Co-op Requirements and Guidelines

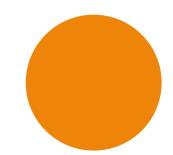




Welcome to the New Student Portal

We're excited to announce that we have transitioned to a new student portal, **ClassE365**. This platform will now be your go-to for accessing co-op documents and forms submissions.

Your login credentials for ClassE365 have been sent to you in an email.



Here's what to expect:

- Visit http://selcedu.classe365.com once you receive your credentials.
- Use the provided credentials to log in and verify your information.
- If you experience any issues, our help desk is available at itsupport@selcedu.com to assist you.

We believe ClassE365 will provide a more streamlined and user-friendly experience, so we kindly request that you make this transition as soon as possible to ensure uninterrupted access to your academic journey.

Before starting Co -op

- Successfully complete the academic portion with no issues related to attendance, grades, or payment.
- Update your SIN number on your student profile (mandatory) .
- Ensure you have both valid Study and Work Permits for the entire duration of your program.
- If you only have a Study Permit, apply for a Work Permit and provide application proof. You will be permitted to work only part-time until the Work Permit is received.
- If you are unemployed, inform us as soon as possible (at least 3 months before starting your co-op).



Getting Your Co -op Job Approved

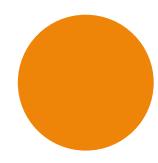
• All co -op job placements must be approved by the Co -op Department prior to your co -op start date.

1. Why Co -op Job Approval is Necessary

This guarantees that the position aligns with your field of study, provides valuable paid work experience, and meets the institution's requirements.

2. How to Submit Your Co -op Job for Approval

- Please email your co-op coordinator with the following details:
 - Job title
 - Job duties





Note: students should start the approval process early to avoid any last-minute issues that could delay their co-op start date.

What Happens If the Job is Rejected

Reasons for Rejection:

- Job does not align program and field of studies
- Job is unpaid
- Employer is not verified or fails to meet legal and safety standards

Note: Sometimes, job modifications or clarifications from the employer can lead to

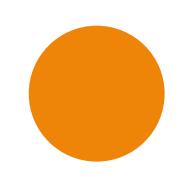
reconsideration.



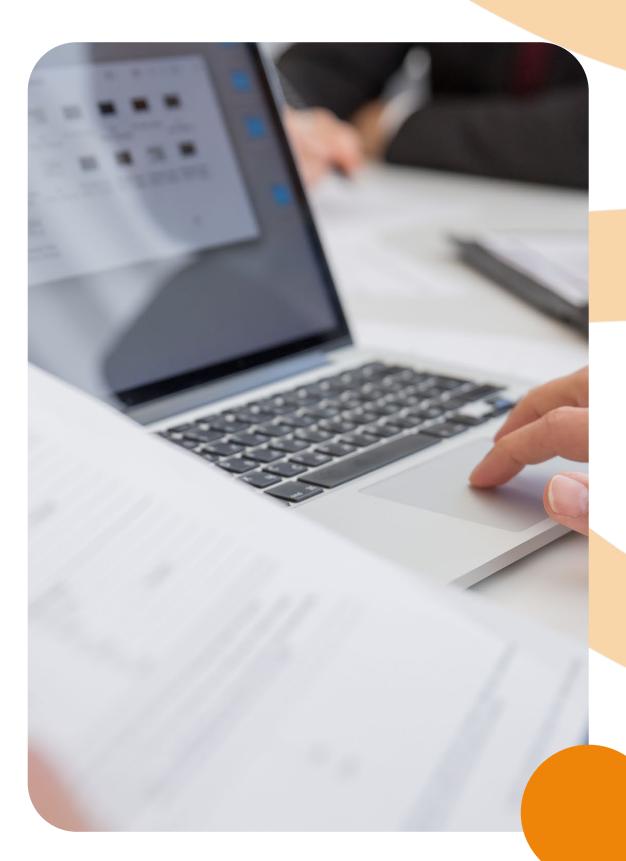
Co-op Hours Requirement by Program

Every co-op program has specific requirements for the number of hours students must complete in a work setting. During co-op portion you are allowed to work full time or have two part time jobs.

