Failure to Report to Work***

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

## ***Quitting a Work Term***

The student is not permitted to quit their job. 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.

## ***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.

## ***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](http://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.

## ***Employer Evaluation and Work Term Report***

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. A work term report is also required after each work experience, summarizing the learning experiences of the student. The report and evaluation are a mandatory condition of receiving a work term credit at Georgian College, and must be handed in to the Consultant by the required deadline (see Appendix B – Student Activity Calendar). Both the employer evaluation and the work term report allow the student to identify new skills and knowledge gained during the work term, and become excellent tools for future resume development and reference for future interviews. The details and format will be discussed in Co-op/Internship classes, based on program-specific learning outcomes and college work performance standards.

**Note: If the employer evaluation and work term report are not handed in within the designated time frame, students will not receive their work term credit and a late fee will apply.**

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

A student may return to the same employer with approval from the 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.

## ***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.

## ***Termination/Dismissal***

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

## ***Absence from the Workplace***

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.

## ***Vacation***

Students are *not* entitled to vacation during the work term. Vacation pay is included in the student salary. Under exceptional circumstances the student may request vacation prior to the start of employment. This must be approved in advance by the Consultant and the employer.

## ***On Site Visits/Work Term Monitors***

Consultants will visit the student and supervisor at their place of employment if possible. During this time, a site visit report will be completed by the Consultant, employer and student for the purpose of assessing student progress and performance. Due to the distance of some work sites, the student may be monitored by telephone or email. Although time constraints can be an issue for the Consultant, if the student feels a visit would be helpful, they should contact the Consultant, who will make every effort to visit.

## ***Returning to Campus***

The student is expected to maintain communication with the Consultant while they participate in the Co-operative Education/Internship program. Upon completion of a work term, if the student is returning to classes, the student is required to attend a scheduled meeting (**Debriefing Session – Co-op students only**) with the Consultant to discuss their work experience progress.

# Frequently Asked Questions

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## **1. What is the Centre for Co-operative Education/Internship and Career Services?**

It is the main office for all Co-operative Education/Internship and Career Services activities at Georgian College, located in Room B110 (Barrie Campus). It provides assistance to students, including additional training on Orbis, job search strategies, resumes, cover letters, career development, International opportunities, interviews, and graduate assistance. It is the home to Co-op/Internship program Student Development, Career, Graduate, International and Workplace Transition Consultants, the Manager and Administration support.

**Note: Drop-in days (no appointment necessary) are Monday to Thursday.**

## **2. How do I get in touch with my Co-op/Internship Consultant?**

Refer to Appendix A for contact information. It is important that the student maintains contact with the Consultant through email and/or phone. Office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday. If the Consultant is not available, contact the Centre for Co-operative Education, Internship and Career Services by phone at (705) 728-1968 Ext. 1340, by email ([careerandcoop@georgiancollege.ca](mailto:careerandcoop@georgiancollege.ca)) or drop in to your co-op office on your campus for immediate assistance. All Consultant contact information is also on Blackboard under *Contact Us*.

## **3. Am I guaranteed a work term?**

Georgian College cannot guarantee that the student will have a position for each work term. The Consultant will make every reasonable effort to assist the student in obtaining employment. Working closely with the Consultant, the Centre for Co-operative Education, Internship and Career Services and meeting the Student Ethics (page 6) will benefit the student in the job search process. Job opportunities can be expanded by not limiting the search to a specific geographical area and type of position.

## **4. What is the difference between Banner and Orbis?**

All students must register for courses and co-op work terms on Banner, the student information system. Functions include: Web registration process, online timetables, online transcripts and much more. An online payment feature is now available. Students are required to register for Co-op/Internship Hour (CPHR0001) and register each work term on Banner (see Appendix B – Banner Deadlines).

Orbis is a web based system through the College website. Co-op/Internship positions are posted only on this site. 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/Internship Hour.

## **5. Am I allowed to find my own work term employer?**

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

## **6. 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 the program, but other colleges as well. Students should explore as many avenues as possible.

