

FEAS Co-op & Internship Program Student Agreement

Program Terms and Conditions - AY 2023/24

In order to participate in the FEAS Co-op & Internship Program (the “**Program**”), you must understand what is expected of you, and be willing to abide by the terms and conditions outlined below.

Please review this document carefully, and reach out to the FEAS Co-op Office should you have any questions.

1. Maintaining Eligibility To Remain in the Program

- I must have a clear Academic Standing in order to continue my participation in the Program;
- While enrolled in my engineering program, I will maintain the expected minimum CGPA of 1.67;
- I understand that I am required to complete the entire duration of the Co-op/Internship Work Placement (the “**Work Placement**”), to qualify for my Co-op designation if applicable and Co-op/Internship credit;
- I must be eligible to work in the country of my Work Placement and it is my responsibility to obtain the necessary work permits in order to participate in the Program and obtain a Work Placement;
- If I am an international student, I must contact the International Student Support Office to review the process for obtaining a co-op work permit, complete any forms required to request the **co-op work permit**, and accept the terms of the co-op work permit;
- I must complete the mandatory Co-op & Internship career preparation workshops by the due dates as assigned;
- I will ensure that I clear ***ALL my financial liabilities to the University prior*** to starting my Work Placement, and I understand that I will be removed from the Program if I fail to do so before the start of my Work Placement;

- I understand that taking any course for credit towards a major and/or minor program during the Work Placement is **NOT** permitted. Students may request to take **a maximum of two** liberal courses during the entire work placement duration, one liberal course at a semester. This request must be submitted and approved by the Co-op Faculty Advisor before approaching the hiring employer for their approval;
- I agree to conduct myself according to Toronto Metropolitan University's Academic and Non-Academic Policies (policies [60](#) & [61](#)) and any other of Toronto Metropolitan University policies for the duration of my involvement in the Program (including academic and work terms).

2. During the Work Placement Search Period Prior to Accepting an Offer for Work Placement

- I understand that the FEAS Co-op Office is not a placement office and as such cannot guarantee employment Work Placement. The hiring decision is at the discretion of participating employers. Ultimately, it is my responsibility to prepare effectively to secure a Work Placement in a competitive job search process;
- I understand that I must create a profile for myself in the TMU Co-op Portal (the "**Portal**") and that the Portal will be the main platform for applying to co-op and internship jobs and any other activities required and related to my job search and applications in the Program;
- I understand that if I secure my own Work Placement (not posted on the Portal), I must complete the Job Eligibility Form (available on the TMU Co-op Portal), then contact the FEAS Co-op Office to ensure that the Work Placement opportunity is relevant to my academic program and that the work plan meets with the Work Placement requirements. I understand that the Work Placement opportunity must be **pre-approved** by the FEAS Co-op Office, which has the discretion to approve/reject the position in question;
- I am expected to actively apply to co-op and internship job postings (internal and external postings), including conducting independent job search;

- I understand that applications for co-op and internship job postings must be submitted **before** the specified deadline. **Please note that late applications will not be accepted;**
- I understand that I am not permitted to directly contact any employer who has a job posting listed on the Portal unless specifically given permission to do so by the FEAS Co-op Office;
- I understand the FEAS Co-op Office may schedule interviews with potential employers on my behalf, and I agree to attend all scheduled interviews. In the event that I have a scheduling conflict, I will discuss this with the FEAS Co-op Office **prior** to contacting the employer;
- I agree to conduct myself in a professional manner during interviews and during the course of my Work Placement;
- I will provide only a true and accurate representation of my qualifications and experience to the FEAS Co-op Office and potential employers;
- I will inform the FEAS Co-op Office of any inappropriate and/or unethical behaviour or treatment from the potential employer during the interview process;
- I will respond to all interview requests within 24hrs (unless otherwise stated); if I do not respond I understand that the FEAS Co-op Office may decline the interview on my behalf;

3. Accepting Work Placement Offers

- I will accept or decline offers of Work Placement within 48hrs (unless otherwise stated); if I choose to decline an offer I must notify the FEAS Co-op Office prior to contacting the employer. If I do not respond to offers sent from the FEAS Co-op Office within 48hrs, the FEAS Co-op Office will decline on my behalf.
- Upon accepting an offer for a Work Placement, be it verbal or written, I will honour my co-op/internship employment contract and its entire duration, whether it's for 8 months, or 12 months, or 16 months. Breach of an employment contract will lead to an immediate withdrawal from the Program.

- Upon receiving my Work Placement offer letter, I will provide the FEAS Co-op Office with my co-op employment details as requested.
- I accept and affirm that I shall not attend other interviews once I have formally accepted a Work Placement offer (written or verbal). I also accept and affirm that immediately following my formal acceptance of a Work Placement offer I shall inform the FEAS Co-op Office about that. I shall therefore refrain from searching and/or interviewing for other Work Placements.
- I understand the consequences of accepting a second offer after I have accepted a first as:
 1. I will immediately be withdrawn from the Program;
 2. I will be liable for the payment of the Co-op/Internship fees for the period in question;
 3. I authorize the employer whose offer I have accepted to be informed that I am no longer a registered co-op/internship student and, hence, they are not eligible to receive a Co-op Employer Tax Credit for the Work Placement.
- I understand that the terms and conditions in this agreement apply whether I secure a Work Placement through the Portal or on my own.
- An employer may offer a work term extension providing additional work term(s) to 8 or 12 months work placements, and if accepted, I will honour my commitment for the additional work term(s) as agreed with the employer. **I will also inform the FEAS Co-op Office of the work term extension and update my work term record.**

