



CAMBROOKS COLLEGE

COOPERATIVE EDUCATION PROGRAM

Student Handbook

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A. OVERVIEW OF CAMBROOKS COLLEGE COOP PROGRAM

A1. What is Cooperative Education?

Cooperative Education is an integration of full-time academic studies with paid work experience, in an alternating way. The employment is related as closely as possible to the student's program of study, thereby extending the learning process beyond the classroom into industry.

Typically, the intention is for the student to alternate periods of experience in appropriate fields of business, industry, government, not-for-profit and the professions.

The use of Co-op is to show the Co-operative relationship between the employer, student, and Cambrooks College.

Co-op programs enable Co-op students and graduates to:

- plan their career paths more effectively as they test their learning, aptitudes, and interests on the job
- achieve personal growth and development through enhanced experience by working closely with Co-op Instructors from the beginning to the end of the student's time in Co-op
- be paid during a work semester to help defray tuition costs
- participate in two to three semesters of work experience and acquire key employability skills, work relevant to their studies and become more engaged in classroom learning
- find full-time employment with their Co-op employers after graduation
- earn starting salaries higher than those for graduates from traditional programs without Co-op
- be recognized by employers as they earned the Co-op designation which is seen as a highly valued academic achievement

A2. Benefits of Coop Education to the Student

Co-op students benefit in the following ways:

- Apply classroom theory to real world work situations
- Experience professional development and personal growth
- Develop new skills and knowledge
- Become involved in challenging and rewarding career-related work
- Reflect on workplace experience to enhance your classroom experience
- Reduce the cost of your education with Co-op earnings
- Explore career options

- Build your resume by adding career relevant work experience to academic credentials upon graduation
- Develop a network of professional contacts; and
- Become more prepared and ready to compete for post-graduate employment.

A3. Benefits of Hiring Cambrooks College Coop Students by Employers

- It is cost effective.
 - Co-op student can fill a temporary position during staff absence or short-term projects
 - Co-op students are eager to display their expertise and show you how hard they can work
 - Co-op lets you test out a future employee before you hire them on a full-time basis. Many companies hire full-time employees from their previous pool of Co-op students
 - Hiring students is flexible - depending upon your business needs; Cambrooks College Co-op has work term that is 4 months in length
- It is efficient.
 - At Cambrooks College, when you make a Co-op job offer our students have one business day to respond
 - It keeps your company on the leading edge of technology by employing students who are up-to-date with current trends
 - Co-op can help create a link between the employer and Cambrooks College; employers can provide valuable feedback about course curricula and content
 - Hiring a Co-op student gives a supervisor the opportunity to mentor bright and enthusiastic students
- Work ready.
 - Our Co-op students are excited to gain valuable work experience that will compliment their academic studies.
 - They are willing to fully apply themselves to the job using their knowledge gained in the classroom to the real-life scenarios in the workplace.

A4. The Role of Coop Education Student

Co-operative Education Students will:

- Complete two paid Co-op work terms with a minimum of 12 full-time weeks (360 hours), and at least 30 hours per week
- Register in and attend the mandatory Career Skills workshops associated with each of the two work terms, which are required for Co-op credit

- Maintain full-time student status for the duration of the Co-op program
- Maintain good financial standing with Cambrooks College
- Apply for a Co-op Work Permit (if applicable)
- Actively apply for Co-op positions and attend all scheduled interviews until a position is secured
- Register and attend lectures if no Co-op position is found
- Abide by Cambrooks College policies and conduct yourself in a professional manner in all aspects of the program
- Complete all work term reporting and reflection assignments by the date(s) agreed
- Participate in a work site visit conducted by a member of the Co-op Team
- Attend a (group) debriefing session following each work term
- Maintain a good academic standing by adhering to Cambrooks College regulations, maintaining at least an overall Credit level with satisfactory performance in previous work term (where applicable); and
- Respect employer practices and conduct yourself in a professional manner throughout your Co-op work term.