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

The International Co-op Consultant located in Room B110 (Barrie Campus) is available to assist any students looking for overseas Co-op/Internship opportunities.

**8. I am an International student. What services are available to me?**

The International Co-op Consultant located in Room B110 (Barrie Campus) works in partnership with the Co-op/Internship Consultant. In addition, the International Co-op Consultant offers Co-op classes and workshops on adapting to the Canadian workforce, which all International students are encouraged to attend. Please see section entitled International Students under General Information, page 8.

**9. 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.

**10. What is the Co-op/Internship Hour?**

All students who are registered in a Co-op/Internship program must attend the Co-op/Internship hour class. Depending on the program, these classes are scheduled in the fall, winter or summer semester. 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.

**11. How do I obtain a Police Check?**

Barrie area contact information: 5 Bell Farm Road, Unit 6 (Bell Farm Road and St. Vincent Street intersection)  
To find a Commissionaire geographical location or learn more go to:

<http://www.commissionaires.ca>

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

**12. 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.

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

- Be entrepreneurial
- 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
- Apply to as many jobs on Orbis as you are able
- Research the company to which you apply
- Maintain a positive attitude
- Connect with your Consultant in class and one on one

**13. Who is responsible for finding my co-op employment?**

The Centre for Co-operative Education, Internship and Career Services provides service and support to aid you in your search for co-op employment. The responsibility to secure co-op employment, however, ultimately resides with you.

# APPENDIX A

## Co-op / Internship and Career Services Contacts

[careerandcoop@georgiancollege.ca](mailto:careerandcoop@georgiancollege.ca)

Phone 705-728-1968 (Ext. listed below)–Co-op 705-728-1968 Ext 1340 Barrie Fax #s begin with 722