4. While on the Work Placement

- I will respond to ALL mandatory check-in and performance surveys, calls and emails during and throughout the entire Work Placement period. Failure to do so in a timely manner may result in the withdrawal from the Program.
- I understand that my Work Placement must be a full time commitment (30+ hours per week) for the entire duration of the Work Placement;
- I understand that I must follow my employer's instructions in relation to work location (remote/onsite/hybrid) and as per my employment contract;

- I must receive a minimum of a satisfactory performance evaluation as part of my employer evaluation on my interim report(s) and Final Report to qualify for a passing grade for each of my Co-op & Internship work term courses;
- I understand there may be a Site Visit during my Work Placement, which will include myself, my Supervisor, and a representative from the FEAS Co-op Office;
- I will inform the FEAS Co-op Office of any inappropriate and/or unethical behaviour or treatment on the job and I will do so before discussing any issues with my employer.

5. My Co-op & Internship Program Fee (the “Fee”)

- I understand that the Fee is to be paid upon accepting a Work Placement Offer for a pre-approved Work Placement opportunity. This fee is calculated in accordance with the Ontario Ministry of Training, Colleges and Universities, and Toronto Metropolitan University policies. All co-op/internship program fees and payments are non-refundable;
- I understand that my home department will enroll me in the work term courses on MyServiceHub by the prescribed deadlines.

6. Student Responsibilities re: Communication, Sharing of Information

- I will notify the FEAS Co-op Office if any changes to my academic status, academic standing, academic and any course failures or withdrawal from my program and/or courses;
- I understand that providing misleading or false academic and personal information to the FEAS Co-op Office and/or prospective employers will make me subject to the penalties outlined in Toronto Metropolitan University’s Academic and Non-Academic Policies (policies [60](#) & [61](#)), which may include dismissal from the Program and suspension, withdrawal or expulsion from the university;
- I understand the FEAS Co-op Office may provide employers with academic performance documents (Transcript/Academic Standing) and evaluations in order to support me in obtaining employment Work Placement;

- I authorize the FEAS Co-op Office to release applicable information such as resume, cover letter, and other relevant personal information to employers for the purpose of my participation in the Program;
- I authorize the FEAS Co-op Office to receive information from employers, including but not limited to, employment terms and conditions, wage and performance feedback;
- I acknowledge the FEAS Co-op Office will continue to evaluate my academic record to ensure future eligibility for my anticipated participation in the Program;
- I must use my Toronto Metropolitan University email as the primary tool for communication between the FEAS Co-op Office and prospective employers, and must respond to inquiries within 24hrs pursuant to Toronto Metropolitan University policies;
- I will not share any passwords, employer lists, contact information and/or job postings with anyone outside of the FEAS Co-op Office;
- It is my responsibility to declare a disability or any accommodations I may require at all stages of the process. Toronto Metropolitan University is committed to equity, diversity and inclusion. If you require accommodation, email your request in confidence to the FEAS Co-op Office. Accommodations are available upon request for students taking part in any aspect of the program;
- I understand some employment offers are conditional on a clear background check, and it is my responsibility to obtain and provide the necessary documents to potential employers. Toronto Metropolitan University is not responsible to cover any fees incurred to obtain the required documents;
- If I am an international student, I must have a valid co-op work permit, study permit, and a Social Insurance Number (SIN), and I must provide the hiring employer with copies of proof of eligibility to work in Canada.

7. Withdrawal/Termination/Early Resignation from the Program/Work Placement

- I will not voluntarily withdraw from the Program while employed on a Work Placement. In case of an event where I need to terminate my Work Placement, I must inform the FEAS Co-op Office **prior** to taking any action;

- I understand that I will receive a failing grade should my Work Placement be terminated with cause, including unapproved early resignation from the work placement.
- I understand that I must honour my co-op/internship employment contract, including any accepted additional work term(s), and that I will receive a failing grade if I resign, without approval from FEAS Co-op, before the end of the contract period.
- I understand that if I do not secure an approved Work Placement by August 30, 2024, I will be withdrawn from the Program and return to complete my fourth year courses.

8. Graduating with a Co-op Designation if applicable and Co-op/Internship Credit on transcript

- In order to graduate with a Co-op Designation if applicable and Co-op/Internship credit on transcript, I must complete the required duration of my Work Placement as per my program sequence and receive a passing grade, unless otherwise approved by the FEAS Co-op Office;
- I understand that I must complete the entire duration of my work placement, whether it's 8, 12 or 16 months.
- I understand my Work Placement is graded on a pass/fail basis; my interim report(s) and Final Report and my employer's evaluation, combined, will form my Co-op/Internship course grade;
- I must return as a full time student for a minimum of one full academic year after completing my Work Placement;
- I must complete all required courses for each academic year in the year (or term) in which they are listed in the academic calendar;
- I must pay the Fee, on time, and in full, **as per the specified deadline**;
- I must submit my interim report(s) and Final Report to my engineering program department by the assigned deadline.