A5. The Role of Coop Education Office

The college Co-operative Education Office will:

- Collaborate with the Registrar's office to develop and deliver a series of Career Skills workshops aimed at preparing students for success in Co-op and in the future
- Provide personalized resume, cover letter, interview and job search support
- Assist students with effectively marketing their knowledge and skill sets to employers
- Promote Co-op programs to related industries
- Assess suitability of Co-op positions, in consultation with the Academic Directors if necessary
- Facilitate the student job application, interview and direct offer process
- Monitor Co-op work terms through work site check ins - in person, phone and/or email
- Mediate between the students and employers, when required
- Provide employer feedback to academic divisions on the content and direction of the academic programs and employer requirements
- Develop marketing materials to promote Co-op to employers and potential students
- Manage projects that increase awareness of the college Co-op programs
- Collect data to inform and report on co-operative education of the college
- Ensure CEWIL National Accreditation Standards are maintained.

A6. The Role of Co-op Education Employer

The Co-op Education Employer will:

- Provide the college with an accurate and complete job description to ensure the best possible match between the student and the job
- Offer a paid Co-op work term of suitable duration (minimum of 12 weeks, 360 hours)
- Ensure the student is aware of company policies, procedures, safety protocols, and provide appropriate orientation to the workplace
- Provide students with an overview of expectations and direction and offer assistance to students in developing their learning goals
- Provide a learning environment where the student is assigned projects which ensure a variety of experiences and progression of skill development and responsibilities
- Treat the student as a regular employee in terms of human resource and labour practices
- Participate in the work site visit by a member of the Co-op team
- Provide the student with on-going supervision and feedback on performance, and complete the final employer evaluation of student and review it before they return to the college
- Notify the Co-op Office as early as possible of any issues or concerns related to the student; and
- Notify the Co-op Office as early as possible of any situations or issues arising from labour negotiations or other disruptions during the Co-op work term.

A7. Co-op Education Programs at Cambrooks College

The following programs have Co-op element:

- Diploma in Financial Services
- Diploma in Accounting and Payroll Administration
- Diploma in Business Computer Information Technology
- Diploma in Human and Community Support Services
- Diploma in Massage Therapy
- Diploma in Cosmetology and Hairstyling

A8. Cambrooks College Co-op Education Curriculum

Students are expected to complete the Co-op course:

COOP 101 – Building Professional and Career Skills

This course is mandatory for all Co-op students before they go for their first work term. Duration of this course is 20 hours taken over 5 weeks.

Students will learn the philosophy and goals of Co-operative Education, development of effective job search techniques including preparing effective resumes and cover letters, and practice interview skills to help them to secure their first Co-op placement. They will reflect on their present level of competences in the field of studies and how this can be applied in the workplace.

A9. Cambrooks College Co-op Designation

To obtain a Co-op designation from Cambrooks College, the Co-op student must:

- Attend and complete all requirements of course COOP 101
- Meet all the items in Section A4
- Successfully complete two work terms (for a diploma program)

A10. Co-op Sequencing

Co-op students alternate between academic study and paid work terms. This facilitates the application of theories and practices learned in the classroom and the integration of workplace learning back into study. Below you will find two different structures for completion.

Co-op students are encouraged to take advantage of work term opportunities all year round and plan academic courses according to the schedule selected through consultation with the Co-op Office. Co-op students are required to complete their Co-op program on an academic term and complete all Co-op program requirements prior to graduation in order to acquire the Co-operative Education designation and course credit.

- Short Program Duration

Period	Academic Term	Work Term
First period	X (In-class/online)	
Second period		X (minimum period of 12 weeks)
Third period	X (In-class/online)	

- Long Program Duration

Period	Academic Term	Work Term
First period	X (In-class/online)	
Second period		X (minimum period of 12 weeks)
Third period	X (In-class/online)	
Fourth period		X (minimum period of 12 weeks)
Fifth period	X (In-class/online)	

B. COOP EDUCATION REQUIREMENTS

B1. Opting for Co-op Program

Every student opting for Co-op program must select this option at time of application. Students cannot change from standard program to Co-op program in the middle of their study. However, a student can switch from Co-op option to standard program or be moved to standard program by the Registrar if their academic performance falls short of the minimum requirement.

