



STUDENT HANDBOOK

CAMOSUN COLLEGE

CO-OPERATIVE EDUCATION

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This handbook explains how co-operative education works and what is expected of you as a co-op student. Please read it carefully and keep it for future reference.

Welcome to Co-operative Education and Student Employment (CESE) at Camosun College!

Camosun College offers co-operative education (including internships) in 21 programs across the Schools of Arts & Science, Business, Trades & Technology and the Centre for Sport and Exercise Education. You are joining a rapidly growing number of students who are choosing to participate in this enriched form of post-secondary education. Co-op will give you the opportunity to alternate between full-time studies and full-time paid work, better preparing you to embark on your career after graduation. Note that the scheduling and criteria for internships may differ, and the work experience can include voluntary and unpaid work. Co-operative education is an educational-based strategy, not a job placement strategy. Credited work terms promote continuous learning through the integration of classroom and applied work-based learning. It is a learner-centered model that empowers you, the student, to direct your own learning and to make a valuable contribution in the workplace. Your learning will be guided and supported by the employer and the institution with a faculty member from your program assigned to coach, monitor, and evaluate your work term development.

Camosun College co-operative education now includes internships which has broadened the choices available to students. The internship option provides more flexibility and requires the completion of only one work term, which may be paid or unpaid. Both co-op and internship work terms are types of co-operative education; however, there is considerable variance in the way the terms are understood. The chart below provides a snapshot of how these terms are used at Camosun.

Condition	Co-op	Internship
Work terms may be unpaid	No*	Yes
Multi work terms required	Yes	No
Work terms can occur at end of student's academic program but before formal graduation	No*	Yes
Student must return to school after a work term	Yes*	No
Work term must apply academic learning	Yes	Yes
Recognized as credited course on transcript	Yes	Yes
Minimum of 250 hours sufficient	No	Yes
Work term monitored by faculty	Yes	Yes
Employer feedback on student performance	Yes	Yes
Evaluation tied to learning outcomes & assessed by faculty	Yes	Yes
Normal tuition fee policy applies	Yes	Yes
Designation on credential stateswith Co-operative Education	Yes	No
Designation on credential states....with Internship	No	Yes

*Exceptions may be formally granted depending on individual and unusual circumstances.

The Co-op & Internship Process

Although participation in different academic programs at Camosun College may follow different time lines, the process is generally the same for all programs. As a co-op or internship student, you will proceed through specific steps as you participate in co-operative education.

1. Co-op information session
2. Application
3. Workplace Education Prep
4. Web declare and pay \$175 deposit for co-op work term
5. Apply to job postings and/or self develop opportunities

6. Interviews
7. Work term begins
8. Work term learning plan
9. Tuition fee deadline for co-op work term
10. Midterm reflection on learning
11. On-site visit
12. Employer performance assessment of co-op student
13. Student assessment of learning
14. Program's work term assignment/final assessment required
15. Return to school meetings
16. Work term grades submitted

Co-op Workplace Education Prep Learning Outcomes

Workplace Education Prep is a pre-requisite combination of online self study materials and quizzes enhanced with a series of scheduled interactive workshops where you will develop your career search skills. These workshops will also give you opportunities to meet industry people and practice your skills on potential employers. Workplace Education Prep will connect you with the employment facilitator who will be your primary facilitator and coach as you prepare for and seek a work term.

Through the co-operative education workplace prep, you will be able to

- identify and evaluate your current and desired skills, knowledge, talents and interests to continually self-direct learning and careers
- set specific, measurable goals for personal and professional growth
- explore career opportunities and trends using a variety of tools and methods
- articulate your own current skills, talents, knowledge, interests and professional goals in a variety of contexts including
 - an effective resume
 - a targeted cover letter
 - an employment interview
 - build and maintain a network of relationships to assist in your personal and professional growth
 - identify appropriate professional behaviours and effective communication in the workplace
 - access resources related to workplace legislation and regulations
 - plan to maximize personal and professional contributions and learning throughout the workplace education experience

Grading System—Workplace Education Prep

The Camosun College competency grading system is used. In this case, possible grade outcomes include only a COM (complete) or an NC (not completed).

To obtain a COM in the course you must

- read the online materials and achieve a 70% in each of the four unit quizzes
- attend and actively participate in every workshop (participation may include bringing prepared documents such as a resume to the workshop)
- attend the required appointment with the employment facilitator

A grade of COM in Workplace Education Prep, a GPA of C+, plus completion of identified program pre-requisites are all preconditions for work term participation.

