

# Co-op Requirements and Guidelines

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Essential Information for Starting Your Co-op Journey



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# 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\*\*](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.



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# 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

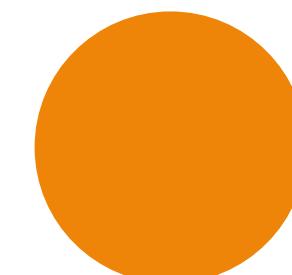
- **All co-op job placements must be approved by the Co-op Department prior to your co-op start date.**

## 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 you do not have a coop placement

You will need to contact our **Employer Relations & Placement Specialist, Uday Kakkar**, and follow these steps



## **How to Get Assistance with Job Placement:**

1. Provide a copy of your resume.
2. Confirm your email address and phone number.
  - Once you've provided this information, you will receive email communication from our Employer Relations & Student Placement Specialist within the coming days or weeks regarding your placement.

**Uday Kakkar**  
**Employer Relations &**  
**Student Placement**  
**Specialist**

[uday.k@selcedu.com](mailto:uday.k@selcedu.com)

**Note: It is the student's responsibility to respond in a timely manner.**

# 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.

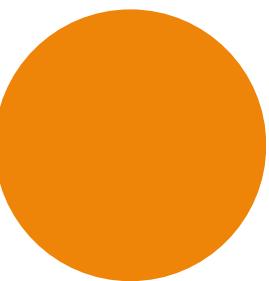


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# Co-op Hours Requirement by Program

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

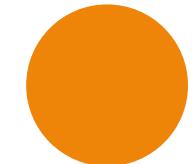


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# Documents Required for Co-op



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



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# Documents Required for Co-op

## 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.

# Documents Required for Co-op

## Work Experience Agreement Form



### Work Experience Agreement

SEL College  
100 & 120, 1155 West Pender St.  
Vancouver, BC

College Name and Location

Laura Lopez  
SEL College Placement Coordinator's Name

Host Organization

Host Supervisor's Name

Student's Name

Student Number

Business Hospitality (Co-op)  
Program Name

Work Experience Duration      Hours: 336

Work Experience Start Date:

Work Experience End Date:

Position Title:



### Work Experience Agreement

This agreement is being entered into on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

#### BETWEEN:

Name: SELC College

Address: 100 & 120, 1155 West Pender St. Vancouver BC

Telephone: 604-282-0988 ext.110

E-mail: co-op@selc.edu.com

(Hereafter referred to as "Placement Coordinator")

AND:

Name:

Company:

Address:

Telephone:

E-mail:

(Hereafter referred to as "Host Supervisor")

AND:

Name:

Student #:

Address:

Telephone:

E-mail:

(Hereafter referred to as "Student Trainee")

ALL PARTIES ARE IN AGREEMENT EVIDENCE BY THEIR SIGNATURE BELOW.

SELC Placement Coordinator

Date

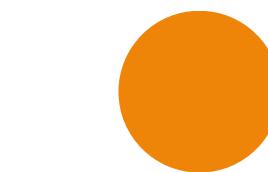
Host Supervisor

Date

Student Trainee

Date

DISTRIBUTE COPIES OF THIS AGREEMENT TO ALL PARTIES



### Work Experience Agreement

Fernando R. Dec 23rd 2021

Signature Date

Dec 24th 2021 Date



- 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.**

# Documents Required for Co-op

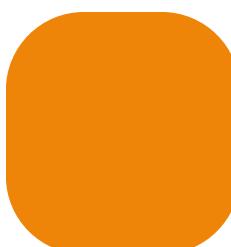
## Monthly Report form

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.



# Documents Required for Co-op

## Monthly Report form



### Co-op Monthly Report

Student Name:	Laura	Student ID:	22011428	Program:	Business Hospitality
Host Company Name:	Uvana				
Month:	January	Hours worked this month:	80	Total hours worked since the start of the co-op:	80

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 CURRENT JOB...

I take pride in my work and there was progress in terms of my work performance this month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I frequently challenge myself to perform better.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I use my time effectively and I am able to prioritize my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I frequently share relevant information with my peers so that our team can benefit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I approach challenges with fresh eyes and look for out-of-the-box solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is there anything that we can get involved in and help you regarding your co-op?  
I'm okay, thank you!

- 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.



