
Co-operative Education & Career
Services

Waterloo

Co-operative Education & Career Services

Introduction

Located in the William M. Tatham Centre for Co-operative Education & Career Action.

519-888-4026

www.cecs.uwaterloo.ca/

Note: Procedures and practices may change during the student's undergraduate experience and students will be governed at any time by current procedures and practices. Full details can be found in the Co-op Student Reference Manual (www.cecs.uwaterloo.ca/manual/).

The Co-operative Education System

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), enables students to acquire experience 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.

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The Study/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. Study/Work term sequences vary by program. Some sequences begin in the first year of study while others begin in the second year. All sequences contain at least one 8-month school term and some will contain one 8-month work term (see [Study/Work Sequence](#)). Students are expected to be enrolled full time during their study terms.

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Change of Study/Work Term Sequence

Students are expected to follow the sequence to which they have been assigned or as prescribed for their program. Deviation from the prescribed sequence requires the submission of a formal request to change it as well as approval, first, from the student's Faculty and then, from Co-operative Education. Requests that involve work terms longer than 8 months will not normally be considered. Students may not end their academic plan with a work term.

Ordinarily, requests will be considered only if they are received no later than one month prior to the beginning of the term in which the switch will occur. 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 availability of core or elective subjects during particular terms and this circumstance does not constitute grounds for a sequence change.

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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. Please refer to the [Calendar of Events and Academic Deadlines](#) section of this Calendar for the suggested work term start and end dates for current and upcoming work terms. Start and end dates may vary depending on the needs of the Co-op employer so work term dates should be confirmed with the employer before the start of the work term.

Co-op students must work for the entire term and may not shorten its length. Work terms shorter than the expected 16 weeks of employment are approved by exception only. See details on [Work term length](#) in the Co-op Student Reference Manual.

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Co-op Preparation - PD1/First Year Engineering Classes

PD1 course materials lead students through resources and activities to provide them with the tools to be competitive in their employment search and prepare them for a successful work term. This helps

students understand the co-op employment process and how it fits with their career development. Upon successful completion of the course, students will have the skills to:

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

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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 an employer offers a student employment.

Co-operative Education builds and uses its wide network to find a sufficient number of work term positions for students enrolled in all Co-operative programs. Still, the openly competitive nature of the hiring process, and the fact that job offers come from employers, means that no guarantee of employment can be made.

If a student does not, for reasons beyond their control (e.g., shortage of employment in particular sectors, unexpected cancellation of posted jobs), secure employment through an interview process administered by Co-operative Education, every effort will be made to support that student's attempt to find a suitable work experience from alternative sources. Students are expected to work closely and remain in regular contact with Co-operative Education, especially while searching for co-op employment.

A student who neglects to apply to a suitable quantity and variety of jobs, or who impairs an interview opportunity through unprofessional conduct, will be removed from the employment process and will not be given assistance by Co-operative Education in finding employment for the next scheduled work term.

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). Students are encouraged to seek whatever professional advice and/or guidance about their agreements they feel is necessary.

The University monitors work terms and records the employer's evaluation of the student's performance. Every Co-op student must receive an evaluation for every work term and may not opt out of recording, or having submitted, an evaluation of his/her work term performance.

Responsibilities of Co-operative Education, Employers, and Students are detailed in the Co-op Student Reference Manual, [Appendix A](#).

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Harassment/Discrimination/Safety

If a student experiences either harassment or discrimination in a Co-op workplace, the student should contact their work term support person (student advisor); a harassment advisor in Co-operative Education; the Director, Conflict Management and Human Rights at the University of Waterloo; and/or 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 work term support person immediately.

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Discipline and Appeals

Disciplinary action is at the discretion of Co-operative Education and/or the Faculty in which the student is enrolled. An appeal process for students (Policy [70](#)) provides that disciplinary decisions made by Co-operative Education (alone or in consultation with the student's appropriate Examinations/Standings and Promotions Committee or Faculty Associate Dean) may be reviewed or

appealed at the request of the student.

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Student Co-op Status

Please review the Co-op Student Reference Manual section on [Co-op student status](#).

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Co-operative Degree Designation

Graduates completing the Co-operative system requirements will receive a "Co-operative" degree designation. Co-op [registration](#) and [work term](#) requirements can be found in the Co-op Student Reference Manual. Work reports, also a requirement of a Co-operative degree designation, are administered by your faculty.

