co-operative education & career services
Co-operative Education & Career Services

Located in the William M. Tatham Centre for Co-operative Education & Career Services.
(519) 888-4026
www.cecs.uwaterloo.ca

Introduction
Co-operative Education & Career Services (CECS) is responsible for, and committed to, providing high quality service to students and Faculties in the development, identification and recruitment of job/career opportunities for both Co-operative Education (Co-op) and non-Co-op students. CECS administers Co-op programs and career development programs for all students at the University of Waterloo. It also oversees the work experience of Co-op students to ensure wherever possible that their employment will complement their academic studies and provide them with the practical knowledge required to earn a Co-op degree in their field of study.

Much of this section describes the policies, practices, obligations, and expectations of behaviour that govern the Co-op program at the University of Waterloo. The University expects all participants in the Co-op process to conduct themselves in a professional and ethical manner at all times.

The document outlines the primary components of the Co-op process – the identification of jobs, recruitment, job offers, work experience and performance evaluation. Reference should also be made to the academic program section for each Faculty in this Calendar for specific requirements of each Co-op program.

The Co-operative Education System

Co-operative education (co-op) is based on the principle that an academic program combined with work experience in alternating terms, is relevant to, and desirable for, effective professional preparation. Work term employment, which varies from sector to sector and location to location (opportunities exist around the world) allows students to acquire experiences in their areas of career interest, while academic terms are devoted primarily to fundamental and theoretical studies. These practical experiences and academic studies complement one another.

The motivation, responsibility, and opportunity for insight gained through co-op can be of significant value to the student's future. The co-op concept enables those with a career orientation to become full-time students of their subject, both during the academic terms and during the related work terms, within a structure of organized purpose and serious study.

THE STUDY AND WORK SEQUENCE
The co-op system requires students to alternate periods of study with periods of employment. The period of employment is called a work term and is normally four months in length.

In the first year, some programs split the class into two groups: one, known as Stream 4, has its first work term after 4 months of study; the other, known as Stream 8, has its first work term after 8 months of study. Both groups receive the same total time on campus and at work. Stream 4 has a double academic term at the end of its sequence; Stream 8 has a double academic term at the beginning of its sequence.

Co-op programs that begin in Year 2 are not defined by “stream” and their study and work sequences vary by program (see Study/Work Sequence chart in this chapter).

CHANGE OF STUDY AND WORK SEQUENCE
A request to change the study and work sequence for a student’s program will be considered by CECS and the Faculty in which the student is enrolled. An application from the student (supported by an employer and/or field co-ordinator) must be made to the appropriate Faculty and CECS assistant director.

Normally, requests will only be considered if they are received no later than one month prior to the beginning of the term in which the switch will occur. In addition, the student’s academic and co-op performance must be “in good standing.” A student’s academic sequence may be restricted due to a lack of choice of core or elective subjects during particular terms and this circumstance does not constitute grounds for a sequence change.

STUDY AND WORK TERM DATES
The work term usually begins on the Monday of the first month of the term and ends the last Friday of the fourth month of the term, but depending on the calendar, it may begin and end on different days. Please check the Calendar of Events and Academic Deadlines section of the UW Undergraduate Calendar for the suggested work term start and end dates for current and upcoming work terms. Depending on the needs of the co-op employer, the work term start and end dates may not exactly match those suggested here. Work term dates should be confirmed with the co-op employer.

CO-OP 101/GE 010
Offered online for co-op students prior to their first work term, this course helps them to understand the co-op employment process and how it fits with their career development. Students will learn to:

- Identify where to find key information about co-op education at UW
- Use JobMine in their job search and the application process
  - Decide where to apply
  - Prepare résumé packages the first co-op work term
  - Check for interviews
  - Use the ranking and matching systems
- Interview effectively
- Prepare for the work report
- Succeed on your first work term

Weekly assignments are required as part of COOP 101.
Study/Work Sequence

Note

The letters A and B denote academic terms
• denotes work term

Plan (By Faculty)

Applied Health Sciences
Health Studies and Gerontology
1A 1B off
2A • 2B • 3A • 3B • 4A 4B
4

Kinesiology: Options in Ergonomics and Neurobehavioural Assessment Recreation and Leisure Studies: Majors in Business and Therapeutic: Options in Parks and Tourism
1A 1B off
2A • 2B • 3A • 3B • 4A 4B
4

Arts


1A 1B • 2A • 2B • 3A • 3B • 4A • 4B 4

Arts and Business with Cultural Management Specialization
1A 1B • 2A • 2B • 3A • 3B • 4A 4B
4