Co-op Work Term Learning Outcomes

Camosun College has identified four categories of learning outcomes for all work terms. Shown with examples of brief generic descriptors, these are as follows:

Occupational and workplace awareness

Identify challenges that may arise in given work situations and propose appropriate responses

Academic/technical learning

Discuss relationships between core course concepts or classroom topics and situations or applications encountered in the field

Employability skills

These can include, but are not limited to: professional communication skills, critical thinking skills, and the ability to work as part of a team

Self-awareness & professional development

Plan a career development strategy incorporating learning, achievements, and contacts made during the work term

Students completing multiple work terms will demonstrate evidence of progressive learning in each of these general areas with each successive work term. Individual programs have identified specific learning outcomes for every work term course within these categories that reflect the desired program learning outcomes and yet are flexible enough to be relevant to a wide variety of workplace settings and job tasks. Students, under the supervision of their co-op field instructor and the employer, identify their own learning goals that relate to the learning outcomes.

In all cases, the work term learning outcomes are designed to help you

- put the skills, knowledge and abilities learned in the classroom to use in the workplace
- clarify career opportunities, direction and choices
- negotiate and pursue specific, measurable goals for personal and professional growth within the context of your career field and place of employment
- demonstrate components of effective workplace communication
- demonstrate appropriate professional behaviours in the workplace
- acquire relevant credited work experience to enhance your competitive position when applying for work
- maximize personal and professional contributions toward the development of new skills and knowledge in your career field
- build and maintain a network of colleagues, supervisors and associated contacts in your career field to assist in your personal and professional growth
- transfer the understanding and practice of current industry practices, issues, technologies and skills developed in the workplace to your next level of academic study
- articulate the unique integration of your personal, classroom, workplace and community experience and education

Grading System – Work Terms

The college's competency grading system is used for co-op work terms with the opportunity to earn a DST in addition to the earlier mentioned grades of COM or NC.

To receive a "Completed with Distinction" (DST) grade for the work term, you must meet all of the following criteria:

- Submit all required co-operative education documentation by the established deadlines. This includes the following:
 - Work term learning plan
 - Midterm reflections on learning
 - Student assessment of learning
 - Employer performance assessment of co-op student
 - Final work term assignment (assignments may vary by program)
 - Receive an "Outstanding" overall evaluation on the employer performance assessment of co-op student
 - Submit a co-op work term assignment that receives an "Outstanding" evaluation from the co-op field instructor assigned to the work term
 - Participate in a "return-to-school" meeting

To receive a "Complete" (COM) grade for the work term, you must meet all of the following criteria:

- Submit all required co-operative education documentation within one week of work term completion. This includes the following:
 - Work term learning plan
 - Midterm reflection on learning
 - Student assessment of learning
 - Employer performance assessment of co-op student
 - Final program work term assignment
 - Receive a satisfactory or better overall evaluation on the employer performance assessment of co-op student
 - Submit a co-op work term assignment that receives a "Satisfactory" or better evaluation

Students who do not meet the minimum criteria for a "Complete" grade are given a "Not Complete" (NC) grade for the work term and are not eligible for a second work term.

About Co-op Education Tuition

It is important that you fully understand college tuition policies, including those that apply to co-op education registration deposit and balance of tuition, where they fit, why they exist, and the services you can expect to have available to you.

Participation in co-op has two distinct stages spanning two semesters or quarters:

- Stage 1: a "job development and work search" stage, which occurs while you are on campus (pre-work term)
- Stage 2: a supported "on-the-job work term learning" stage, which occurs off campus

\$175 Registration Deposit = Stage I (pre-work term)

When you web declare for co-op, pay the \$175 deposit and register for the work term, you have demonstrated your commitment to participating in the co-op process.

In exchange, your employment facilitator and co-op staff are committed to providing you with the following services:

- On-going assistance and coaching in the development and refinement of your work search tools including your resume, cover letters, interview skills, network building, career planning, etc.
- Access to the program-specific co-op job postings developed by your employment facilitator
- Assistance in researching and choosing work term opportunities suitable to your specific learning and career goals
- Marketing materials and coaching to assist you in self-developing a work term
- Access to telephones, fax machines, and the CESE database to assist you with your work search
- Interview arrangements, notifications and feedback

In order for us to serve you as effectively as possible, you must officially register in a work term course. As the positions offered through the co-op and internship job board are available only to qualified and registered work term students, your continued access to the postings is dependent upon this registration. If you secure a work term position and have not registered within five days following the registration date, you will be automatically registered by the CESE office. You are required to sign a form indicating that you are aware of the registration policy. Except under extreme conditions, no tuition refund is available for a work term course once the position has been accepted.