SUPPORT	Title
Michele Beaudoin – Room B110, Ext. 1335 <a href="mailto:michele.beaudoin@georgiancollege.ca">michele.beaudoin@georgiancollege.ca</a>	Interim Manager
TESSIER, Tracey – Room B110E, Ext 1335, Fax 1540 <a href="mailto:tracey.tessier@georgiancollege.ca">tracey.tessier@georgiancollege.ca</a>	Administrative Assistant
TREI, Doris – Room B110, Ext 1340, Fax 1540 <a href="mailto:doris.trei@georgiancollege.ca">doris.trei@georgiancollege.ca</a>	Customer Service Representative
RAGOT, Marnie and GUALTIERI, Sandra – Room B110FF Ext 1494 and Ext 1646 respectively - Fax 1540 <a href="mailto:marnie.ragot@georgiancollege.ca">marnie.ragot@georgiancollege.ca</a> / <a href="mailto:sandra.gualtieri@georgiancollege.ca">sandra.gualtieri@georgiancollege.ca</a>	Data Resource Specialists
TOMKINS, Darlene – Room A122aa (Owen Sound) <a href="mailto:darlene.tomkins@georgiancollege.ca">darlene.tomkins@georgiancollege.ca</a> Ext 2014, Fax 519-376-5395	Customer Service Representative
CAREER SERVICES	Title
FOXTON, Joanne – Room B110F, Ext 1042, Fax 1540 <a href="mailto:joanne.foxton@georgiancollege.ca">joanne.foxton@georgiancollege.ca</a>	International Co-op Consultant
TAYLOR, Audrey – Room B110A1, Ext 5271, Fax 1540 <a href="mailto:audrey.taylor@georgiancollege.ca">audrey.taylor@georgiancollege.ca</a>	Career Consultant - Graduate/Workplace Transition
CARTAGINESE, Lisa – Room B110C, Ext 1652, Fax 1540 <a href="mailto:lisa.cartaginese@georgiancollege.ca">lisa.cartaginese@georgiancollege.ca</a>	Career Consultant
ROBERTS, Pat – Room B110G – Ext 1226, Fax 1540 <a href="mailto:pat.roberts@georgiancollege.ca">pat.roberts@georgiancollege.ca</a>	Career Consultant Student/Employer Development - Research Analyst (Internship)
EVANS, Kelley – Room A200 (ORILLIA) Ext 3090, Fax 705-329-3106 <a href="mailto:kelly.evans@georgiancollege.ca">kelly.evans@georgiancollege.ca</a>	Career Consultant Student/Employer Development - Veterinary Technician
BRAITHWAITE, Megan – Room A122aa (OWEN SOUND) Ext 2640, Fax 705-372-3216 <a href="mailto:meagan.braithwaite@georgiancollege.ca">meagan.braithwaite@georgiancollege.ca</a>	Career Advisor Student Development
Student Development	Employer Development
PITTMAN, Rita Room B110A - Ext 5268, Fax 1540 <a href="mailto:rita.pittman@georgiancollege.ca">rita.pittman@georgiancollege.ca</a>	Aviation Management; Computer and Network Systems Security; Computer Programmer; Computer Programmer Analyst; Computer Systems Technician -Networking; Interactive Web Design and Development; Museum and Gallery Studies <b>DERRICK, Jodi</b> Room B125C - Ext 1493, Fax 5104 <a href="mailto:jodi.derrick@georgiancollege.ca">jodi.derrick@georgiancollege.ca</a>
RYBA, Stan Room B110DD - Ext 5263, Fax 1540 <a href="mailto:stan.ryba@georgiancollege.ca">stan.ryba@georgiancollege.ca</a>	Architectural Technician; Architectural Technology; Civil Engineering Technician - Construction; Civil Engineering Technology; Environmental Technician; Environmental Technology; Heating, Refrigeration And Air Conditioning Technician; Interior Design Degree Bridge <b>KOSKI, Maureen</b> Room A143M – Ext 1072, Fax 5151 <a href="mailto:maureen.koski@georgiancollege.ca">maureen.koski@georgiancollege.ca</a>
GRILLS, Emily Room B110CC – Ext 1065, Fax 1540 <a href="mailto:emily.grills@georgiancollege.ca">emily.grills@georgiancollege.ca</a>	Electrical Engineering Technician; Electrical Engineering Technology; Mechanical Engineering Technology - Automotive Manufacturing; Mechanical Engineering Technology - Automotive Products Design; Mechanical Technician - Precision Skills <b>PARTRIDGE, Cheryl</b> Room A143M – Ext 5281, Fax 5151 <a href="mailto:cheryl.partridge@georgiancollege.ca">cheryl.partridge@georgiancollege.ca</a>
WILFORD, Lee Room B110EE - Ext 5269, Fax 1540 <a href="mailto:lee.wilford@georgiancollege.ca">lee.wilford@georgiancollege.ca</a>	Business; Business Accounting; Business Administration; Business Administration – Accounting; Opticianry <b>O'CONNELL, Nick</b> Room H204 – Ext 1132, Fax 1540 <a href="mailto:nick.oconnell@georgiancollege.ca">nick.oconnell@georgiancollege.ca</a>
MUNRO, Christine Room B110B - Ext 5278, Fax 1540 <a href="mailto:christine.munro@georgiancollege.ca">christine.munro@georgiancollege.ca</a>	Automotive Business; Bachelor of Business (Automotive Management); Business Administration - Human Resources; Business Marketing; Human Resource Management; International Business Management <b>MARTIN, June</b> Room H128B - Ext 1049, Fax 5172 <a href="mailto:june.martin@georgiancollege.ca">june.martin@georgiancollege.ca</a>
COLLISON, Lona Room B110BB - Ext 5261, Fax 1540 <a href="mailto:lona.collison@georgiancollege.ca">lona.collison@georgiancollege.ca</a>	Bachelor of Business (Golf Management); Culinary Management; Golf Facilities Operations Management; Hospitality Administration - Hotel and Resort; Hospitality Management - Hotel and Resort; Recreation and Leisure Services; Snow Resort Fundamentals; Snow Resort Operations; Tourism and Travel <b>DAGGETT, John</b> Room E1210 – Ext 1390, Fax 5135 <a href="mailto:john.daggett@georgiancollege.ca">john.daggett@georgiancollege.ca</a>
Student/Employer Development	Barrie
O'BRIEN, Michele Room M137 - Ext 1326, Fax 1527 <a href="mailto:michele.obrien@georgiancollege.ca">michele.obrien@georgiancollege.ca</a>	Aboriginal Community and Social Development
Student/Employer Development	Owen Sound
MOLLON, Lise - Room 103B Ext 2062, Fax 519-376-5395 <a href="mailto:lise.mollon@georgiancollege.ca">lise.mollon@georgiancollege.ca</a>	Business; Culinary Management; Heating, Refrigeration and Air Conditioning Technician; Marine Engineering Technician; Marine Engineering Technology; Marine Technology-Navigation; Power Engineering Technician; Power Engineering Technology
Student/Employer Development	Orillia
KETTLE, Suzanne – Room 214 Ext 3215, Fax 705-835-3834 <a href="mailto:suzanne.kettle@georgiancollege.ca">suzanne.kettle@georgiancollege.ca</a>	Bachelor of Human Services (Police Studies)