Arts and Business with Digital Arts Communication Specialization
1A 1B • 2A • 2B • 3A • 3B • 4A 4B
4

Arts and Business with International Trade Specialization
1A 1B • 2A • 2B • 3A • 3B • 4A 4B
4

Accounting and Financial Management — Public Accounting
1A 1B off
2A • 2B • 3A • 3B • 4A 4B
4

Accounting and Financial Management — Financial Management
1A 1B off
2A • 2B • 3A • 3B • 4A 4B
4

Computing and Financial Management
1A 1B • 2A • 2B • 3A • 3B • 4A 4B
5

Economics (Applied)
Regular off
2A • 2B • 3A • 3B • 4A 4B
4 Z

English — Literature Regular off
2A • 2B • 3A • 3B • 4A 4B
4 Z

English — Literature and Rhetoric Regular off
2A • 2B • 3A • 3B • 4A 4B
4 Z

English — Rhetoric and Professional Writing Regular off
2A • 2B • 3A • 3B • 4A 4B
4 Z

Anthropology, Political Science, Psychology, Sociology
Regular off
Reg, 2B • 3A • 3B • 4A 4B
4 X

Engineering

Chemical, Civil, Computer*, Electrical*, Mechanical
Stream 8
1A 1B • 2A • 2B • 3A • 3B • 4A 4B
5

Chemical, Environmental, Geological, Mechanical, Mechatronics, Systems Design Stream 4
1A • 1B • 2A • 2B • 3A • 3B • 4A 4B
5

Computer*, Electrical* Stream 45
1A • 1B • 2A • 2B • 3A • 3B • 4A 4B
5

Nanotechnology Stream 85
1A 1B • 2A • 2B • • 3A • 3B • 4A 4B
5

Software Engineering Stream 8
1A 1B • 2A • 2B • 3A • 3B • 4A 4B
5

Architecture Regular off
2A • 2B • 3A • 3B • • 4A 4B 5 Y

★ Faculty of Education component
† Teaching work term
‡ Co-op begins in 2A. However, admission may be made either at the time of initial application or at the end of Year One.
W Students seeking admission must normally have satisfactorily completed two work terms in another Co-op Math program.
X Admission occurs by January for the 2B term.
Y Although Co-op begins in 2A, admission is made at the time of the initial application to the University.
Z Admission is based on Year One academic results (marks) and occurs in late May or early June.
* The streaming for Electrical and Computer engineering varies depending on demand.
§ Specialization work term
♀ Point of admission to specialization
♀ Minimum number of credited work terms required for graduation (4 credited work reports are also required for graduation for all Co-op students). An employer evaluation is required for each work term students undertake.
♀ Students admitted to Arts and Business Program 2 will not have a Co–op work term following 1B.
♀ Second term of the two–term Master of Accounting (MAcc) portion of the five–year integrated Accounting plan.
♀ Second term of the two–term Master of Accounting (MAcc) portion of the five–year integrated Accounting plan.

(continued on next page)
**CO-OPERATIVE EDUCATION & CAREER SERVICES**

**Study/Work Sequence**

The letters A and B denote academic terms.
- "•" denotes work term

### Plan (By Faculty)

#### Environmental Studies: Environment and Business

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#### Business Administration and Mathematics (Double Degree)

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#### Mathematics/Teaching Option

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#### Software Engineering

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#### Three-Year General

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#### Science

- Biology and Bioinformatics
- Biotechnology/Chartered Accountancy
- Physics, Mathematical Physics, Computational Science – Physics Specialization
- Psychology

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**Notes**

- Faculty of Education component
- Teaching work term
- Co-op begins in 2A. However, admission may be made either at the time of initial application or at the end of Year One.
- W Students seeking admission must normally have satisfactorily completed two work terms in another Co-op Math program.
- X Admission occurs by January for the 2B term.
- Y Although Co-op begins in 2A, admission is made at the time of the initial application to the University.
- Z Admission is based on Year One academic results (marks) and occurs in late May or early June.
- * The streaming for Electrical and Computer engineering varies depending on demand.
- † Second term of the two-term Master of Accounting (MAcc) portion of the five-year integrated Accounting plan.
- ‡ Second term of the two-term Master of Accounting (MAcc) portion of the five-year integrated Accounting plan.
- § Specialization work term
- ‡ Point of admission to specialization
- ○ Minimum number of credited work terms required for graduation (4 credited work reports are also required for graduation for all Co-op students). An employer evaluation is required for each work term students undertake.
- △ Students admitted to Arts and Business Program 2 will not have a Co-op work term following 1B.
- ** Anticipated continuation beyond the Bachelor degree into the one-term Diploma in Accounting or the first term of the two-term Master of Accounting (MAcc) portion of the five-year integrated Accounting plan.
- † Second term of the two-term Master of Accounting (MAcc) portion of the five-year integrated Accounting plan.
**EMPLOYMENT**

The employment process is highly competitive and factors such as academic performance, skills, motivation, maturity, attitude, professional conduct, flexibility, and performance potential determine whether or not a student is offered employment.