Program name	Co-op Hours
Business Foundations Co-op	480
Business Administration Co-op	960
Hospitality Management Co-op	480
Tourism and Hotel Management Co-op	960
International Business Communication	360
Supply Chain Management Professional Co-op	960
Supply Chain Transportation & Logistics Co-op	480
Live in Caregiver Childcare	680
Digital Marketing Fundamentals Co-op	480
Digital Marketing Professional Co-op	960
Post Graduate Nursing	850
Community Support Worker – Social Services Co-op	800
Medical Office Assistant Co-op	480
Hospital Support Administrator Co-op	800
Construction Management Co-op	960







- 1. Work Experience Agreement
- 2 Monthly Report
- 3 Student Evaluation Form
- 4. Employer Evaluation Form



Work Experience Agreement Form

- This is the first document that needs to be submitted on your co-op start date or within the first week.
- It's a three-party agreement between you, the college, and your workplace, confirming that your job placement is officially registered for your co-op period. **If you change jobs during your co-op, you'll need to submit a new Work Experience Agreement for the new workplace.**
- The form must be filled out completely (pages 1, 2, and 6). If any field is left blank, we won't be able to accept it.
- Please ensure you get either a handwritten or digital signature from your supervisor.
 We cannot accept typed names as signatures. However, if this applies to your situation, please provide an ID as proof.
- If you are currently unemployed, there's no need to submit this form. However, please inform us of your status immediately so we can assist you accordingly.

Work Experience Agreement Form

SELC	Work Experience Agreement	SELC.	Work Experience Agreemen		Work Experience Agreement			
SELC College 100 & 120, 1155 West Pender St. Vancouver, BC College Name and Location	Laura Lopez SELC Placement Coordinator's Name	PARTIES IN AGREE This agreement is being entered into on this BETWEEN:		ALL PARTIES ARE IN AGREEMENT EVIDENCE BY THE	EIR SIGNATURE BELOW.			
Host Organization Student's Name	Host Supervisor's Name Student Number	Name: SELC College Address: 100 & 120, 1155 West Pender St. Vanco Telephone: 604-282-0988 ext.110 E-mail: co-op@selcedu.com (Hereafter referred to as "Placement Coordina" AND:		SELC Placement Coordinator	Date	Fernando R.	Dec-23th-2021 Date	8
Business Hospitality (Co-op) Program Name		Name: Company: Address: Telephone: E-mail:		Host Supervisor	Date	Signature	Dec 24th 2021 Date	0
Work Experience Duration Hours: Work Experience Start Date: Work Experience End Date:	336	(Hereafter referred to as "Host Supervisor") AND: Name: Student #: Address:		Student Trainee	Date			
Position Title:		Telephone: E-mail: (Hereafter referred to as "Student Trainee")		DISTRIBUTE COPIES OF THIS AGREE	EMENT TO ALL PARTIES			

• Please ensure you get either a handwritten or digital signature from your supe<mark>rviso</mark>r.

We cannot accept typed names as signatures. However, if this applies to your

situation, please provide an ID as proof.

Monthly Report form

The monthly report form will give us feedback on the hours you've accumulated towards your co-op and the overall quality of your work experience.

The report must be submitted every month during your co -op period. Please submit it by the last day of each month or within the following 15 days.

Example:

1. If you begin your co-op in July, your first monthly report (for July) must be submitted by July 31st or no later than August 15th.





Monthly Report form



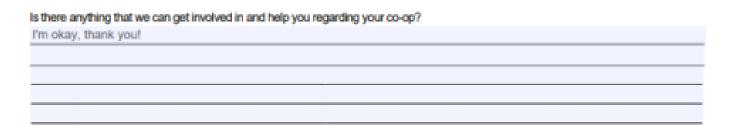
Co-op Monthly Report

Student Name:	Laura	Student ID:	22011428	Program:	Business Hospitality
Host Company Name:	Uvanu				
Month:	grant research	Hours worked this month:		Total hours worked since t start of the co	

Please indicate the extent to which you agree with the following statements in relation to your co-op work experience this month: 1= Needs Improvement 2= Marginal 3=Average 4=Good 5=Excellent

	1	2	3	4	5
THINK ABOUT YOUR CUR	RENT JOB				
I take pride in my work and there was progress in terms of my work performance this month.					X
I frequently challenge myself to perform better.				X	
I use my time effectively and I am able to prioritize my work.				X	
I frequently share relevant information with my peers so that our team can benefit.			X		
I approach challenges with fresh eyes and look for out-of-the-box solutions.					x

- Each month, you need to record the hours worked in the "Hours worked this month" field and continue to update the "Total hours worked since the start of co-op" section with hours from previous report.
- To ensure acceptance, please make sure all required fields are filled out.