# APPENDIX A1

## Your Co-op and Career Services Team – We Make Education Work!

### Co-op Consultants

#### Student Developer - for Co-op/Internship students on campus in academic studies

Provides service/support through the pre/post-employment phase to students by:

- individual consultation, Co-op Hour and specialized workshops to assist students in obtaining Co-op/Internship work experience
- training in the Orbis database and Worksmart Campus online safety training (Ministry of Labour)
- assisting current and graduating Co-op students on campus

#### Employer Developer – for Co-op students off campus during work terms or in their final academic semester

Liaises with employers to market all Co-op and Internship programs by:

- developing new Co-op/Internship/graduate job opportunities and maintains existing relationships with employers
- supporting Co-op/Internship students on workplace issues and conducts work term visits
- assisting Co-op/Internship students and graduates who are still looking for a work term position or full-time employment in their field

### International Co-op Consultant

Provides all of the services listed above with a focus on, but not limited to, International students:

- coaches international students on Canadian employer and workplace expectations through one-on-one consultation and a specialized workshop series
- assists domestic students looking for work abroad opportunities

### 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

### Workplace Transition

Provides all of the services listed above with a focus on students with barriers to employment:

- individualized coaching to help facilitate the transition from school to work

Barrie campus B110, Founder's Building

Orillia campus A200

Owen Sound campus A122aa

careerandcoop@georgiancollege.ca

georgiancollege.ca/careers/

## APPENDIX B

### Co-op/Internship 2014-2015 Student Activity Calendar

BANNER DEADLINES			
Activity – Banner Registration	Fall (Sep-Dec 2014)	Winter (Jan-Apr 2015)	Summer (May-Aug 2015)
Registration Begins for Co-op/Internship Work Term	Wed. July 16/14	Mon. Nov. 17/14	Mon. Mar. 16/15
Registration Deadline for Co-op/Internship Work Term	Fri. Oct. 31/14	Fri. Feb. 27/15	Sat. June 27/15
Deadline to Withdraw from Co-op/Internship	Fri. Nov. 14/14	Fri. Mar. 13/15	Wed. July 15/15
Registration Begins for Co-op/Internship Hour (CPHR0001) -1st Year Students	TBA	TBA	TBA
CO-OP/INTERNSHIP CONSULTANT - CO-OP/INTERNSHIP DOCUMENTATION REQUIREMENTS			
Activity – Co-op/Internship Documentation	Fall Co-op (Sep-Dec 2014)	Winter Co-op (Jan-Apr 2015)	Summer Co-op (May-Aug 2015)
<b>Work Integrated Learning Agreement Form (WILA)</b> Deadline to submit Co-op/Internship Learning Agreement (Prior to Starting Co-op Work Term)	Fri. Sept. 26/14	Fri. Jan. 30/15	Fri. May 29/15
<b>Co-op Work Term Documentation (unless otherwise indicated below – program specific)</b> Deadline to submit Co-op Work Term Report and Employer Evaluation to Co-op Consultant	Fri. Jan. 30/15	Fri. May 29/15	Fri. Sept. 25/15
Deadline to submit Co-op Work Term Report and Employer Evaluation to Co-op Consultant for <b>Hospitality &amp; Tourism Programs</b> including <b>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</b>	Fri. Nov. 7/14		
Deadline to submit Co-op Work Term Report and Employer Evaluation to Co-op Consultant for <b>Snow Resort Fundamentals; Snow Resort Operations and Ski Resort Operations</b>			Fri. May 29/15
Deadline to submit Co-op Work Term Report, Log Books and Employer Evaluation for <b>2<sup>nd</sup> year Opticianry</b> <b>2<sup>nd</sup> year Vet Tech</b>			2 <sup>nd</sup> yr. Opticianry, prior to comps. in mid-August 2 <sup>nd</sup> Vet Tech Sept 5
<b>Internship/In-industry Placement</b> Computer Network Systems Security; Human Resource Management; International Business Management; Museum and Gallery Studies; Research Analyst	Wed. Jan. 7/15	Wed. May 6/15	Wed. Sept. 2/15