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:

- 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 University of Waterloo Co-op student representatives from each faculty whose primary purpose is to provide student input into policies and procedures of Co-operative Education and to report student concerns to the Department. The Council meetings are chaired by the Federation of Students Vice-President, Education. Co-operative Education is represented by the Director, Student and Faculty Relations.

Centre for Career Action

Located in TC 1214

519-888-4047

Centre for Career Action websites:

Main page: www.careeraction.uwaterloo.ca/

Award-winning *Career Development eManual*: www.cdm.uwaterloo.ca/

The Centre for Career Action works with **all** University of Waterloo students and alumni on job search tactics, graduate and professional school preparation, and career strategies.

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Resources

Print, video, and computer-based resources are available on:

- 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
- Employers - directories, CDs, and DVDs
- 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. Interactive modules (e.g., résumé/letter writing, interview skills, work search, success on the job) include activities that will help students to apply relevant concepts. In order to participate effectively in face-to-face assistance (i.e., workshops and appointments), completion of online modules (where applicable) is an important first step.

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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, and working in a different culture.
- Registration for workshops is done through the website.

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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 advising.

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Events

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

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Jobs

Part-time, Summer, Volunteer, Work Placement, Permanent, and Contract Jobs

- Daily job postings on *JobMine* enable all students and alumni to access the wide array of job opportunities received by the Centre for Career Action: jobmine.uwaterloo.ca
- Hundreds of additional volunteer and paid opportunities are available through links found on the Centre for Career Action website

Study/Work Sequence

Select the desired faculty Study/Work Sequence information:

- [Applied Health Sciences](#)
- [Arts](#)
- [Engineering](#)
- [Environment](#)
- [Mathematics](#)
- [Science](#)

Applied Health Sciences

Plan	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	WT	WR	PD
Health Studies	1A	1B	off	2A	•	2B	•	3A	•	3B	•	•	4A	4B	4	Ü	4	
Kinesiology	1A	1B	off	2A	•	2B	•	3A	•	3B	•	•	4A	4B	4	Ü	4	

Plan	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	WT	WR	PD
Recreation and Leisure Studies <i>Majors: Sport Business, Therapeutic</i>	1A	1B	off	2A	•	2B	•	3A	•	3B	•	4A	•	4B		4	0	4

Legend

Key	Description
F,W,S	Terms: F=September-December; W=January-April; S=May-August
1,2,3,4,5 plus A or B	Denotes academic year and term
WT	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.
WR	Denotes the minimum number of work report (WR) credits required for the co-op designation
PD	Denotes the minimum number of professional development (PD) credits required for the co-op designation
•	Denotes number of scheduled work terms per sequence
off	Denotes a term in which students are not registered at the University of Waterloo for classes and are not on a co-op work term
0	Three (3) work report credits (in addition to PD 2)

Arts

Plan	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	WT	WR	PD			
Accounting and Financial Management	1A	1B	off	2A	•	2B	3A	•	3B	•	4A	•	•	4A	•	4B	Ω	≠	4	Σ	4
Anthropology ¹ , Political Science ¹ , Psychology ¹ , Sociology ¹	1A	1B	off	2A	2B	•	3A	•	3B	•	4A	•	4B			4	0		4		
Arts and Business with Honours in: Anthropology; Classical Studies; Drama; Economics/Mathematical Economics; English; Fine Arts (Studio Practice, Art History and Visual Culture, Film Studies and Visual Culture); French; German; History; Legal Studies; Medieval Studies; Music; Peace and Conflict Studies; Philosophy; Political Science; Psychology; Religious Studies; Russian and East European Studies; Sexuality, Marriage, and Family Studies; Social Development Studies; Sociology; Spanish; Speech Communication; Women's Studies	1A	1B	off	2A	•	2B	•	3A	•	3B	•	•	4A	4B		4	0		4		
The Global Engagement Specialization is available with any of these Honours majors.																					
Arts and Business with Digital Arts Communication Specialization or International Trade Specialization	1A	1B	off	2A	•	2B	Δ	•	3A	•	3B	•	•	4A	4B		4	0		4	
Computing and Financial Management	1A	1B	•	2A	•	2B	•	3A	•	3B	•	4A	•	4B		5	0		5		
Economics ²	1A	1B	off	2A	•	2B	•	3A	•	3B	•	4A	•	4B		4	0		4		
English - Literature, Literature and Rhetoric, and Rhetoric and Professional Writing ²	1A	1B	off	2A	•	2B	•	3A	•	3B	•	•	4A	4B		4	0		4		