Our experience tells us that those students who take full advantage of the resources, coaching, support and opportunities available through the CESE office are the most likely to secure co-op positions.

Early active participation can be very valuable as many excellent positions close with no Camosun applicants because some employers like to post very early in the cycle. It is possible, however, that in periods of economic downturn in business and industry, even the most devoted student may not secure a placement. If you are unable to obtain a position before the last day to start work, contact the CESE office and your employment facilitator right away to request a refund of your tuition and deposit. Please note that the deposit portion will only be refunded if you have been actively searching for work, including having applied for postings from CIMS (Career Information Management System database) and/or having been in close contact with your employment facilitator while pursuing self development opportunities.

Balance of Tuition: = Stage 2 (On the job)

In most cases, your activities during the pre-work term activity stage will result in a co-op work term position in industry, government or the not-for-profit sector where you will be able to apply and further develop the skills and knowledge you have gained through your academic terms. When you have accepted an offer of a co-op work term, the second phase of your co-op process begins. **The balance of your tuition will be due two weeks after the beginning of the semester or quarter as listed in the college calendar under "Important Dates".**

A co-op student is a full-time student of Camosun College during the work term and, as with any course at Camosun College, you will have assignments and evaluations during your work term to help guide your learning.

You will be assigned a co-op field instructor (CFI), a member of your program's faculty, who will provide you with support and assistance during your work term in

- developing your work term learning goals
- reflecting on your workplace learning and your progress toward your goals during the site-visit and when you return to school
- communicating with your employer/supervisor if there are misunderstandings or concerns
- setting goals and directions for your next level of academics, subsequent work terms and post-graduation employment

This cycle will continue again as you begin the pre-work phase for your second term, if applicable. All the same services are available to you, and combined with your previous experience from your first work term, you will further build upon your employment development skills.

Co-op Information Session and Application

If co-operative education is mandatory for your program, you will normally receive a co-op application form as well as this handbook during your first week of class. A program orientation will be held prior to the start of your first academic term.

If co-operative education is optional for your program, a co-op information session will be held during the term prior to the workplace education preparation seminar. At this meeting you will receive a co-op application form and a student checklist.

For both mandatory and optional programs, submission of a signed co-op application form is a student's commitment to comply with the procedures and requirements of the CESE department as outlined in this handbook.

International Students

Under Canadian Immigration Law, international students are eligible to participate in co-operative education, and they can legally work in Canada during specified work terms. International students should identify themselves to the CESE office immediately upon application to co-operative education in order to begin the process to apply for the appropriate visa. International students will be provided with a checklist to assist in their co-op planning. Please note that the international fee structure will apply to international students registered in co-op.

Review of Grades and Course Requirements

As a co-op student, you are required to meet the academic and co-op admission requirements for your program of study. Details of eligibility requirements for each program are outlined in the college calendar. Throughout your program, your GPA and/or course requirements are periodically reviewed to ensure your continued eligibility. If it is determined that you are not meeting the requirements for participation, your co-op and internship coordinator (CIC) will meet with you to review your situation to determine if you can continue to be a part of the co-op process. Students who have already accepted a co-op position and are subsequently deemed ineligible for co-op must inform their employer and be prepared to forfeit their placement at the employer's discretion.

In order to avoid inadvertently making yourself ineligible for co-op, please meet with your CIC before you make any changes to your program of studies, or if you feel you are struggling with any of your courses. CESE staff is here to support your success!

Exceptions

Occasionally, a student may wish to participate in co-op but has circumstances or situations which are exceptions to the co-op guidelines. If you do not meet the co-op eligibility criteria, need to follow a different academic/work term cycle than is laid out for your program, or have other exceptional circumstances which need to be considered, you must apply in writing to the Exceptions Committee for consideration of your situation. The CESE office will provide you with specific guidelines for applying to the Exceptions Committee for your program. Your situation will be assessed by the committee, comprised of the co-op and internship coordinator, chair or program leader, employment facilitator and information systems officer.