It may be possible for a student who has previously been removed from Co-op to re-enter a Co-op program. A student who has been removed but is seeking re-entry should contact the Co-op office to request a review of their situation.

Re-entry into a Co-op program is at the discretion of the Co-op office and may require the student and/or Co-op office to consult with Instructors. The student may be required to provide the Co-op office with a structured sequencing plan outlining how the minimum required work terms will be completed while ending their program on an academic semester. The student may also be required to detail a plan on how they will improve and maintain their academic performance at the minimum requirement for their Co-op program.

B2. Academic and Other Requirements to Co-op Program

Every student ready for each work term is expected to meet the following requirements:

- Achieve a minimum academic overall average in courses already taken of a CREDIT. That is a minimum average of 80% in all courses already taken and graded.

- Achieve a minimum class/lectures attendance of 75% in all courses already taken.
- Have taken and completed all assignments in course COOP 101
- Have signed the Co-op agreement
- Have shown good behaviour in class and at the college
- Have registered to participate in the work term

B3. Delaying Work Terms

- A student who has completed COOP 101 can only delay a work term not more than one semester.
- No student is permitted to fix a work term during the last semester of their study.
- All work terms must happen prior to the last semester of study for the program.
- If a student fail to complete the required work terms at specified periods, they will not earn the Cooperative Education Designation

B4. Work permits and Social Insurance numbers for international students

International students must obtain a Co-op work permit before beginning to work. Once enrolled in COOP 101, you will be contacted to apply for the Co-op work permit with the support of the Co-op office.

Students must have a valid student visa in order to obtain a Co-op work term permit. International students will not be allowed to apply for any job under the Co-op program until they have secured their work permit.

Once students have secured a work term, all International students require a Social Insurance Number (SIN). A SIN is a nine-digit number required to work in Canada. Students must have a current work permit to apply for a SIN.

C. COOP JOB SEARCH

C1. Securing Co-op Work Term

Students must be involved in their search for co-op employment. There are two ways students may secure co-op work terms.

- The reactive approach.

Students will monitor postings released by the Co-op office for Co-op students and react by applying and attempting to be screened and selected for an interview. The

reactive approach is limited since students are only responding to the Co-op Office's selected postings.

- The proactive approach.

Here the student becomes very involved and committed to their own job search. Students who are proactive in their job search will seek out employers and opportunities on their own. They may choose to become a member of an organization such as a Chamber of Commerce or an industry association to seek out potential contacts. They will expand their reach by applying to not only the co-op postings, but also developing their own network of potential employers. They research companies and organizations of interest to increase their understanding of potential opportunities. Students are strongly encouraged to pursue “both” a reactive and proactive approach to their co-op job search. The Co-op Office is available to assist students with the development of their job search plan. Should a student identify a possible employer on their own, they are required to notify the Co-op Office. The Co-op Office will require a letter of offer, job description and work site information prior to approval of the self-found job. Students must be cautious not to accept an offer of employment prior to receipt of approval from the Co-op Office.

C2. Co-op Job Postings

Co-op Office shall inform all Co-op students of all Co-op positions available. Students must apply to postings by submitting their application package to the Co-op Office. All applications must be submitted by the deadline date and time stated on the job posting, and no late applications will be accepted. Co-op positions are posted on a “continuous basis”. This means they are posted as they arrive to the Co-op Office. Normally students will have 7-10 days to view the posting before the application deadline. Once the applications are sent to the employer, the employer will screen the applications and select the candidates to be interviewed. Students will be contacted by the Co-op Office if they are selected for an interview. Students should contact the Co-op Office if they have questions regarding the interview and selection status of specific positions they applied for. Students must take responsibility for their job search and commit to being actively involved in the process. Students should not apply for positions they would not be willing to accept. All positions posted by the Co-op Office are deemed relevant and suitable for Co-op students and must be viewed seriously. Try not to place conditions or restrictions on your co-op work terms and be open to new and challenging experiences. Each work term offers unique opportunities to learn. Remember the work terms are the building blocks for your future.