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



## APPENDIX C

### ***The Co-op/Internship Hour Course Outline (CPHR0001)***

<b>Course Name:</b>	<b>Co-operative Education Preparation</b>
<b>Length:</b>	<b>Up to 14 hours (based on in-class/online delivery)</b>
<b>Prerequisite:</b>	<b>Enrollment in a Co-op Program</b>
<b>PLA:</b>	<b>PLAR applies to work experience components only</b>

#### ***Course Description:***

Co-operative Education will provide students with the knowledge, tools and skills required to conduct a college- and self-directed job search in their chosen field of study. It is meant to introduce students to the opportunity to integrate academic learning with relevant work experience in their chosen field. These sessions will enable students to make a smooth transition from the academic setting to the Co-operative work environment. Through in-class exercises and independent study, Co-op students will prepare their work search portfolio, access career resources online and ready themselves for successful Co-op work terms.

#### ***Learning Outcomes:***

*Upon completion of this course, the student will have reliably demonstrated the ability to:*

- problem solve issues related to Co-operative education and the world of work
- demonstrate current job search strategies
- set goals for Co-op job satisfaction and success
- integrate Co-op principles, policies and procedures

#### ***Course Content:***

*The concepts may be modified depending on the specific needs of the program and the student group, and may include but not be limited to the following topics:*

- introduction to Co-op and the Policies and Procedures
- required resources
- building a Co-op work experience portfolio
- Co-op/Internship learning outcomes – skills identification
- employer/student work experience expectations and responsibilities/professional ethics
- resume/cover letter and references
- reality of Co-op/Internship job market
- industry specific job search strategies for Co-op students
- successful job interviews
- Orbis training
- WorkSmart Campus certification
- the Co-op job offer and confirmation of Co-op employment
- criteria/documentation for Co-op/Internship credit

#### ***Required Resources:***

1. Georgian college co-op website - <http://www.georgiancollege.ca/careers/>
2. Program-specific Blackboard site - industry specific information, Co-op documentation and online career resources
3. Orbis – College directed job search
4. WorkSmart Campus - [www.worksmartcampus.com](http://www.worksmartcampus.com) – Campus ID – mevt2747 – Password – student email address

**Evaluation:**

Attendance will be taken each class and will be reflected as either ATT (attended) or DNA (did not attend) on a student's Banner transcript. Students must complete 100% of the online material/quizzes, attend a minimum of 75% of the in class portion, and provide proof of WorkSmart Campus, in order to receive an ATT.

