

Co-op/Internship Procedures

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Co-op/Internship Procedures

Welcome to Co-op/Internship at Lambton College. Co-op and Career Services provide services and resources to assist students in gaining experience through work opportunities. We encourage you to familiarize yourself with the policy, procedures and resources outlined in this document. You will find many of the answers to the questions you may have about your work term.

The following procedures outlined in this document apply to all students in a co-op or internship program. All references of co-op or work term equals co-op/internship.

Prepare for your work term

- Review [Co-operative Education and Internship Policy](#)
- Be registered in a co-op/internship program
- Check your [Lambton College email](#) and your D2L course (COP) at the beginning of the semester prior to your co-op work term otherwise referred to as your recruitment term
- Know who your [co-op advisor](#) is
- Attend all lectures during the recruitment term (see your term schedule for the COP course)

Conduct an active job search

- Begin job search in your recruitment term (term before your scheduled work term)
- Apply for posted jobs through the [myCareer system](#)
- Check your [Lambton College email](#) regularly
- Research, network and apply to additional positions on your own
- Prepare for and participate in interviews
- Submit required documents for approval when a position is secured

During work term

- Login to D2L and find your CPL course
- Complete modules according to identified timelines
- Communicate any issues or concerns to your advisor immediately
- Submit final documents

How do I participate in a work term?

- Review, understand and adhere to the Co-operative Education & Internship Policy
- Your Co-op Advisor will communicate with you through your [Lambton College email](#) as well as your D2L course online
- Meet the eligibility criteria for your program

If you have met the co-op eligibility:

- Attend the COP (Co-op Recruitment Course) classes on your class schedule
- Log on to the [myCareer System](#) to ensure you can access the co-op job postings
- Apply for positions of interest by the deadline date following application procedures
- Network and apply to additional positions on your own
- Submit online work term record for approval once you have secured a position

Communication Tools

Lambton College Email

The Co-op and Career Services Centre's primary tool for communication is through your [Lambton College email](#). It is the student's responsibility to be monitoring emails daily.

Co-op Recruitment Lectures

Important lectures providing relevant information will be offered at key times by your Co-op Advisor during your recruitment term and are scheduled on your program timetable (COP). Co-op success depends on your attendance in these lectures. Guiding information will be provided via news items in your D2L COP course.

myCareer System

Through the myCareer System, eligible students can:

- Access their transcript
- View job postings
- Confirm interview information
- Schedule appointments with Co-op Advisor
- Create work term record
- View & register for events

Detailed information will be provided to you by your Co-op Advisor at the "Getting Started Lecture."

Co-operative Education & Internship Policy

Lambton College has [Policy 2000-8-1: Co-Operative Education and Internships](#). Policies & Procedures for Co-op/Internship students will be enforced at **all** times and breach of these will result in a failure (**NP- no pass**) grade. Students are required to adhere to the most current version of the policy.

What is co-op eligibility?

Eligibility is determined at the beginning of the recruitment term (the term prior to your co-op). Students are required to achieve all of the following to be considered eligible and to participate in co-op:

- Have a minimum program cumulative GPA (see program map or Co-op Advisor for specific program GPA requirement)

- Have successfully completed all courses required by the program for the terms prior to the recruitment term
- Be enrolled in all courses required for the recruitment term

For full detail, please review [Policy 2000-8-1: Co-Operative Education and Internships](#).

How can I be sure I am eligible?

- Eligibility status can be confirmed by your Co-op Advisor **only**
- If you have any questions or concerns regarding your eligibility, contact your [Co-op Advisor](#)

What if I am not eligible for co-op?

- Students who do not meet the above co-op eligibility are not permitted to participate in a co-op recruitment or go on co-op HOWEVER...
- Non-eligible students are encouraged to speak with their Co-op Advisor to discuss what their options are. This will also be discussed in more detail in the “Getting Started Lecture”

International Students

- All international students must apply for a co-op work permit well in advance of seeking or securing co-op employment or participating in a co-op work term
- Letters of confirmation required by international students for this purpose can be obtained through the International Department
- Additional information about required documents can be found through the International department
- Any specific questions regarding Work Permits should be directed to the International Department