C3. Interview Process

Co-op employers will screen and shortlist applications. Students selected for an interview will be contacted by the Co-op Office and provided details on the time, date and location of the interview. The Co-op Office will make an effort to work with employers and students to schedule interviews. Students are expected to participate in any interviews that have been scheduled and should an emergency arise they should contact the Co-op Office as soon as possible.

C4. Interview Preparation

Students are encouraged to prepare for interviews by reviewing the job description, researching the employer to gain an improved understanding of its organization, goals, products, services, etc., compiling a list of potential interview questions and responses, preparing a list of questions for the interview panel, and participating in interview exercises.

Students are encouraged to bring extra copies of their resume, copies of their references, transcript, and a list of questions they have prepared for the interviewer(s). Students should bring samples of their work from school if possible and applicable.

Students may also bring a portfolio in hard copy or an e-portfolio. If you need any support during the preparation for your co-op interviews, please contact the Co-op Office.

C5. Interviews

Until they secure a co-op position, students are expected to attend all interviews for which they have been shortlisted. Once a student accepts a job offer, they are no longer eligible to participate in interviews. If a student has interviews scheduled at the time of a job acceptance, please contact the Co-op Office to withdraw from the process.

Students are not entitled to time off during their work terms. However, if students have some commitment they are aware of during the work term, it is very important that this be discussed with the employer during the interview. If no discussion takes place with the employer during the interview, the employer is not obligated to allow time off once the work term has started.

C6. Interview Evaluation

Co-op students should keep a record of all positions they have applied for through Co-op and also carefully record the interview details provided by the employer. Students may evaluate their interviews in two ways. They can self-evaluate by making a few notes about their impressions of their own performance. Reflecting on personal interview performance can help you recognize areas for improvement. Students should make note of the questions asked during interviews, rethink the answers they provided and consider better ways to answer those questions in the future.

Interview feedback provided to the Co-op Office following the interviews will be emailed to the student so they can consider this feedback prior to upcoming interviews. Students may also seek feedback from the employers by contacting the Co-op Office.

C7. Job Offer Process

Following interviews, employers will contact the Co-op Office and provide the rankings of students interviewed. If a student is not ranked by the employer, the student will not receive an employment offer. The student ranked first will receive an email and/or phone call from the Co-op Office. The student will have 24 hours (not including weekends) to accept or reject the offer.

If a student rejects an offer, the offer is then passed to the next suitable candidate who will also have 24 hours to accept or reject the offer. Students are encouraged to consider offers of employment very carefully.

Once a student accepts an offer, they will be connected with the employer to confirm details such as start date, time, paperwork etc. The employer is asked to provide a letter of offer to the successful candidate containing details and conditions of employment. Within the first two weeks of starting the co-op work term, the student will send their letter of offer, job description and work term information to the Co-op Office.

C8. Salaries

Co-op work wages reflect the individual organization's and local labour market salary scale and also depend on student's level of training and experience. Students must accept the salary offered by the employer and should not attempt to negotiate it. Students are encouraged to focus on learning experience and skills development during their work term placement rather than payment terms

C9. Work term extensions

Some employers may ask successful students to return for additional work term(s). Students must notify and discuss with the Co-op office before accepting it. Students need to consider what is best for their career development and overall academic plan when considering an extension.

C10. Workplace insurance

For co-op work terms within Canada

Co-op students' health and safety incidents are not covered by the college.

To make sure that you have adequate coverage during your co-op work term, **ask your co-op employer about whether you are covered by their insurance packages.** (A standard employment contract would normally indicate available benefits). Coverage could include Workers Compensation (WCB), extended medical benefits, life insurance, etc. If the employer does not provide coverage, then you may need to secure other workplace insurance.

It is your responsibility, as the student, to ensure that you have obtained adequate workplace and health care insurance for the duration of your work term(s), whether you are working at the employer's site of business or remotely.