Legend

Key	Description
F,W,S	Terms: F=September-December; W=January-April; S=May-August

Key	Description
1,2,3,4 plus A or B	Denotes academic year and term
WT	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.
WR	Denotes the minimum number of work report (WR) credits required for the co-op designation
PD	Denotes the minimum number of professional development (PD) credits required for the co-op designation
•	Denotes number of scheduled work terms per sequence
off	Denotes a term in which students are not registered at the University of Waterloo for classes and are not on a co-op work term
§	Specialization work term
Δ	Point of admission to specialization
Ω	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.
∪	Three (3) work report credits (in addition to PD 2)
Σ	Four (4) work term reflection credits (in addition to PD 2)
1	Admission to Co-op occurs by January for the 2B term.
2	Admission to Co-op is based on Year One academic results (marks) and occurs in late May or early June.

Engineering

Plan	≈	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	WT	WR	PD
Architecture ¹		1A	1B	off	2A	•	2B	•	3A	•	3B	•	•	4A	•	4B	5	4	N/A
Chemical, Civil, Computer ² , Electrical ² , Management, Mechanical	8	1A	1B	•	2A	•	2B	•	3A	•	3B	•	4A	•	4B		5	Φ	5
Chemical, Environmental, Geological, Mechanical, Mechatronics, Systems Design	4	1A	•	1B	•	2A	•	2B	•	3A	•	3B	•	4A	4B		5	Φ	5
Computer ² , Electrical ²	4S	1A	•	1B	•	2A	•	2B	•	3A	•	3B	4A	•	4B		5	Φ	5
Nanotechnology	8S	1A	1B	•	2A	•	2B	•	•	3A	3B	•	•	4A	4B		5	Φ	5
Software Engineering	8	1A	1B	•	2A	•	2B	•	3A	•	3B	•	4A	•	4B		5	Φ	5

Legend

Key	Description
≈	Sequence/Stream <i>Engineering plans:</i> 8=Stream 8, 4=Stream 4; 8S, 4S=Special sequencing of terms <i>Mathematics plans:</i> Sequence a, b, c, d
F,W,S	Terms: F=September-December; W=January-April; S=May-August
1,2,3,4,5 plus A or B	Denotes academic year and term
WT	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.
WR	Denotes the minimum number of work report (WR) credits required for the co-op designation
PD	Denotes the minimum number of professional development (PD) credits required for the co-op designation
•	Denotes number of scheduled work terms per sequence

Key	Description
off	Denotes a term in which students are not registered at the University of Waterloo for classes and are not on a co-op work term
Φ	Three (3) work report credits (in addition to PD 20 and 21)
1	Although Co-op begins in 2A, admission is made at the time of the initial application to the University.
2	The streaming for Electrical and Computer Engineering varies depending on demand.

UAE Program Students

See relevant [Study/Work Sequence](#) for detail information.

Environment

Plan	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	WT	WR	PD
Environment and Business	1A	1B	off	2A	•	2B	•	3A	•	3B	•	•	4A	4B	4	Φ	5	
Environment and Resource Studies	1A	1B	off	2A	•	2B	•	3A	•	3B	•	•	4A	4B	4	Φ	5	
Geography and Environmental Management	1A	1B	off	2A	•	2B	•	3A	•	3B	•	4A	•	4B	4	Φ	5	
Geomatics	1A	1B	off	2A	•	2B	•	3A	•	3B	•	4A	•	4B	4	Φ	5	
Planning	1A	1B	off	2A	2B	•	3A	•	3B	•	4A	•	•	4B	4	Φ	5	

Legend

Key	Description
F,W,S	Terms: F=September-December; W=January-April; S=May-August
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WR	Denotes the minimum number of work report (WR) credits required for the co-op designation
WP	Denotes the minimum number of professional development (PD) credits required for the co-op designation
•	Denotes number of scheduled work terms per sequence
off	Denotes a term in which students are not registered at the University of Waterloo for classes and are not on a co-op work term
Φ	Three (3) work report credits (in addition to PD 2)

Mathematics

Plan	≈	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	WT	WR	PD
Actuarial Science, Actuarial Science/Finance Option, Applied Mathematics, Applied Mathematics/Biology Option, Applied Mathematics/Earth Sciences Option, Applied Mathematics/Economics Option, Applied Mathematics/Physics Option, Applied Mathematics with Engineering Electives, Combinatorics & Optimization,	a	1A	1B	•	2A	•	2B	•	3A	•	3B	•	4A	•	4B	5	Φ	5	
Computational Mathematics, Computer Science, Computer Science/Business Option, Computer Science/Digital Hardware Option, Computer Science/Software Engineering Option, Information Technology Management, Mathematical Economics, Mathematical	b	1A	1B	•	2A	2B	•	3A	•	3B	•	4A	•	•	4B	5	Φ	5	