Job Postings

- During a recruitment period, eligible students are expected to login daily to the myCareer System to view and apply for co-op/internship opportunities
- You should seriously consider all co-op postings and apply for these positions by the method indicated, by the deadline date
- Securing a co-op/internship position is ultimately your responsibility; you are accountable to be actively marketing yourself to employers and applying for other positions in addition to applying to those posted on the myCareer System
- When appropriate, you are encouraged to consider out of town opportunities with the possibility of re-location and commuting to increase your employment prospects

Active Job Search

It is expected that eligible students participate in an active job search in order to increase opportunities for success in securing a co-op/internship. In addition to checking postings daily on the myCareer System, you should also utilize active job search techniques such as:

- Research employers
- Network
- Create a professional online presence

- Informational Interviews
- Attend events (Employer Showcase, Info Sessions, Workshops, Career Fairs, etc)
- Present yourself professionally
- Cover Letter and Resume
- Interviews

What do I do once I have secured a co-op?

- Submit your co-op work term record via the myCareer System within 24 hours (1 business day) of job acceptance
- In some cases, additional documentation may be requested by your advisor to verify the details of your offer/position ie. Job offer from employer/contract
- For student developed positions, an employer verification will be required to confirm the details in the work term record before the work term record can be approved

Co-operative Education Tax Credit

- Ontario employers who are offering paid, full-time co-op hours opportunities may be eligible for the Co-operative Education Tax Credit
- The position must be approved by the Co-op Advisor, the student registered and the work term successfully completed for the employer to receive the tax credit letter
- Remember to promote this excellent hiring incentive to prospective employers

Application and Selection Processes

- Positions will be advertised online through the myCareer System
- Only students who have met the co-op eligibility will be able to view these postings
- Students must apply using the method indicated in the job posting
- The EMPLOYER the applications, determines who is interviewed & hired
- Advisors will not select students nor make recommendations to employers

How do I apply to co-op/internship positions?

- Login to the myCareer System using your student number and permanent password
- Click on the Co-op Tab -> Job Postings -> Search all Active Co-op Jobs
- The job postings will have a deadline to apply and will give you instructions on how to apply (i.e. via the myCareer System or the employer website or direct email)
- If you are to apply via the myCareer System, your Co-op Advisor will have given you step by step instructions through their "Getting Started Lecture"
- If you have any issues with the myCareer system, please come to Co-op & Career Services for assistance

Transcripts

When applying to positions through the myCareer system:

- If required, you must use the transcript provided in the myCareer System (found in the documents tab)
- If you are applying to a position outside of the myCareer System, you should download the transcript and save it to your computer to use elsewhere
- It is your responsibility to review the transcript for accuracy
- If there is an issue with your transcript, please contact Co-op & Career Services immediately

Interviews

- You will be contacted by either by your Co-op Advisor or the employer via email or telephone
- Follow instructions provided and accept or decline interview requests immediately. Consequently, it is imperative you check your email continuously during your recruitment term
- Failure to respond to an interview request will result in your interview being revoked
- No shows may result in being removed from the recruitment
- Interview candidates are selected by the employers
- Interview requests can vary from 12 hours to two weeks; it is imperative that you pay attention to your email

Offers

- Job offers may be extended by the employer or the Co-op Advisor on behalf of the employer
- A Work Term Record must be completed through the myCareer System within 24 hours (1 business day) of job acceptance
- Once you have accepted a co-op position (either verbally or in writing), your recruitment is over. You can no longer apply for, interview nor accept another co-op

STOP! Before you accept...

- Prior to accepting the offered co-op/internship position you must discuss wages, hours, location, possible travel, contract dates and any other items pertinent to your job success
- Research should be conducted to understand additional costs associated prior to accepting any work term position
- If you do not have a car or a driver's license, you should ensure the company can be reached by public transportation
- If you are concerned that a position may not meet the co-op/internship criteria to be approved, please discuss with your co-op advisor prior to acceptance
- As a general guideline, at least 50% of the position responsibilities should directly relate to the core courses of the program
- Once you accept, your decision is final; any change will be subject to a failure on your work term
- Your verbal acceptance is considered a binding contract

Please note: For positions secured on your own (not advertised on the myCareer System), your Co-op Advisor will approve or deny your position based on program related content, hours, employer verification and contract dates from the job description provided on the Work Term Record

