



CO-OPERATIVE EDUCATION POLICY

Approved by: Academic Coordinating Committee

Authorizer: Vice President Student Affairs

Reference Code: ARR19 V4

Effective Date: 9/30/2009

POLICY STATEMENT:

Conestoga is committed to offering programs that meet student and employer needs. To this end, appropriate programs will include a co-operative education component. This policy is intended to create and maintain consistency and quality in the design, development and review of co-op programs with a goal to:

- Enhance Conestoga's relationships with employers
- Enhance the service and support provided to co-op students
- Improve the effectiveness and efficiency of the Department of Co-operative Education
- Help Conestoga's co-op programs become more competitive with those offered by competing institutions.

Programs that include co-operative education will be designed in accordance with the established definition of co-operative education and the guidelines in this policy to allow Conestoga to fulfill its commitment to students who wish to enroll in a co-op program, and to ensure that the co-op experience is valuable for participating students. Further, a representative from the Department of Co-operative Education will serve on every Program Development Advisory Committee (PDAC) or Program Advisory Committee (PAC) that plans to include co-operative education in the program design. This representation will occur from the time that the PDAC is formed.

SCOPE:

This policy applies to all Conestoga programs with a co-op component.

DEFINITIONS:

Co-operative education program designs formally integrate a student's academic studies with work experience involving participating employers. A co-op program generally begins and ends with a study term; work and study periods typically alternate in a pre-determined sequence.

Programs are designed in accordance with the following criteria:

1. Each work situation is developed and approved as a suitable learning situation by the educational institution.
2. The student is engaged in productive work (vs. observation).
3. The student generally receives remuneration for the work performed.
4. The student's progress on the job is monitored by the educational institution.
5. The student's performance on the job is supervised and evaluated by the employer; for degrees, faculty are involved in work term assessment.
6. Each diploma and graduate certificate work term must be full-time with a minimum of 12 weeks and 420 hours; degree programs must comply with PEQAB standards and include work terms of 14 weeks full-time.

RESPONSIBILITIES:

Board of Governors (BOG)

- Authorizes the Advisory Committee on Academic and Student Affairs (ACASA) to approve and maintain the grading system to document student achievement.

Associate Vice President, Marketing, Enrolment Management and Registrar

- Maintains the integrity of the institution by ensuring accuracy in the recording of academic achievement and the awarding of documents.

Co-operative Education

- Participates on co-op program development advisory committees, co-op program advisory committees, program re-designs and reviews.
- Provides advice on the feasibility of including co-op as well as the appropriate design, including number and placement of work terms.

Academic Schools

- Involve Co-operative Education in plans to develop or re-design any program offering co-op.
- Comply with co-op guidelines and procedures, such as admission requirements for optional co-op programs and eligibility to participate in work terms.

POLICY ELABORATION:

Schools will consult with the Department of Co-operative Education when developing or re-developing co-op programs. Only those programs that can be justified as serving the needs of

students, employers and Conestoga will be approved for offering. The Department of Co-operative Education will be involved in major program reviews (MPR) and annual program reviews (APR) for co-op programs.

PROGRAM DESIGN GUIDELINES

1. Degree and diploma programs must be a minimum length of four academic terms to be eligible to include a co-operative education work term. Co-operative education work terms must occur between academic terms and not at the beginning or end of a program.
2. Graduate certificate programs may have a mandatory co-op work term at the end of the program. Students must complete all requirements of the co-op work term to receive a Conestoga credential.
3. All co-op work terms must be mandatory. All co-op programs must have an established number of work terms, which must be successfully completed for the student to receive a Conestoga credential.
4. All program designs must meet Immigration, Refugees and Citizenship Canada (IRCC) co-op work permit requirements, e.g., co-op work terms are to be no more than 50% of the length of the program of study.
5. Programs are only eligible for the Ontario Co-operative Education Tax Credit (CETC) when the time spent on work terms is between 30% and 75% of time spend on academics.
6. The Co-op and Career Preparation Course is a prerequisite for participation in the co-op work term. This course usually occurs in the program design for all co-op programs at least two semesters prior to the first work term to allow one full term to search for and secure a job. For optional co-op programs, the course may occur during the same level as job search.
7. Students entering co-op programs at an advanced level must demonstrate successful completion of a career development course or equivalent, or enroll in the Co-op and Career Preparation course that provides the prerequisite required for a co-op work term.
8. Co-op programs can be mandatory (degrees), two-stream or optional and can include a guided career management course.
 - a) When diploma programs are designed with a co-operative education stream, a program design must also be developed with a non-co-op graduation option.
 - b) All degree programs include a mandatory co-op component as per PEQAB requirements.
 - c) For mandatory and two-stream programs, students apply directly to co-op programs through OCAS.
 - d) For optional co-op programs, students apply to the co-op stream after completing at least one level of academic study and are accepted based on academic achievement and a labour market-driven quota of seats.

Program Services Fee (Co-operative Education Fee)

Students in all co-op programs, including mandatory, optional and alternative, such as guided career management, will pay a non-refundable fee to offset costs involved with the services and supports that are provided.

CONESTOGA COLLEGE AS A CO-OP EMPLOYER

- All co-op work term positions at Conestoga (paid and unpaid) must be approved by Human Resources.
- Work term job descriptions must not indicate that a student is responsible for the delivery of a course. However, students can provide support to a professor, such as demonstrating, setting up equipment or preparing special course materials.

REFERENCES:

Canadian Association for Co-operative Education (CAFCE) definition of co-op education

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REVISION LOG:

Revision Date	Summary of Changes
Aug. 10, 2009	Academic Forum - Approved
Sept. 30, 2009	Policy and Procedure Committee - Approved
Oct. 21, 2009	Academic Coordinating Committee - Approved
May 28, 2014	Executive Dean, Academic Administration – Approved Addition of <i>Conestoga College as a Co-op Employer</i>
August 30, 2016	Policy and Procedure Committee – Approved
September 21, 2016	Academic Coordinating Committee - Approved

REVIEW LOG

As Policy Owners, we certify that the Co-operative Education Policy is appropriate and provides an up-to-date framework in which decisions can be made and implemented.



May 28, 2014

Barbara Kelly, Vice President

Date

Academic Administration