Student Evaluation Form

- The Student Evaluation form will provide feedback on your work experience during the co-op period.
- The form consists of 5 pages. Please ensure you complete all requested information and submit all pages through your student portal.
- The evaluation must be submitted by your co

 op end date or within the following

 week.



Student Evaluation Form



SELG G0-0p	Student re	<i>r</i> euvaci	K Evaluat	IOH	
Host Company	Stude				
Name: Supervisor	Name	ent ID			
Name:	Numi				
Supervisor	Stude	ent			
Position:	Posit	ion:			
Work start date:	Last	day of v	vork:		
(During co-op)	(Duri	ng co-o	p)		
* Poi	nts to be re	membe	red *		
 The student should provide summary or Constructive dialogue and use of specif Space is provided on the last page of th 	ic examples a	re enco	uraged wh		
Evaluation	n for Interna	ational	Student o	only	
Language / Communication: Internati	onal Studer	nts Plea	se Comp	olete Th	is Section
	(5) = Strongly Agree	(4) = Agree	(3) = Neutral	(2) = Disagre	(1) = e Strongly Disagree
My workplace offers many opportunities to converse in English					
I feel more confident while conversing in English					
My verbal English communication skills have improved during co-op					
My written English communication skills have improved during co-op					



	(5) = Strongly Agree	(4) = Agree	(3) = Neutral	(2) = Disagree	(1) = Strongly Disagree
I feel that my language skills are improving					
I have the opportunity to communicate with my co-workers and supervisor					
I take the initiative to communicate with my co- workers and supervisor					
I am able to communicate effectively via telephone and email					
I have learned new job / industry related vocabulary					
Work Environment / Team Work					
Work Environment / Team Work	(5) = Strongly Agree	(4) = Agree	(3) = Neutral	(2) = Disagree	
	Strongly				Strongly
I feel well integrated in the work environment	Strongly				Strongly
feel well integrated in the work environment get along and communicate well with others The working climate is positive and	Strongly				Strongly
Work Environment / Team Work I feel well integrated in the work environment I get along and communicate well with others The working climate is positive and encouraging I take the initiative to integrate with the team	Strongly				
I feel well integrated in the work environment I get along and communicate well with others The working climate is positive and encouraging	Strongly				Strongly



| Supervision | (5) = (4) = (3) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1) = (1



Questic	ons	
_	you hired by your co-op host company after completing your co-op? Yes	
	No	
What	do you like most about your co-op experience?	
ls the	co-op what you expected it to be? What were some surprising aspects of the job?	
How h	has your co-op experience helped you grow personally and / or professionally?	
Is ther	re anything about your Co-op experience that you would change / improve upon?	



VERIFICATION OF REVIEW

By signing below, the student confirms that this feedback form has been reviewed in detail.

Student Name Signature Date





Employer Evaluation Form

- This form will provide feedback on your performance at your workplace during the coop period.
- It must be completed and signed by your employer only.
- Please ensure you get either a handwritten or digital signature from your supervisor.
 We cannot accept typed names as signatures. However, if this applies to your situation, please provide an ID as proof.
- The evaluation must be submitted by your co
 -op end date or within the following

 week.



Employer Evaluation Form



EMPLOYER EVALUATION

This evaluation form is a mandatory document for students to graduate. It is used to facilitate the student's professional growth. Please provide as much information as possible and review this with the student.