Although every effort is made by CECS to find a sufficient number of work term positions for students enrolled in all co-operative programs, the openly competitive nature of the process means that no guarantee of employment can be made.

Work term employment agreements are between the student and the employer. The University of Waterloo is not a party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect the employment situation for any co-op student (e.g., layoffs, intellectual property issues, confidentiality agreements, strikes, etc.). Should the need arise, students are encouraged to seek whatever advice and/or guidance about their agreements they feel is necessary.

If a student fails to secure employment through any interview process administered by CECS, every effort will be made to help that student find a suitable work experience.

**Responsibilities of CECS**

CECS will:
- develop co-op employment opportunities with public and private sector employers that fulfill the co-op degree requirements
- maintain and enhance relationships with existing employers
- provide career training, personal and professional development seminars and resources to enhance students’ on-going employability
- provide and manage administrative support for the recruitment process to employers and students including job postings, interview scheduling, interview facilities, computer matching, etc.
- present offers of employment on behalf of employers to students
- maintain contact (site visits, email or telephone) with students and employers during the work term through the field co-ordinator
- provide advice and support to students and employers if difficulties arise during a work term
- ensure that any relevant and required documentation is provided to the student, the employer and the appropriate University department and/or Faculty
- establish and maintain a file for each co-op student with documents that reflect the student’s co-op activities; access to student files will be in accordance with UW Policy 19

**Responsibilities of Employers**

**Eligibility**

Employers will:
- provide viable positions relevant to the various fields of study taught at the University of Waterloo; a job opportunity must be approved by an appropriate UW representative as a creditable co-op job that fulfills the requirement of a student’s degree
- support, through employment, the university’s mission to provide a comprehensive practical and theoretical education to its students
- provide appropriate compensation, working conditions, supervision, training, and evaluation to students during employment
- ensure that jobs and places of work are in compliance with all relevant government statutes and legislation

**Job Descriptions**

Employers will:
- represent the duties and responsibilities of the advertised positions by presenting a comprehensive written description of the job duties, qualifications, skill level, and experience required for the positions advertised

**Interview Process**

Employers are expected to follow the prescribed interview process through which interviews normally occur in the term preceding the actual work term:
- take place on the University of Waterloo campus
- are scheduled and administered by CECS
- are for the sole purpose of collecting information on, and evaluating the suitability of, candidates for co-op employment (i.e., not for extending an offer of employment)

**Offer Process (Ranking)**

Following the interview, the employer will:
- rank the acceptable candidates according to preference for each position available
- submit the rankings in the specified time frame
- understand that the ranking of acceptable candidates is a commitment to hire any student that is matched

**Job Offers**

Because it is important to provide equal access and opportunity to all employers and students, employers will:
- offer employment only through CECS
- refrain from making job offers directly to students during or immediately following an interview
- refrain from exerting improper influence in an attempt to affect students’ job acceptances (such practices may include, but are not limited to, undue pressure for acceptance of an offer of employment or encouragement of a student to revoke acceptance of another employment match)
- offer employment directly to their currently employed student, prior to the end of the work term, when a second work term with that student is desired

**Work Term**

Employers will:
- accommodate a site visit, whenever possible, by the appropriate field co-ordinator during each student’s work term; optimally, this will include visits to both student and supervisor
- complete a “Co-operative Student Performance Evaluation” form and submit it to CECS, with a copy to the student, prior to the final day of the work term; a student who does not receive such an evaluation will not receive credit for that work term
• consult the field co-ordinator prior to undertaking disciplinary action or dismissal of a co-op student
• inform the student and the field co-ordinator prior to the end of the work term of the intention to re-hire the student for the next work term; in the event of an additional work term it is expected that an employer will provide enhanced work that reflects the growth and knowledge of the student

Accountability
The University reserves the right to take appropriate action in the event that an employer or its representative does not adhere to the above policies and responsibilities. In some instances this could include removal from participation in the co-op program.