Workplace Education Prep

All students accepted into co-operative education will take a course called Workplace Education Prep prior to embarking on their first co-op work term.

Workplace Education Prep provides students with essential skills to participate in the co-op work search process and successfully transfer learning from the classroom to the workplace. Topics include the development of effective work search tools, interviewing skills, learning transfer, goal setting, and professional workplace behaviours. Workplace Education Prep is mandatory (unless you have received credit for the course through prior learning assessment or transfer credit) and is an important skill building part of your participation in the co-op process. (Please see the Attendance Policy for Workplace Education Prep in Appendix A). Check Camlink for course availability.

Pro-Active Work Search

Participation in co-operative education does not guarantee a position! However, the CESE staff is committed to ensuring the success of every student, and will do its utmost to assist every student who is

actively participating in the process. The most successful students apply for numerous positions, have a positive attitude, and display enthusiasm and initiative along with patience and perseverance.

To be successful in obtaining a co-op position that best suits your learning and career goals, you need to work closely with the CESE staff. The employment facilitator is responsible for developing co-op employment opportunities and assisting students in the development of their own work search strategies. Students are responsible for actively participating in the work search process by reviewing and considering all postings; keeping in touch with the CESE office; submitting cover letters and resumes in response to postings on time; attending scheduled meetings, interviews and appointments; and keeping the CESE staff informed of any changes in their interests, eligibility status or studies that may affect their work search. Students are encouraged to develop their own co-op opportunities if they have particular learning goals, or particular interests or needs not met by the CESE postings. If you are planning to develop your own co-op position, please discuss your work search strategy with your employment facilitator before you begin—he or she will be able to provide you with tools and suggestions that will help you in your job development. Each self-developed co-op position must be approved by the employment facilitator and/or co-op and internship coordinator before it can be considered an official co-op position. To receive credit for a co-op work term, students are required to complete at least 75% of the available work term weeks and meet the minimum hours requirement.

Relocation

In many programs, some of the best co-op learning opportunities for students are located outside Victoria. Camosun co-op students have worked throughout British Columbia, in the Yukon and Northwest Territories, in the Alberta Rockies, Atlantic Canada, and as far away as Europe, Asia Africa, South America and the Solomon Islands!

Please don't disregard opportunities only because they are located away from home. Instead, look at the learning and career development opportunities offered in the position, and consider that a few months in a new location may be a learning experience in itself. When there are positions available outside Victoria, students are encouraged to consider the opportunity if at all possible. Students are normally responsible for their own relocation and living away from home costs.

International Placements

A number of co-op students have chosen to work overseas during their co-op work terms. The CESE office is prepared to help you research opportunities and requirements for an international placement. Transportation is normally the responsibility of the student and funds earned by working abroad may only cover living expenses and may not provide a means to save money for the next academic year. However, most students who have had the opportunity to experience another culture and environment during their work term have had an enormously enriching experience in many other ways which, in their opinion, far outweighs the financial considerations! Please talk to the CESE staff if you would like more information about international co-op placements. The CESE team is very supportive of students completing co-op work terms abroad.

The Job Posting Procedure

Job postings

Employment facilitators work to develop a variety of career-related opportunities for co-op students in each program. As the skills, attitudes, experience, and interests of students vary broadly in each class, the opportunities developed will also vary.

As positions are developed, job descriptions are listed in the CESE career information management system (CIMS) database for students to view. It is your responsibility to check the co-op postings frequently during the posting period. Each opportunity is typically posted for a maximum of one week. In order to give yourself a reasonable period of time to prepare an application for the postings that interest you, you

should check the postings every day. Read each posting carefully. Consider all aspects of the opportunity. Is it a good 'first step' on your career path? Will it give you an opportunity to develop and practice essential skills? Will it provide you with opportunities to develop an effective network in your field? Is the salary reasonable for you? When you have determined that you are interested in a posting, prepare your cover letter and resume and submit them by email (unless otherwise specified) to the co-op assistant for your program.

Cover letters and resumes for each position you apply for must be submitted to the CESE office by the deadline indicated on the posting. Resumes and cover letters will be sent to the employers on the closing date specified on the job posting; therefore, late submissions will not be included.