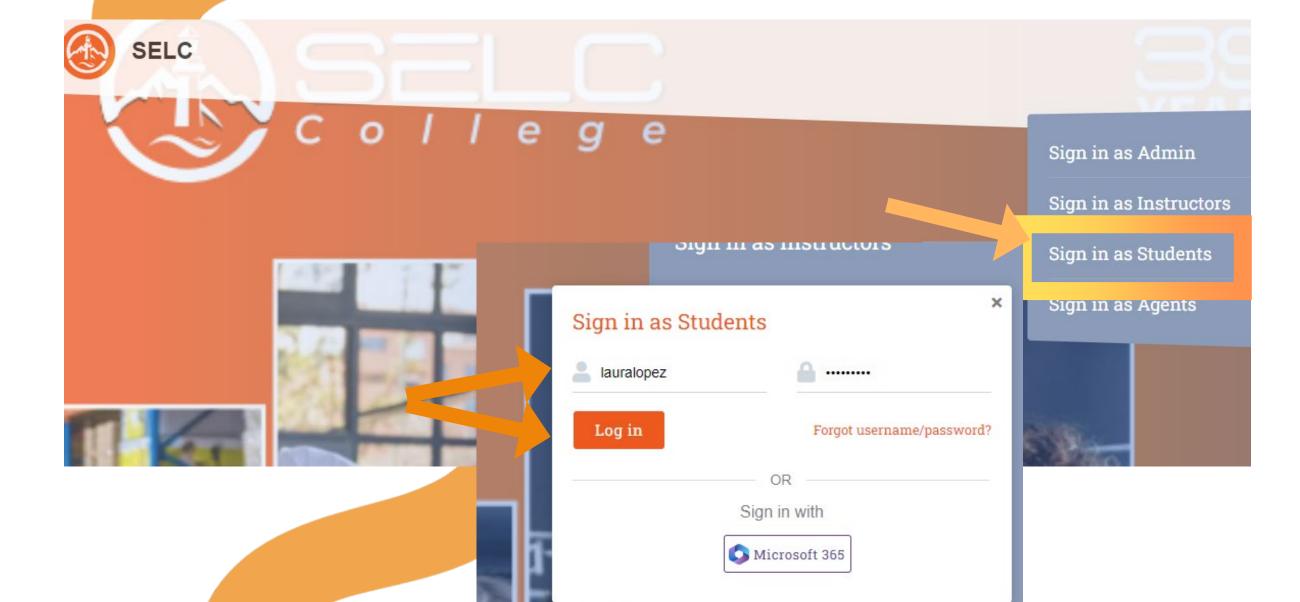
Student	Student	ID num	ber				
Company	Position						
Supervisor	Supervi	sor Posi	ition_				
Phone Number	Email						
OVERALL WORK ETHIC/WORK PERFORM	IANCE (ch	eck ap	propr	iate co	hann)		
1= Needs Improvement 2= Marginal 3=Average	4=Good	5=Exe	ellent	NA= N	vot Appl	icable	
		1	2	3	4	5	NA
Accepted and followed directions							
Worked effectively with others							
Took initiative in starting tasks							
Demonstrated competency in skills required for position							
Learned new skills efficiently							
Completed assigned tasks on time							
Worked independently when needed							
Communicated effectively: Written Verbal							
Made appropriate job-related decisions							
Demonstrated professional work ethics							

rvisor's Name	Date	
ervisor's Nameature		ritten or digitally signed)
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Step 1: Accessing the Portal

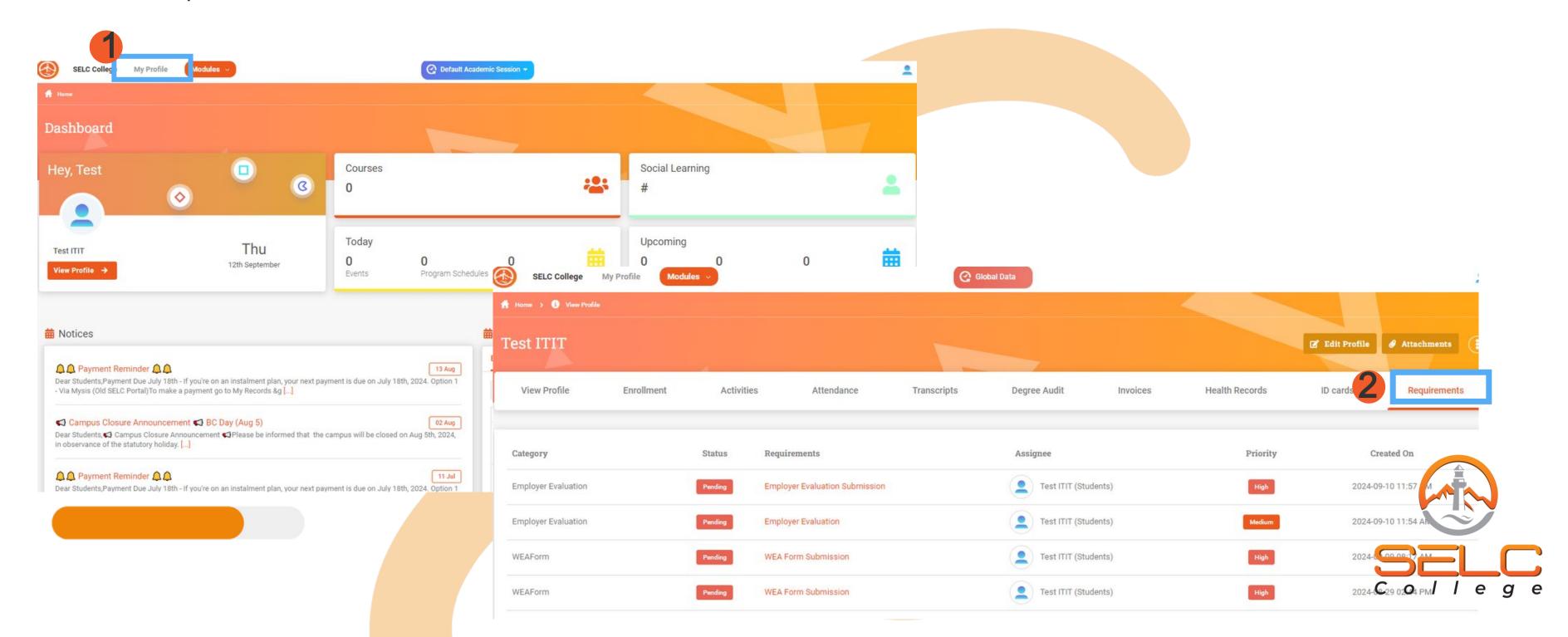
- Go to: https://selcedu.classe365.com/
- 2. Click on: Sign in as Students
- 3. Use your login credentials to access your account (you should have received these by email)
- Click on Log in