Responsibilities of Students

Eligibility
Once accepted into the co-op program according to the requirements of the respective Faculty, students will
• maintain registration as full-time co-op students in their program in all terms from point of entry through to the final academic term and follow the study and work term sequence that corresponds to their program
• maintain acceptable academic standing according to the regulations of their program
• attend the sessions on career development pertaining to their co-op employment in order to have a clear understanding of the process and to acquire job searching skills
• keep CECS informed of their employment status (e.g., actively seeking employment through CECS, returning to previous co-op employer, or other situations) at all times
• ensure that their student file is updated and accurate
• complete all work terms and work reports, according to the requirements of their specific program, before their final academic term (4B) as defined by the “Study/Work Sequence” chart located in this chapter

Seeking Employment
Students will
• seek employment using the interview processes arranged by CECS or consult with their CECS assistant director/co-op advisor prior to pursuing their own job opportunities
• be fully engaged in the job search process, adhering to the policies and procedures of that process as documented in the Important Co-op Dates and Procedures provided by CECS each term
• obtain prior assessment from their CECS assistant director/co-op advisor before securing their own employment to ensure that the position is a potentially viable co-op job that fulfills degree requirements and is suitable for work term credit; the final decision regarding credit will be made by the appropriate field co-ordinator

Job Applications
Students will
• inform themselves, as much as possible, about the specifics of the jobs for which they are applying through a complete review of the job descriptions, personal research and discussions with field co-ordinators
• apply for jobs for which they meet the stated requirements (skills, citizenship, academic status, etc.) and/or stated conditions (access to transportation, location, etc.)
• attend every interview for which they are selected until they are matched with a job

Offer Process (Ranking)
At the end of an interview period, students will
• review online in JobMine, a list of employers by whom they were interviewed and those employers’ corresponding rankings
• indicate their preferences (rank) in JobMine
• complete this task within a specified time frame with rankings corresponding to each of the listed employers
• accept the job for which they are matched through the ranking process

Job Offers
Because it is important to provide equal access and opportunity to all employers and students, students will
• accept offers of employment made only through CECS, or with the full awareness of CECS
• refrain from exerting improper influence in an attempt to affect employers’ offers or preferences
• prior to the end of the current work term, accept or decline offers of employment directly from the employer for the next scheduled work term
• honour any commitment for employment (reneging on a previously agreed upon offer of employment, failing to accept an employment match, failing to report to work for an agreed upon employment commitment etc., will result in disciplinary action)

Work Terms
As ambassadors of the University of Waterloo and its Co-operative Education program, students will
• abide by the policies and procedures of their employer as well as the policies and procedures of the University and CECS
• fulfill the entire time commitment required for each co-op work term (normally four consecutive months)
• attempt to resolve any difficulties which arise during the work term with the employer
• contact their field co-ordinator prior to making any decision affecting their employer and/or employment
• ensure that their employer completes a “Co-operative Student Performance Evaluation” form prior to the end of the work term in order to receive credit for the work term (a work term evaluation is required for every work term undertaken by the student)
• inform CECS of their intentions for the next scheduled work term (returning to previous employer, participating in co-op interview process, arranging own position, graduating, etc.) by the end of the first week of lectures
Work Reports
Work report requirements vary by Faculty and department. Students must submit work reports according to the requirements of their department and/or Faculty. Work report guidelines are available in a variety of formats (e.g., booklet, Website, CECS Student Reference Manual).

Graduation
In order to complete successfully the requirements for graduation with a “Co-operative Education” designation on their degree, students will complete the minimum number of credited work terms and credited work reports required by their program (see Study/Work Sequence chart).

Accountability
The University reserves the right to take appropriate action in the event that a student does not adhere to the above policies and responsibilities. In some instances this may include a “Failed Work Term” decision for the relevant term, a delay in graduation and/or removal from the co-op program.

Strikes
In any instance where a strike or labour disruption is anticipated, students should discuss the situation first with their employer, then with their co-op field co-ordinator (who is the University’s contact with the employing firm). Students should also discuss with their employer what the expectations are with respect to crossing a picket line. In some cases alternate arrangements for work can be made between the student and the employer.

The length and timing of the disruption will determine whether or not credit for the work term can be granted. While the requirement for a work term credit is normally four months of full-time approved employment, allowances may be made on a case by case basis, at the discretion of CECS, for special circumstances such as strikes.