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# Documents Required for Co-op

## 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.**

# Documents Required for Co-op

## Student Evaluation Form



SELC Co-op Student Feedback Evaluation	
Host Company Name:	Student Name:
Supervisor Name:	Student ID Number:
Supervisor Position:	Student Position:
Work start date: (During co-op)	Last day of work: (During co-op)

### \* Points to be remembered \*

- Please provide a check mark in one rating box for each evaluation point.
- Comments are optional on each behavior unless evaluated as "Strongly Disagree" rating.
- The student should provide summary comments/recommendations on areas of disagreement.
- Constructive dialogue and use of specific examples are encouraged when answering questions.
- Space is provided on the last page of the evaluation for comments.

### Evaluation for International Student only

Language / Communication: International Students Please Complete This Section					
	(5) = Strongly Agree	(4) = Agree	(3) = Neutral	(2) = Disagree	(1) = Strongly Disagree
My workplace offers many opportunities to converse in English	<input type="checkbox"/>				
I feel more confident while conversing in English	<input type="checkbox"/>				
My verbal English communication skills have improved during co-op	<input type="checkbox"/>				
My written English communication skills have improved during co-op	<input type="checkbox"/>				



### Evaluation for All Students

#### Language / Communication: International Students Please Complete This Section

	(5) = Strongly Agree	(4) = Agree	(3) = Neutral	(2) = Disagree	(1) = Strongly Disagree
I feel that my language skills are improving	<input type="checkbox"/>				
I have the opportunity to communicate with my co-workers and supervisor	<input type="checkbox"/>				
I take the initiative to communicate with my co-workers and supervisor	<input type="checkbox"/>				
I am able to communicate effectively via telephone and email	<input type="checkbox"/>				
I have learned new job / industry related vocabulary	<input type="checkbox"/>				



### Supervision

	(5) = Strongly Agree	(4) = Agree	(3) = Neutral	(2) = Disagree	(1) = Strongly Disagree
My supervisor clearly defined and explained my tasks and goals at the start of my job	<input type="checkbox"/>				
I actively seek feedback from my supervisor and I also give feedback to my supervisor	<input type="checkbox"/>				
My supervisor provides me with constructive feedback about my performance and progress	<input type="checkbox"/>				
My supervisor is available whenever I need support	<input type="checkbox"/>				
The overall quality of supervision is appropriate and sufficient	<input type="checkbox"/>				

### Co-op Objectives

	(5) = Strongly Agree	(4) = Agree	(3) = Neutral	(2) = Disagree	(1) = Strongly Disagree
I feel well integrated in the work environment	<input type="checkbox"/>				
I get along and communicate well with others	<input type="checkbox"/>				
The working climate is positive and encouraging	<input type="checkbox"/>				
I take the initiative to integrate with the team	<input type="checkbox"/>				
I arrive on time and meet attendance requirements	<input type="checkbox"/>				
My efforts and accomplishments are acknowledged	<input type="checkbox"/>				

### Questions

1. Were you hired by your co-op host company after completing your co-op?

- Yes  
 No

2. What do you like most about your co-op experience?

(Leave blank)

3. Is the co-op what you expected it to be? What were some surprising aspects of the job?

(Leave blank)

4. How has your co-op experience helped you grow personally and / or professionally?

(Leave blank)

5. Is there anything about your Co-op experience that you would change / improve upon?

(Leave blank)

### Summary Comments & Recommendations (areas of disagreement):

(Leave blank)

### VERIFICATION OF REVIEW

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

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



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# Documents Required for Co-op