Step 2: Navigating your profile

- 1. Once you have logged into your profile, you will see a dashboard like this.
- 2. The sections related to Co-op submissions will be located under "Your profile"
 - > Requirements



Step 3: Locating Co -op Documents

- 1. Go to: https://help -studentportal.selccollege.com/
- 2. Select: Co-op Practicum Documentation

button



ome Help FAQ



Go To Student Portal















Step 3: Locating Co -op Documents

- 4. Locate and select your program of studies
- 5. Download the document you need to submit

Co-op/ Practicum Documentation

- + Co-op Documents for Business & Hospitality Foundations Co-op
- + Co-op Documents for Business Foundations Co-op
- + Co-op Documents for Business Administration (C
- + Co-op Documents for Hospitality Management Co
- + Co-op Documents for Tourism & Hospitality Mana

Hello students,

Please find the Co-op Documents for **Business & Hospitality Foundations Co-op** to be submitted through your co-op portion.

1. Work Experience Agreement

This form is the first document to be submitted by your co-op start date, click here to download: WEA Form. If you are unemployed by your co-op start date, you must email us as soon as possible: co-op@selcedu.com

Remember that your job should be related to your program of studies, we strongly recommend double checking with the Co-op Department if your job is acceptable for co-op or not

2. Monthly Report

This form is to be submitted on a monthly basis during your co-op period. Click here to download: Co-op Monthly Report

3. Employer Evaluation Form

This form is to be filled out and signed by your employer and submitted by your co-op end date. Click here to download: Employer Evaluation Form