If it is clear that a work term will be jeopardized by a prolonged strike and the student chooses to leave the job, then CECS will make every effort to find another position. There is no guarantee, however, of substitute employment.

Payment of wages, or not (directly by the company or under a contract arrangement with the University of Waterloo), during a labour disruption remains the sole discretion of the employer.

There must be regular communication between the student and the field co-ordinator during a labour disruption. CECS will make every effort to monitor the situation.

Harassment/Discrimination/Safety
Government Human Rights Codes and Labour Codes may govern the workplaces within the countries where co-op students find employment. The University has a commitment to its students that they, while engaged in University-related activities on and off campus, shall be free from harassment or discrimination. If either situation occurs in a co-op workplace, students should contact their field co-ordinator, a harassment advisor in CECS, the Ethical Behaviour and Human Rights Co-ordinator at UW and/or UW Counselling Services. Similarly, issues of safety or expectations to engage in any behaviour that may pose a risk to the student’s well-being should be brought to the attention of the student’s field co-ordinator immediately.

Appeal Procedures
This chapter does not list all of the disciplinary actions that may be applied when the policies or regulations of CECS are not followed. Disciplinary action is left to the discretion of CECS and/or the Faculty in which the student is enrolled. An appeal process for students (UW Policies 70 & 71) will ensure that disciplinary decisions made by CECS (alone or in consultation with the student’s appropriate Examinations, Standing and Promotions Committee) may be reviewed or appealed at the request of the student.

Student Status
In order to administer the co-operative education process and to account for the activities of each co-op student, CECS has established status designations to document these activities. Status designations govern the participation, or not, of a co-op student in some, or all, aspects of the co-op process. Status designations also enable students to receive, or not, recognition (credit) for the completion of some part of the co-op process. Status designations and their privileges are as follows:

Employed: Interview Process – the student has secured employment through the co-op interview process. A student who secures employment this way and completes the work term successfully will receive credit for that work experience (if the job meets faculty work experience requirements).

Employed: Jointly-Arranged – the student has secured employment external to the co-op interview process with the assistance of CECS. A student who secures employment with such an employer and completes the work term successfully, will receive credit for that work experience.

Employed: Student-Arranged – the student has secured employment external to the co-op interview process. A student who secures employment, has the employment approved for credit by CECS and completes the work term successfully will receive credit for that work experience.

Employed: Returning – the student’s next scheduled work term will be with a previous employer of that student. The student’s access to the co-op interview process is prohibited.

Unemployed: Interview Process – permits a student access to the co-op interview process in order to seek employment. A student who secures employment through this process and completes the work term successfully will receive credit for that work experience (if the job meets faculty work experience requirements).

Unemployed: Awaiting Decision – the student sought and secured employment external to the co-op interview process. The job is being reviewed for official work term credit.
Unemployed: On Own Self-Imposed – assigned by CECS to grant a student a leave of absence for personal reasons (e.g., health, travel, or additional academic study). The student is not eligible for credit for the work term.

Unemployed: Student-Arranged – the student is seeking employment external to the co-op process. The student’s access to the co-op interview process is prohibited. CECS will also assign this status to students who have not applied to any jobs by the first day of the official final exam period (the assumption is made that the student is not taking part in the interview process). At that time, access to the co-op interview process is terminated.

Unemployed: On Own University-Imposed – assigned by CECS to designate a student who has not complied with a program regulation or procedure. Reasons for this notation include, but are not restricted to, missing interviews without just cause, failing to obtain approval to decline (sign-off) an employment opportunity, or failing to properly register for employment. The student is not eligible for credit for the work term.

Failed Work Term – assigned by the appropriate Faculty and/or CECS to a student who has not met the requirements of the interview process or the work term. This notation may be assigned for reasons including, but not limited to: reneging on a previously agreed upon offer of employment, failing to honour a commitment to work for an employer or to return to an employer for a second work term, terminating employment without prior approval from CECS, or dismissal with cause from employment. In all cases, students with this notation will not be granted credit for the work term in question and withdrawal from the co-op program may also be required.

Out to Clear – the student is “sitting out” an additional four months following their scheduled work term before returning to repeat the previously failed academic term. This applies to students in programs in which promotion occurs on a term-by-term basis.

On Exchange – the student is on an exchange term at another educational institution. The student will not take part in the co-op interview process until they return to campus at UW.

Scheduled Off Term – a student whose academic plan stream does not have an academic term or a work term scheduled to occur. The student will not take part in the co-op interview process.