Work Term Record Terms & Conditions

- Each student who secures a co-op must complete an online work term record in the myCareer System (more about this in the next section)
- Full time work term students work full time hours (approximately 30-40 hours per week, no less than 30 hours per week) for the entire contract. Under no circumstances are students allowed to shorten their contract (dates indicated in work term record/employer contract)
- Part time work term students will have a minimum number of hours/days per week required to successfully complete a co-op. See your Co-op Advisor for further details. Under no circumstances are students allowed to shorten their contract
- Work Term Record terms & conditions are enforced and failure to honour those terms will result in a Failure (NP-No Pass) grade

Approval Processes

- Within 24 hours (1 business day) of accepting a co-op (either verbally or in writing), you must go into the myCareer System and complete a Work Term Record (WTR). Detailed instruction on how to do this will be made available to you by your Co-op Advisor in D2L (COP)
- Once you have submitted this WTR, you will no longer have access to the job postings in the myCareer System and you cannot apply, interview or entertain/accept another job offer
- The WTR will sit in pending waiting for your Co-op Advisor to verify the information provided. If your WTR is connected to a job that was posted through the myCareer system, the verification process is very straightforward
- However, if the job is self-developed, the Co-op Advisor will be looking at the following criteria:
- Will your co-op span the duration of your co-op term?
- Can your employer guarantee you the required number of hours to satisfy your co-op/internship credit?
- Is there a clear connection between skills and concepts covered in your program and practical work experience you will gain from the co-op/internship?
- Employer information may be researched to ensure they are a registered business
- Employers will be required to verify and confirm co-op details. WTR will not be approved until this step has happened
- All offer details will be reviewed to ensure there are no potential issues or red flags
- The submission of required documents to Co-op & Career Services involving any part of the co-op process that are forged, fraudulent, altered from the original, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by Lambton College and will immediately restrict a student from any further participation in co-op and may also be punishable by: a suspension, and/or expulsion from the college

You're hired! Now what?

Work Term Report

- During your co-op, you are required to complete an online Work Term Report on D2L (Course CPL). There are a number of modules that must be completed at milestones throughout your co-op
- These modules must be completed (some at the beginning, middle & end) fully AND you must fulfill the terms of your co-op contract in order to secure your co-op credit
- Failure to submit all elements of your work term report will result in a failure on your work term

Employer/Supervisor Responsibilities

- Direct the student in an employee-employer relationship
- Provide orientation, training, supervision & a safe work environment in compliance with the Occupational Health & Safety Act and relevant regulations
- Pay agreed wages (Work Term students are considered employees of the organization for which they work and are paid by the employer at a wage determined by the individual company)
- Provide duties and responsibilities related to the capabilities of the program of study (provided by the student)
- Provide performance feedback to the Work Term student and meet with the students for the 3 required Work Term Report meetings
- Honour the contracted dates of the work term
- Complete Work Term evaluation form (provided by the student) of the student's performance and provide a copy to the student at the conclusion of the work term
- Contact Co-op & Career Services if the student is injured
- Contact Co-op & Career Services should any issues arise

Student Responsibilities

- Once you have accepted a co-op (verbally or in writing), you are not permitted to accept other interviews or offers of employment
- Understand and follow rights & responsibilities in accordance with the Occupational Health & Safety Act and relevant regulations
- Complete the Work Term Record in the myCareer System and any required documents from the employer
- Honour the contracted dates of the work term
- Adhere to the current version of the Co-op and Internship Policy
- Adhere to all employer policies and procedures and safety practices
- Schedule required 3 meetings on time with supervisor for the Work Term Report
- Exercise ethical workplace conduct at all times and follow all company regulations
- Maintain workplace confidentiality
- Resolve any issues that may arise in a professional manner, informing employer and/or co-op advisor of any concerns
- Strive to enhance skills, accepting both positive or negative feedback
- Submit all components of the online Work Term Report through D2L by due dates
- Failure to comply with any of the above responsibilities can result in a failure of work term
- Contact your Co-op Advisor and supervisor immediately if you are injured in any way on the job

Co-op & Career Services Responsibilities

- Assist employers during recruitment process with job postings, program information, resumes, interview set up and presentation of job offers to the students in an ethical manner
- Assist students in preparation for work term
- Assist in resolving any issues between student and employer when required
- Monitor student progress during the work term through D2L or other methods if required
- Send applicable tax credit information to employers
- Mark student work term report and submit grade

Opting into the Health & Dental Student Insurance Plan for Domestic Students

- If you are on a co-op work term in September, you will NOT be assessed fees for the Health and Dental Insurance Plan
- If you wish to participate in this plan you will need to OPT IN by the OPT out/in date in September
- Please review details on the website: <https://www.mylambton.ca/registration-finance/office-of-the-registrar/health-dental-insurance> or here <https://wespeakstudent.com/>

Please note: This insurance plan only applies to domestic students.