Interviews

After the employers have had an opportunity to review the cover letters and resumes, they will contact the CESE office with their list of any short-listed candidates. Interviews will be arranged by the CESE staff and will be made as convenient as possible for both the students and the employers. Students are required to provide the co-op assistant with a copy of their timetable indicating availability. Should a conflict arise, please advise the CESE staff. If an interview conflicts with a class time, advise your program instructor(s). Depending on the circumstances, an alternate time may be arranged.

CESE's relationship with co-op employers is vital to the continuing success of co-operative education. Therefore, it is essential that you attend all interviews you are scheduled for, unless you have accepted another position prior to the interview date. Failure to attend an interview without a valid reason, and without informing the CESE staff prior to the interview, may result in withdrawal from the work term and possibly from co-op.

Offers of Employment

Employers are asked to advise the CESE office of job offers given to students. At that time, the co-op assistant will contact and inform the student of the offer. It does happen that employers occasionally contact the student directly to make a job offer, and we ask that students immediately advise the CESE office of the offer. The student must respond to the employer's offer within 24 hours unless an exception is approved by the CESE staff. Once an offer has been accepted, the student contacts the employer to accept the offer and to finalize all arrangements.

Occasionally, a student may find an offer unacceptable; however, it is important to consider the following points. Review a job posting carefully before submitting your name to the competition. Once you have applied for a job, it is assumed that you will normally accept the position if it is offered. If you are considering rejecting an offer of employment you must discuss it with an employment facilitator prior to advising the employer. If you reject a job offer without an acceptable reason you may be removed from any further posted job competitions or be withdrawn from the program.

Just as employers do not make tentative offers hoping to find someone better, you must not tentatively accept an offer while waiting to find out about another position. This could cause employers to question the responsibility and maturity of our Camosun College students and possibly result in an employer no longer participating in co-operative education at Camosun. While such practices may occur in an open job market, keep in mind that the co-op recruiting process occurs within a more structured and limited availability context which is to the students' advantage. If you receive more than one offer at the same time, or have recently interviewed with another employer, please contact your employment facilitator to discuss how best to handle the situation. Your employment facilitator can help to gather more information, communicate with the employer(s) and support you in making your decision.

Once you have received and accepted a job offer, your job search is complete! Your access to postings on CIMS will be closed until it's time for you to look for your next work term position. If you have any upcoming job interviews, please coordinate with your EA or EF to make sure these get cancelled, since you

are no longer available to other employers at this time. This is respectful to the employers, ensuring they only spend time speaking with available candidates.

Wages

Wages are established by the employer, sometimes in consultation with the CESE staff. The wages for each position are normally indicated on the job posting.

On the Job

Your co-op experience is an opportunity to exercise your knowledge and skills and to prove to yourself and your employer(s) that you are a capable and motivated employee. This is your opportunity to demonstrate your skills, knowledge, initiative, attitude, and your willingness to seek out and benefit from opportunities to learn from your co-workers and supervisors. You are also an ambassador for Camosun College and for the students who follow you. The best advertising for co-operative education at Camosun is a satisfied employer who wants to hire a co-op student just like his/her last.

The CESE staff is available to help you throughout your work term. Listed below are a few items or questions that may arise during your work term. For more clarification on these, or any other problems, questions, or challenges you encounter, please contact your supervisor and/or your co-op field instructor.

Transportation & Accommodation

Transportation to and from the work place and arrangements for living accommodation are normally the student's responsibility.

Failure to Report

After accepting a co-op job, any student failing to report to the employer to commence work will be excluded from the work term and/or withdrawn from co-operative education.

Time Off - due to illness

Should you become ill and have to miss time at work, you must notify your co-op/internship employer immediately. It is recommended that you discuss the process for reporting illness in advance with your employer in case you become ill and need to take time off. Absences of more than three days from your work term position must be reported to your co-op field instructor, as an extended absence could jeopardize successful completion of the work term.

Time Off - for vacation

A student requesting vacation time must have the approval of the employer in advance, typically upon acceptance of the position.

Strikes

Whether you should cross a picket line and work or observe a picket line and choose not to work is a decision you must make. The responsibility of the CESE staff in this situation is to inform you of the potential results of either decision. Your employer may also offer guidance.

Leaving a Job

It is expected that you will continue working in your co-op position until the date specified by the employer when the job offer was made. If it is necessary for you to leave before the end of your work term, you must consult the CESE staff before taking any action. Failure to do so may lead to an NC grade and/or withdrawal from the program.