Plan	≈	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	WT	WR	PD
Finance, Mathematical Optimization-Business Specialization, Mathematical Optimization-Operations Research Specialization, Mathematical Studies, Mathematical Studies-Business Specialization, Mathematics/Business Administration, Mathematics/Financial Analysis and Risk Management - Chartered Financial Analyst Specialization, Mathematics/Financial Analysis and Risk Management - Professional Risk Management Specialization, Pure Mathematics, Scientific Computation/Applied Mathematics, Statistics ¹ , Statistics for Health	c	1A	1B	off	2A	•	2B	•	3A	•	3B	•	4A	•	•	4B	5	∪				5
Bioinformatics		1A	1B	•	2A	•	2B	•	3A	•	3B	•	4A	•	4B	5	∪					5
Business Administration and Computer Science (Double Degree), Business Administration and Mathematics (Double Degree)		1A	1B	•	2A	•	2B	3A	•	3B	•	4A	4B	•	5A	5B	4	∪				5
Chartered Accountancy		1A	1B	off	2A	•	2B	3A	•	3B	4A	•	•	4B	Ω	‡	4	∪				5
Computing and Financial Management		1A	1B	•	2A	•	2B	•	3A	•	3B	•	4A	•	4B	5	∪					5
Mathematics/Teaching ² , Pure Mathematics/Teaching ²		1A	1B	•	2A	•	2B	3A	•†	3B	•	+	+	4A	•†	4B	4	∪				5
Mathematical Physics		1A	1B	•	2A	•	2B	•	•	3A	•	3B	•	4A	4B	5	∪					5
Software Engineering	8	1A	1B	•	2A	•	2B	•	3A	•	3B	•	4A	•	4B	5	∅					5

Legend

Key	Description
≈	Sequence/Stream <i>Engineering plans:</i> 8=Stream 8, 4=Stream 4; 8S, 4S=Special sequencing of terms <i>Mathematics plans:</i> Sequence a, b, c, d
F,W,S	Terms: F=September-December; W=January-April; S=May-August
1,2,3,4,5 plus A or B	Denotes academic year and term
WT	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.
WR	Denotes the minimum number of work report (WR) credits required for the co-op designation
PD	Denotes the minimum number of professional development (PD) credits required for the co-op designation
•	Denotes number of scheduled work terms per sequence
off	Denotes a term in which students are not registered at the University of Waterloo for classes and are not on a co-op work term
+	Faculty of Education component
†	Teaching work term
Ω	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.
∪	Three (3) work report credits (in addition to PD 2)

Key	Description
Φ	Three (3) work report credits (in addition to PD 20 and 21)
1	In order to access courses in appropriate terms, students in some plans may be required to modify their sequence when admitted to these plans after 1B.
2	Students seeking admission to Mathematics/Teaching must normally have satisfactorily completed two work terms in another Co-op Math program.

UAE Program Students

See relevant [Study/Work Sequence](#) for detail information.

Science

Plan	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	WT	WR	PD
Biochemistry, Biology, Biotechnology/Economics, Chemistry, Earth Sciences, Environmental Science, Medicinal Chemistry, Science and Business	1A	1B	off	2A •	2B •		3A •	3B •	•		4A	4B			4	∪	4	
Biotechnology/Chartered Accountancy	1A	1B	off	2A •	2B	3A •	3B •	4A •	4B	Ω ‡					4	∪	4	
Materials and Nanosciences	1A	1B	off	2A •	2B •		3A •	•	3B •		4A	4B			4	∪	4	
Physics, Mathematical Physics, Life Physics, Physics and Astronomy	1A	1B	off	2A •	2B •		•	3A •	3B •		4A	4B			4	∪	4	
Psychology ¹	1A	1B	off	2A	2B •		3A •	3B •	4A •	4B					4	∪	4	
Pharmacy		1A	1B •	2A •	2B •		3A •	3B	4A						4	∪	4	

Legend

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‡	Second term of the two-term Master of Accounting (MAcc) portion of the five-year integrated Accounting plan.
∪	Three (3) work report credits (in addition to PD 2)
∪	Pharmacy uses a combination of their Professional Learning Outcome Tracker (PLOT) and direct patient care logs to replace formal work reports
1	Admission to Co-op occurs by January for the 2B term.