## APPENDIX D



## Centre for Co-operative Education, Internship and Career Services

## WORK INTEGRATED LEARNING AGREEMENT (WILA)

Check one: Co-op  Internship  In-Industry Placement

**IMPORTANT NOTE: Please read carefully before completing and submitting this agreement**

- The position that I have accepted will assist me with the acquisition of the Learning Outcomes (knowledge, skills and attitudes) that relate to my program of study
- I understand that acceptance of this offer is binding for the period of the work term(s) specified, and that I may not seek other employment that will conflict with this job, resign, nor accept any subsequent offers of employment during this agreement without prior discussion with my Consultant
- This Learning Agreement form MUST be submitted to your Consultant prior to the start of your work experience

Have you registered your Work Term in Banner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your employer have workplace insurance coverage? i.e. WSIB / Private	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was this position posted on Orbis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed Worksmart Campus training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Program Code: \_\_\_\_\_ Semester: Fall  Winter  Summer   
 Work Term # 1  2  3  International Student: Yes  No

Company Name:	Telephone:
Contact Person:	Fax:
Title:	Email:
Address:	Company website:
City:	Province: _____ Postal Code: _____

Student's Job Title: \_\_\_\_\_ Unpaid Position: Yes  No   
 Pay per hour: \_\_\_\_\_  
 Hours per week: \_\_\_\_\_

Job Responsibilities/duties: (describe or attach an outline)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

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**FOR INTERNAL USE ONLY:**

Approval of Consultant: \_\_\_\_\_ Approval Date: \_\_\_\_\_

New Employer: Yes  No  WSIB Student: Yes  No

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***Centre for Co-operative Education / Internship & Career Services, Room B110***

***Phone: (705) 728-1968 ext. 1340 fax: (705) 722-1540 email: [careerandcoop@georgiancollege.ca](mailto:careerandcoop@georgiancollege.ca)***

Permission to use content must be authorized by Co-op & Career Services

# APPENDIX E



## Centre for Co-operative Education, Internship and Career Services

### LATE FEE TRACKING FORM

Student Name:

Student I.D.

Work Term #: 1  2  3

summer  winter  fall

Program:

Comments:

You will be receiving an invoice to pay a late fee for one or more of the following reason(s). A \$65 late fee will apply for each of the following:

**\$65**  Did not register in Banner for your Co-op work term within the designated time

**\$65**  Did not submit the required Work Integrated Learning Agreement within the designated time

**\$65**  Did not submit your Co-op Report and/or other documentation within the designated time

**\$65**  Did not submit your Employer Evaluation within the designated time

**Refer to *Georgian Academic Calendar and Co-operative Education/Internship and Career Services Student Manual (Appendix F)*: <http://www.georgiancollege.ca/student-success/co-op-and-career/for-students/student-manual/>**

Student has been informed that they will be charged the late fee based on the above information

**TOTAL LATE FEES OWING: \$ \_\_\_\_\_ (\$65 or \$30 or \$195 or \$260)**

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Co-operative Education/Internship Consultant

Date

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Centre for Co-operative Education/Internship and Career Services Manager

Date

## APPENDIX F

### ***College Work Performance Standards***

College Work Performance Standards are success principles that transcend all programs. These are fundamental standards that students should continuously work on to improve. They may be applied to any work, life or educational setting, and will enhance personal and professional growth and development. They are to be reflected upon in the workplace along with program specific learning outcomes and can be highlighted in the work term report.

The employer evaluation encompasses the College Work Performance Standards and is the tool used to measure whether or not the students have achieved/maintained an adequate level of performance.

Upon successful completion of the Co-op/Internship work experience, students will have reliably demonstrated the ability to:

- solve problems, make decisions, and evaluate the outcomes of decisions
- communicate clearly, concisely, and correctly in the forms (written, spoken, and/or visual) that meet the requirements of their profession
- identify the combination of personal skills, work ethic, positive attitudes and behaviors required to secure a position, and maintain and advance on the job
- effectively manage time and other resources to attain work and/or project related goals within established timelines
- show improvement after receiving constructive feedback and take responsibility for their own actions and decisions
- demonstrate flexibility; respect and tolerate others
- interact with groups or teams in ways that contribute to effective working relationships and the achievement of mutual goals