Work History
Information is recorded each work term on a “University of Waterloo Co-operative Student Record.” This information becomes part of the job application package for students (who have the status “Unemployed: Interview Process” [see above]). The following notations may appear on this document:

Employer Name/Job Title/Evaluation – when a student is matched successfully with an employer, that employer’s name, location, and the job title of the position is listed. The overall work term performance grade assigned by the employer is also recorded along with this notation.

Performance Grades – employers may choose from the following grades to evaluate the student’s performance on the work term: Outstanding, Excellent, Very Good, Good, Satisfactory, Marginal, and Unsatisfactory. The student receives credit for the work term when one of these grades (except Unsatisfactory) is recorded on the co-op student record. A work term evaluation is required for every work term undertaken by the student. A work term graded “Unsatisfactory” by an employer is ineligible for credit, and the student’s performance appraisal will be investigated by the student’s field co-ordinator. A student deemed unlikely to benefit from future work terms may be required to withdraw from the co-op program.

Academic Credit for Work Term Experience
Academic credit, in the form of a 0.5 unit credit, is awarded to each student who successfully completes an official work term. These credits are awarded in addition to the course credits required by the various faculties.

CECS, officially representing the University of Waterloo in Co-operative Education matters, is responsible for the awarding of academic credit for the work term experience according to the requirements of the various faculties and their co-op programs.

Co-operative Degree Designation
Graduates completing the Co-operative system requirements will receive a “Co-operative” degree designation.

CAFCE Accreditation
The University of Waterloo is a member of the Canadian Association for Co-operative Education (CAFCE). In 1979 CAFCE established the Accreditation Council to regulate post-secondary Co-operative Education programs in Canada and to accredit those programs which meet specific criteria. The purpose of the accreditation process is to ensure the quality of the Co-operative Education program. Accredited programs must meet the following criteria:

Guidelines
- Each work situation is developed and/or approved by the Co-operative Educational institution as a suitable learning situation.
- The Co-operative student is engaged in productive work rather than merely observing.
- The Co-operative student receives remuneration for the work performed.
- The Co-operative student’s progress on the job is monitored by the Co-operative Educational institution.
- The Co-operative student’s performance on the job is supervised and evaluated by the student’s Co-operative employer.
• The time spent in periods of work experience must be at least thirty percent of the time spent in academic activity.

Co-op Students’ Council (CSC)

The Co-op Students’ Council of the Federation of Students, is comprised of UW Co-op student representatives from each faculty whose primary purpose is to provide student input into policies and procedures of CECS and to report student concerns to the Department. The Council meetings are chaired by the Federation of Students Vice-President, Education. CECS is represented by the Associate Director, Student Services.

Career Services

Located in TC 1214
(519) 888-4047
Career Services websites:
Main page: www.careerservices.uwaterloo.ca
Award-winning Career Development eManual:
www.cdm.uwaterloo.ca

Career Services has an array of career development programs and services to meet the needs of all UW students and alumni.

Resources
Print, video, and computer-based resources are available in the areas of:
• Career Planning – occupational descriptions and trends, job search materials, volunteer and entrepreneurial information
• Education – Canadian university and college calendars, subject and geographic-specific directories, professional test applications
• Employer – directories, CDs, and videos
• Work/Study Abroad – programs and guides

Career Development eManual
The Career Development eManual has been prepared as a step-by-step guide to the career development process. It includes interactive modules (e.g., résumé/letter writing, interview skills, work search, success on the job); activities will help students to apply relevant concepts. In order to participate effectively in face-to-face assistance (workshops and appointments) completion of the online modules (where applicable) is an important first step.

Workshops
• Face-to-face workshops are provided on topics such as: career decision making, job search, interviewing, negotiating job offers, CV writing, business etiquette, thinking about an international experience, working in a different culture, and grad studies.
• Registration for workshops is done through the website.

Appointments
• Appointments may be booked through the website for the following: résumé/letter critique, career planning, job search, mock interview, CV or graduate/professional school applications.

Events
• Job and Career Fairs
• Professional and Post-Degree Day
• Faculty of Education Talks
• Internship Fair
• Volunteer Fairs
• On-campus Part-time Job Fairs
• Employer Information Sessions

Jobs
Part-time, Summer, Volunteer, Work Placement, Permanent, and Contract Jobs
• Daily job postings on JobMine enable all students and alumni to access a wide array of job opportunities received by Career Services: jobmine.uwaterloo.ca
• Hundreds of volunteer and paid opportunities are available through links found on the Career Services website.