Termination

If your work term is terminated by your co-op employer, you must notify the CESE office immediately. The situation will be reviewed with you and your employer. Termination typically results in an 'Incomplete'

grade, which is a temporary grade assignment, for the work term. Unless termination was for reasons of misconduct, students may consult with their CFI or CIC to make arrangements to complete the work term requirements.

Misconduct

Student misconduct on a work term is reviewed by the co-op supervisor and the CESE staff. Misconduct may result in disciplinary action and/or termination of employment, an NC grade, and dismissal from co-operative education.

Work Term Learning Plan

Your co-op work term is a vital part of your education; it is your opportunity to exercise the practical applications of the knowledge and skills you have acquired in the classroom. Additionally, your co-op work term is your opportunity to acquire further knowledge and skills to apply to your next level of study. Therefore it is important to remain focused on gaining experience, practicing and developing your skills, and continuing to learn, rather than thinking of your work term only as a job you are doing during a break from school.

Setting a learning plan for each of your work terms will help to keep both you and your employer focused on what you hope to achieve as a result of your participation in co-operative education. What do you hope to accomplish during your work term? What skills do you want to apply and practice on the job? What new skills or knowledge do you hope to acquire?

Within the first three weeks of your work term you are expected to develop a plan that outlines your goals and learning objectives for the work term. This plan must be discussed with your supervisor and then faxed or emailed to your co-op field instructor by the due date listed in your course outline.

Midterm Reflection on Learning

Prior to your on-site visit (see below), you will complete a "Midterm Reflection on Learning" form to help you prepare for your discussion with your co-op field instructor. Completing this form allows you to reflect on your progress toward your work term learning goals, the relationship between your academic and work term learning, and any issues, concerns or achievements you want to discuss with your co-op field instructor and/or your work term employer.

On-Site Visits

Approximately half-way through your work term, your co-op field instructor will visit your work place for an on-site visit. During this visit, the field instructor will meet with your supervisor, and later with you, to discuss your job progress. This is an opportunity for you and your supervisor to examine any areas where you have excelled or need improvement, and to discuss how you are doing with respect to your learning objectives. In some cases, e.g. international or distant placements, it is not always possible to have a face-to-face visit with your field instructor; in such situations these discussions may be conducted by telephone.

Employer Performance Assessment of Co-op Student

Near the completion of each work term, your employer will complete an evaluation on your performance and discuss it with you before you return to school. This evaluation is an excellent opportunity for you to reflect on your work place experiences and to set some direction for subsequent work terms or post-graduation employment.

Student Assessment of Learning

Near the completion of each work term, you will complete a review of the learning that occurred on your work term as well as an evaluation on your own job performance. This evaluation is also an excellent opportunity for you to reflect on your experiences in the work place and to set some direction for subsequent work terms or post-graduation employment.

Co-op Work Term Assignment

Near the end of or following your work term, you will be required to submit a work term assignment. Work term assignments vary from program to program. The assignment may involve creating a portfolio, writing a report, or making a presentation to your classmates upon your return to school. The assignment will be evaluated by your CFI. It is always advisable to update your resume promptly following your work term when the knowledge and skills you developed on the work term are still fresh in your mind. As you will likely be dealing with a full time course load when it is time to start working towards your second work term, it helps a great deal if your resume is up to date.

Return to School Meetings

When you return to Camosun after the completion of a work term, you will meet with your co-op field instructor and typically a small group of your peers to review your work term learning and experience, discuss your interests and goals for your next work term or post-graduation employment, and submit a resume augmented with your work term experience.

Freedom of Information and Protection of Privacy Act

All use and disclosure of information gathered through the co-operative education process is governed by, and in accordance with, the provisions of the Freedom of Information and Protection of Privacy Act. This includes information gathered through the student application process, on-site employment evaluations, work term reports, post-employment sessions and any other procedures required during the co-operative education process. In addition to CESE administration purposes, this information could be used for unique research, statistical and survey related projects.

Student Ombuds Services

The student ombudsman provides a friendly, impartial and confidential service to ensure fair treatment. As a student, the SOS office can be a starting point when you face an issue of fairness and don't know where to turn. It can also be an option when you've tried everything else. Service is part-time so check the web site, phone or e-mail for current hours.

email: ombuds@camosun.bc.ca

website: camosun.ca/ombuds

Interurban: Campus Centre 234, Phone 370-4444

Lansdowne: Paul 222, Phone 370-3405

The purpose of this handbook is to provide information about co-operative education at Camosun College. Every attempt has been made to ensure accuracy and completeness at the time of printing. However, the college reserves the right to change or cancel any provision or requirement at any time.