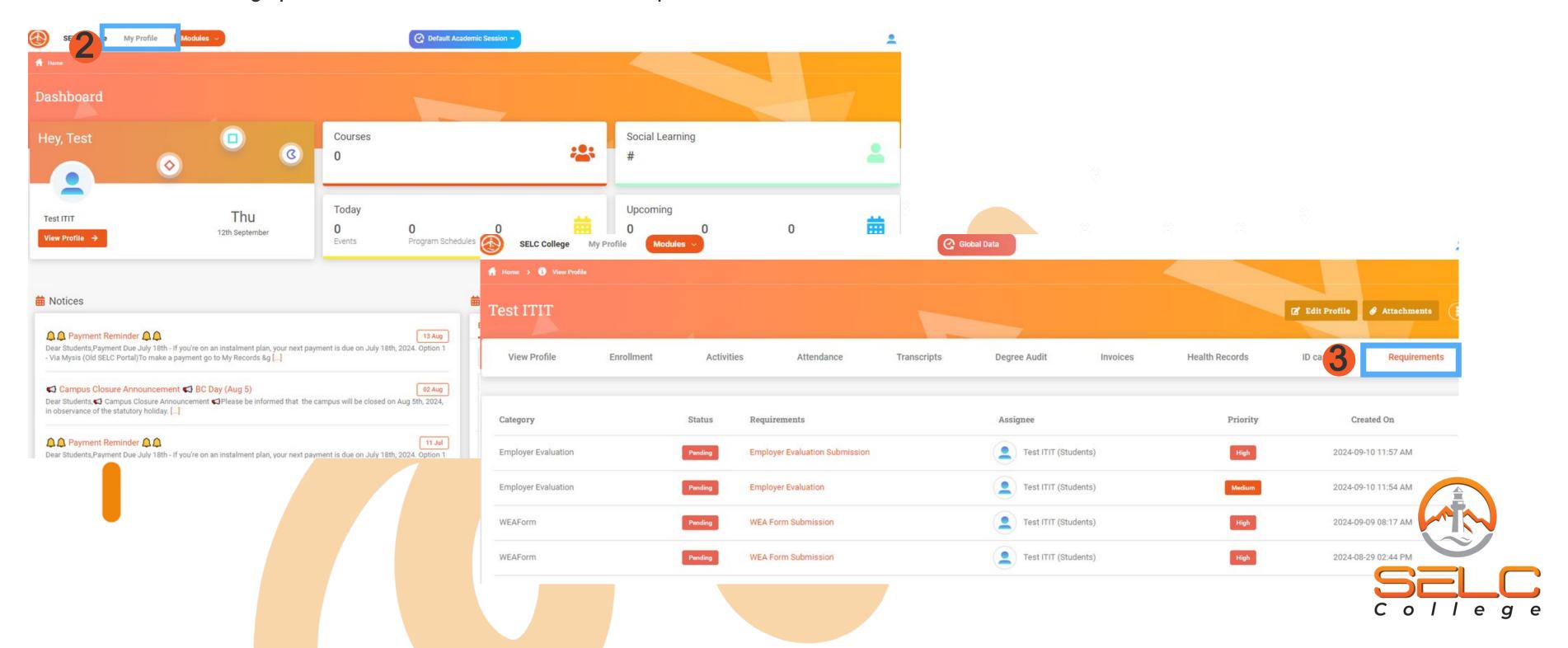
4. Student Evaluation Form

This form is to be filled out and signed by you. Click here to download: Student Evaluation Form