For international co-op work terms

Employers outside of Canada will have different insurance practices and standards. If you are completing a work term outside of Canada (including working remotely for an employer outside of Canada), **ask your co-op employer about what workplace insurance coverage is included as part of your employment.** If your employer does not provide coverage, then you may need to secure other insurance.

Note: it is a requirement that those on international co-op opportunities maintain emergency travel medical insurance for the duration of their work.

It is your responsibility, as the student, to ensure that you have obtained adequate workplace and health care insurance for the duration of your work term(s).

D. WORK TERM EVALUATION

D1. Successful Work Term

Steps to successful completion of a work term

- Successfully obtain a work term
- Pay work term tuition
- Submit work term contact information in Career Connection
- Assess competencies, set learning goals and complete all other work term assignments
- Review learning goals with Co-op Instructor and the employer
- Re-assess competencies and goals during Co-op Instructor's mid-term site visit
- Re-assess competencies and goal attainment and review with supervisor prior to end of work term
- Submit work term forms to the Co-op office
- Submit and receive a satisfactory grade on the Work Term Report

D2. Setting Goals

During the COOP 1101 course students will learn how to set their work term goals. They will focus on assessing personal competencies and set learning goals for their upcoming work term in areas of importance for their career development.

At the beginning of the work term students will review these with their supervisor to ensure the goals are feasible and meet both employer and student needs.

D3. Preparation for Mid Term Site visit

Within each work term, students will:

- Work towards achieving success in the established goals set
- Complete work term assignments such as online discussions and reflective journaling
- Review and reflect on personal goals set in preparation for discussion with the Co-op Instructor's site visit

D4. Work term report or project

Co-op students are required to prepare and submit a work term report/project for each work terms. The reports/projects aim to document students' learning experience in the

professional environment and assists them with future transitioning into the full time employment. Assignments guidelines are typically discussed at the beginning of each work term.

D5. Academic Honesty/Plagiarism

Academic honesty is the fundamental principle and foundation of intellectual ownership. KPU requires all students to uphold this principle and views any act of academic dishonesty including cheating and plagiarism as a serious educational offence.

D6. Work term grading

To achieve a Mastery (passing) grade on a Co-op work term as per Cambrooks College Student Evaluation and Grading Policy, completion of the following is required:

- Satisfactory or better rating on all supervisor and Co-op Instructor evaluations
- Satisfactory or better rating on all work term assignments

Employer evaluations will remain part of a student's confidential records in the Co-op office.

E. SPECIAL CIRCUMSTANCES

E1. Cancellation of Co-op work term

If a student's accepted work term placement is cancelled through no fault of the student, the student must contact the Co-op office immediately. The Co-op office will make every effort to secure an alternate placement.

E2. Extenuating circumstances during a Co-op work term

If a student cannot complete a Co-op work term for medical or compassionate reasons, he or she should discuss their options with the Co-op Office.

E3. Failing a work term

A student may be given a 'No Credit Granted' for his or her work term for the following reasons:

- Failure to report for work at the employer's location
- Ending a work term without permission from the Co-op Office and/or employer
- Dismissal based on student's conduct and actions

- Unsatisfactory performance as determined by the employer
- Failure to submit required work term documents to the Co-op Office
- Failure to obtain a satisfactory grade on Employer and Instructor evaluations of all work term assignments
- Other circumstances may apply

In all of the above cases, the Co-op Office will consider and review all the circumstances prior to assessing the 'No Credit Granted' grade. Any student failing a work term will be asked to discuss his or her situation and circumstance with the Co-op Office. Failing a Co-op work term may result in the student being withdrawn from the Co-op program.

F. GRADUATION

F1. Graduation

Students who successfully complete COOP 101 and two Co-op work terms in long period diploma programs are awarded a Co-operative Education designation upon their graduation.

The short diploma program requires one work term to be awarded a Co-operative Education designation when they graduate.

F2. Awards for Co-op students

Cambrooks College will award Co-op Student of the Year the sum of \$500. All Co-op students who completed their work terms successfully will be eligible for this award. This will be a annual award irrespective of the date of graduation of the student.