Appendices

Appendix A (Co-op WEP) Attendance Policy

PLEASE READ THE FOLLOWING POLICY CAREFULLY. FAILURE TO DO SO MAY RESULT IN AN NC GRADE FOR WORKPLACE EDUCATION PREPARATION AND PREVENT PARTICIPATION IN A WORK TERM.

Under normal job search conditions, missing a job application deadline, an employer information session, or a job interview results in the immediate end of a candidate's potential consideration with that firm; at least for that employment opportunity. Promptness and time management are essential skills required by employers.

The Co-op WEP program is designed to simulate these same conditions as much as possible. Given the number of participants, the complexities involved in organizing the applied workshops, and the participation of internal and external individuals, we are able to provide only one workshop for each topic to students enrolled in the course. Thus attendance at all workshops is very important and is essential for achieving a COM grade. Eligibility for work terms includes this COM grade.

Students are urged to pay close attention to the workshop schedule when registering and to NOT register in a section if attendance at all workshops is not possible. In order to deal with unavoidable absences, there is a very limited make-up provision. Only one make-up per student is allowed, and a make-up will only be allowed under the following circumstances:

- The student must provide prior notification to the Employment Facilitator.
- Notification must be to the Employment Facilitator via email, voice mail, or in person.
- The forced absence must be supported by evidence (e.g. doctor note for self or child)
- For those extremely rare occurrences where contact cannot be made in advance or no documentation is available, a case by case examination of the circumstances will occur. Students must notify the Employment Facilitator of the situation as soon as possible as an unwarranted delay will result in a grade of NC.
- The Employment Facilitator will provide a package of instruction for any approved make-up.
- All make-up sessions are dependent upon the initiative of the student for successful completion and must be completed within the directed time frame.

Co-op's WEP seminar recently underwent a major renovation in order to increase the time students have to actually practice skills and to create greater opportunities for interaction with local employers. One of the more obvious changes was the implementation of a blended approach. This gives students greater flexibility and responsibility for the information portion of the seminar while freeing the co-op staff to focus on creating applied workshops for practicing skill development. Students are expected to prepare for each workshop by completing all relevant and related on-line materials as well as successfully taking the appropriate module tests prior to each workshop session.

Employer feedback has enthusiastically confirmed the success of WEP's student preparation displayed by Camosun co-op and internship students in comparison to their peers from competing institutions. Through consistent attendance and active participation, you will enhance the effectiveness of your job search skills.

Appendix B - Registration Policy

Congratulations on your commitment to enhance your formal Camosun program with a co-operative education work experience term. This is a great way to gain experience and broaden your future job prospects.

In order for us to serve you as effectively as possible, you must officially register in a work term course. As the positions offered through the co-op and internship job board are available only to qualified and registered work term students, your continued access to the postings is dependent upon this registration.

If you secure a work term position and have not registered within five days following the registration date, you will be automatically registered by the Co-op office.

All registration fee payment deadlines apply and students obtaining a position through the co-op and internship posting and placement process will not be eligible to withdraw and obtain a refund except for documented medical reasons. If you choose to opt out of the work term prior to obtaining a position, please advise the Co-op office immediately as your access to the job board postings will then be limited to Student Employment postings only.

The valuable career management and job search skills you gained during the workplace preparation program will help you with job development. As well, please use the resources of the co-op office including assistance from the Employment Facilitator and postings from the job board as much as possible to maximize your chance of obtaining the best possible work term placement. The more positions you apply for, the greater your chances of successfully obtaining a placement.

In the event that, in spite of sustained efforts on your part, you are unable to obtain a position before the last day to start work, contact the Co-op office and your Employment Facilitator immediately as you may be authorized for a refund of your work term tuition and deposit. Please note that the registration deposit portion is normally non-refundable and will only be transferred if you have been actively searching for work, including having applied for postings from CIMS and/or having been in close contact with your Employment Facilitator while pursuing self development opportunities. The deposit portion - if approved for return - will first be applied, according to college policy, to any course taken in the current term and otherwise will be transferred as a credit to the subsequent term. Students completing their academic studies and not returning to the college would be exceptions to this policy and may be eligible for a cash refund of the deposit if they have been determined to have been actively searching for work as described above.

Co-op Education and Student Employment Department