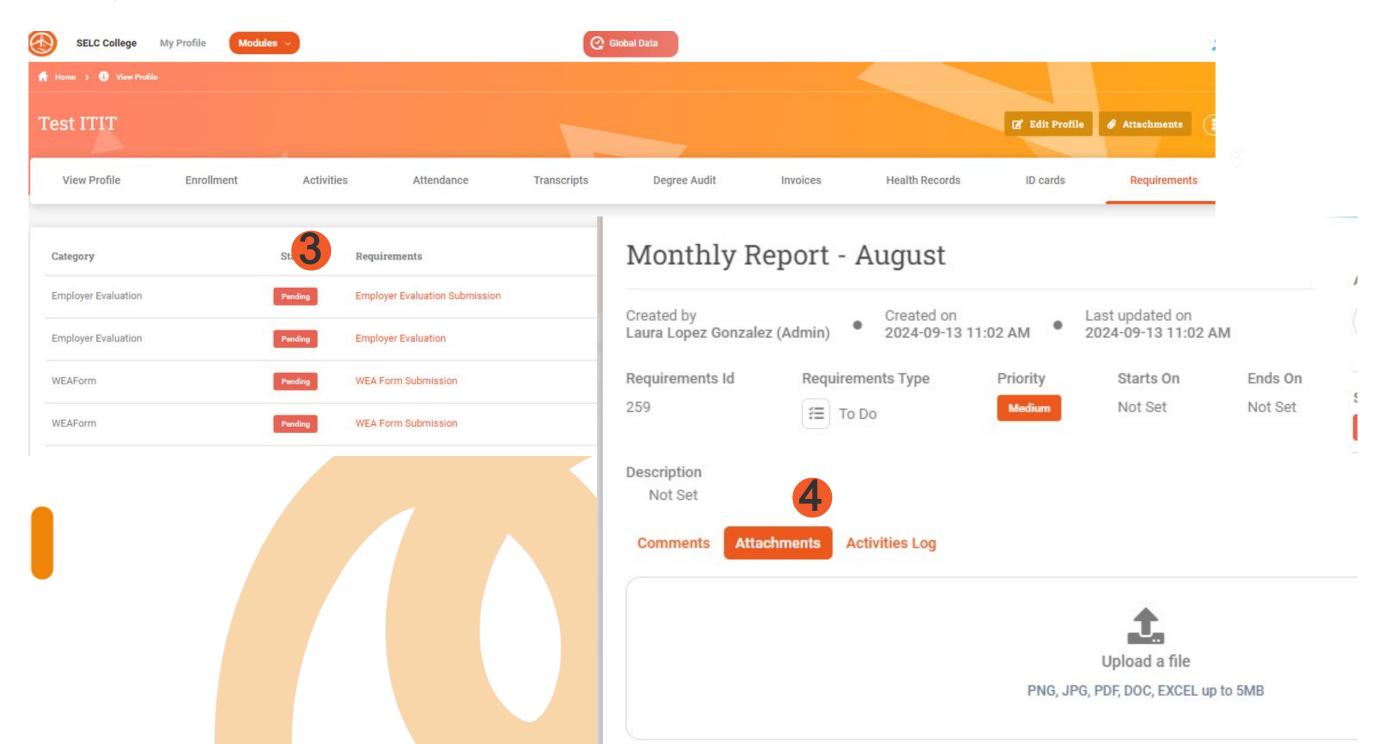
Step 4: How to Submit Co -op Documents

- 1. Log into your profile, once logged you will see a dashboard like this.
- 2.Click on "My profile" then click on Requirements



Step 4: How to Submit Co -op Documents

- 3.Click on the document requirement you need to submit
- 4. Click on the **attachment** option
- 5. Then upload file





Co-op Policies

- If you miss the submission of 3 co-op documents and do not respond to 3 warning emails, you will be dismissed from the program.
- During your co-op term, you must maintain regular contact with the Co-op department. This includes responding to emails and phone calls, and keeping your contact information up to date in your student portal.
- Contact your Co-op Coordinator as soon as possible if you are not receiving enough working hours or shifts.
- Submit your Co-op documentation by the given deadlines.
- Inform your Co-op Coordinator if you plan to change jobs. Provide details about the new job position and duties, and wait for approval before making the change.

Co-op Policies

- Your Co-op will end once you have completed the required hours as per your program, regardless of the original end date.
- You have 15 days after the end of each month to submit your report. If you exceed this timeframe, a \$100 late submission fee will apply.
- If you have two co-op jobs, you must submit a separate set of co-op documents for each job.
- Check your email regularly during your co-op period and respond within 24 hours, as email will be our main communication channel. Don't forget to check your spam/junk folder as well.
- If your document needs to be revised and you miss the resubmission deadline, a \$100 late submission fee will apply.



Co-op Policies

- Any outstanding balance must be cleared before we can start counting your co-op hours.
- If you are in the process of obtaining or have received confirmation of an LMIA or other type of visa, inform us as soon as possible, as this will impact your co-op program.
- If you decide to leave Canada during your co-op, you must notify us.
- If you lose your job, let us know as soon as possible.
- If you are unemployed, you won't incur a late submission fee, but you must remain in contact with us.



Extending Study and Work Permits

- To start your co-op, you must have both a Study and Work Permit that cover the entire duration of your program.
- If you do not have a Work Permit, apply for it as soon as possible, or you will not be allowed to start your co-op.
- If your permits expire before your program end date, you must:
- 1. Apply for extensions for both your Study and Work Permits before their expiration dates.
- 2. Provide us with a copy of your Extension Application Letter. Without this, you will not be allowed to continue your program.
- 3. Provide us with the Extension Approval Letter once received.
- 4.Provide us with copies of your new permits once received. Without these, we will be unable to process your graduation documents, and your status will be marked as incomplete until we receive them.

Contact Information





Laura Lopez
Senior Work Experience /Co-op Specialist
co-op@selcedu.com



co-op@selcedu.com



604 -282 -0988 ext 110.

- Co-op guidelines and documentation related inquiries
- Resume revision
- Mock interview preparation



Troubleshooting

If you experience any issues, our help desk is available at itsupport@selcedu.com

to assist you.



Below you will find the main links to access the following:

- ClassE365 Student Portal: https://selcedu.classe365.com/

- Co-op documents: https://help-studentportal.selccollege.com/

- Student Help Portal: https://help-studentportal.selccollege.com/