Will my co-op work term be paid?

- Students are expected to be flexible concerning co-op wages and should approach the work term as a learning and growth experience, not solely as an opportunity for financial gain
- Co-op work terms can be paid or unpaid; this depends on the career field and on the job market supply and demand conditions which exist
- Before accepting a non-paid opportunity, you should discuss this with your Co-op Advisor
- INSURANCE: Insurance documentation may be required for a non-paid work term prior to starting work. Please see your Co-op Advisor for details
- If you are accepting a non-paid opportunity, secured on your own, please complete the ONLINE WORK TERM RECORD FORM and discuss the insurance with your Co-op Advisor immediately
- Insurance must be in place prior to the work term

Working out of province/country

- You can complete a co-op outside the province or country, but you are responsible for any additional costs, living/travel expenses and documentation that may be required (visa, work permit, insurance coverage, health insurance etc.)
- If you are an international student, you may not return to your home country to do your co-op

Earning your credit

- Fulfill contract dates (as outlined in the online work term record)
- Complete the minimum required hours
- Successfully complete all online modules of the Work Term Report on D2L
- Work Term Report details and modules will be on D2L – due dates will be throughout the term

Evaluations

- You will be provided with an evaluation form on D2L for you to submit to your employer
- A completed and signed evaluation is a component of your work term report requirements
- You must meet with your employer to discuss evaluation prior to the end of your work term
- You are encouraged to retain a copy of your evaluation as future co-op & grad employers may request them

Workplace Environment

Safety on the job

- If you have a question or concern on health and safety, talk to your supervisor. You have the right to know
- If you are uncomfortable with the answer, you can also talk to your Worker Health and Safety Representative, Health and Safety Committee Member, Health and Safety Specialist or other experienced workers
- You have the right to participate in health and safety training
- If you believe your health and safety is in danger, you have the right to refuse unsafe work
- No one can suspend you, fire you or dock your pay; IT'S THE LAW
- Talk to your Co-op Advisor about any concerns you have at work.
- Further information can be obtained at www.labour.gov.on.ca

Harassment/Discrimination

- Read the Lambton College 4000-5-3 Respectful College Community Policy and your employer's policy
- For any concerns contact your Co-op Advisor immediately

Workplace Etiquette

- It is unacceptable to be operating your cell phone and social media/internet sites when at work
- Employers have an expectation that you arrive prior to start time, dressed appropriately and ready to work
- Respect your co-workers, management and your workplace environment
- Review 4000-5-3 Respectful College Community Policy

Strikes/Layoffs/Closures

In the event of a work stoppage for any reason, you should immediately contact your Co-op Advisor.

Fired?

- If you are fired from your workplace during the work term you must inform your Co-op Advisor immediately, a failing grade may result
- Additionally, students who quit/do not complete their contract, regardless of the reason, without first consulting their Co-op Advisor will receive a failing grade
- Any work term concerns must be immediately communicated to your Co-op Advisor

Vacation/Time Off

- You are **not** entitled to vacation and must complete your entire work term
- Under special circumstances, any time off must be negotiated directly with your employer, prior to your work term

Problems on the job?

- While you are expected to manage your own affairs while on your work term, there may be a situation requiring the assistance of your Co-op Advisor
- Communication is essential and often the situation can be successfully resolved if your Co-op Advisor is contacted when concerns first arise

Am I guaranteed a co-op?

- Co-op Work Terms are directly related to the motivation, attitude and ability of the student, as well as the economy and is **not** guaranteed
- All employment decisions are made by the employer

Who do I contact if I have additional questions?

- Each co-op program is assigned to a Co-op Advisor, please [refer to the list to find the assigned advisor for your program](#)
- Your advisor is assigned to you to help you prepare for your work term and they are also available throughout your work term to answer any questions you may have
- It is very important to keep in touch with them throughout your participation in the program to increase your chances of success