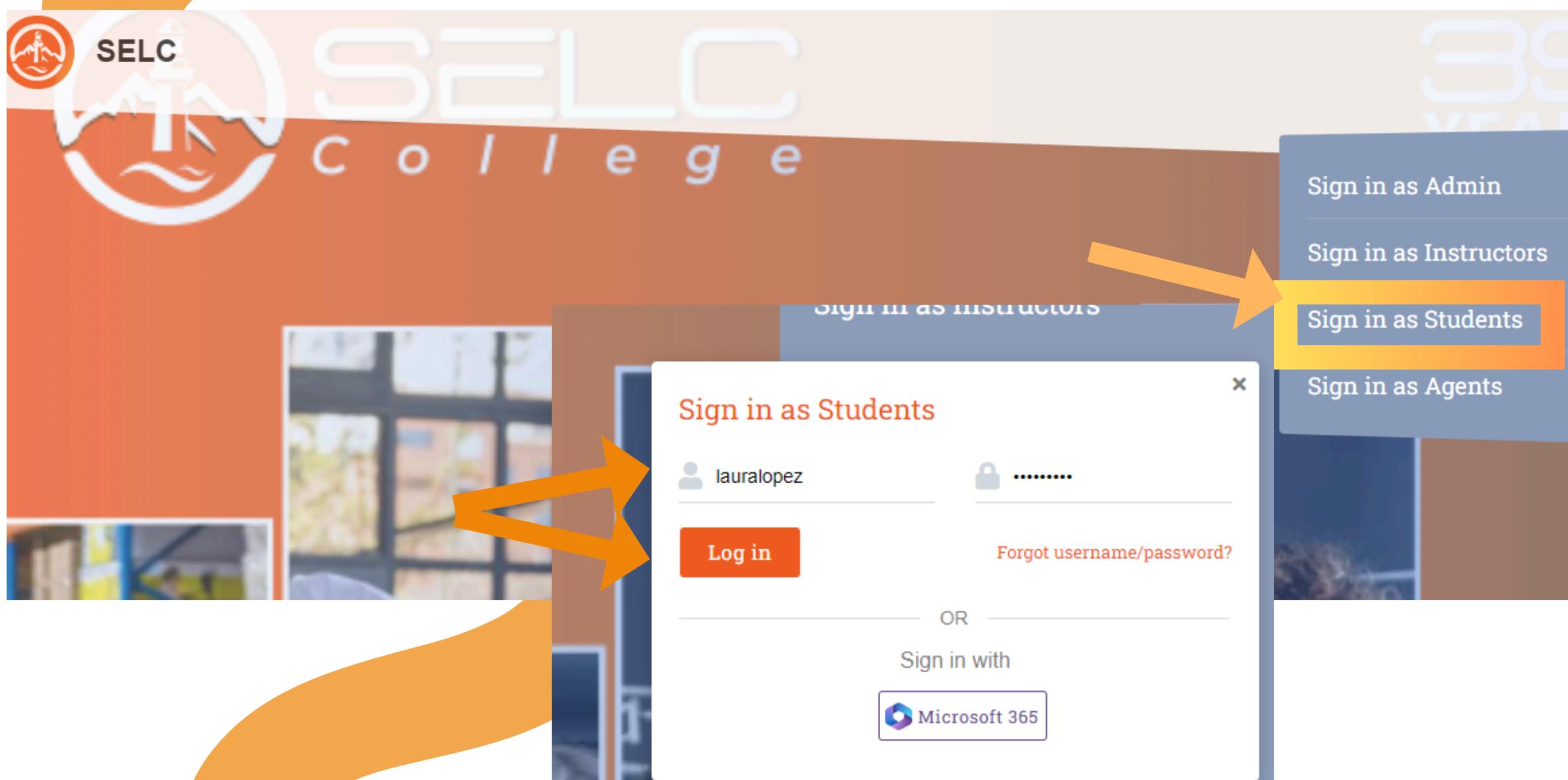
## Employer Evaluation Form

- This form will provide feedback on your performance at your workplace during the co-op 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.**



# Step 1: Accessing the Portal

1. 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)
4. 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

The screenshot shows the SELC College student profile dashboard. A large orange circular callout highlights the 'Requirements' section on the right side of the page. The 'Requirements' tab is highlighted with a blue border and a red number '2' indicating it is selected. The table below lists four requirements:

Category	Status	Requirements	Assignee	Priority	Created On
Employer Evaluation	Pending	Employer Evaluation Submission	Test ITIT (Students)	High	2024-09-10 11:57 AM
Employer Evaluation	Pending	Employer Evaluation	Test ITIT (Students)	Medium	2024-09-10 11:54 AM
WEAForm	Pending	WEA Form Submission	Test ITIT (Students)	High	2024-09-09 09:17 AM
WEAForm	Pending	WEA Form Submission	Test ITIT (Students)	High	2024-09-09 09:17 AM

At the top left, a red circle with the number '1' highlights the 'My Profile' tab in the navigation bar. At the top center, a red circle with the number '2' highlights the 'Default Academic Session' dropdown menu.

# Step 3: Locating Co-op Documents

1. Go to: <https://help-studentportal.selccollege.com/>

2. Select: **Co-op Practicum Documentation** button

The screenshot shows the SELC College website's homepage. At the top, there is a navigation bar with links for Home, Help, FAQ, a language selector (English), and a 'Go To Student Portal' button. Below the navigation bar are three main buttons: 'Co-op procedure and policies' (orange background), 'Co-op Frequently Asked Question' (brown background), and 'Co-op/ Practicum Documentation' (dark grey background). A large orange arrow, labeled with the number '2', points to the 'Co-op/ Practicum Documentation' button. At the bottom of the page, there is a section titled 'Co-op Department contact information' featuring two profile pictures.



# 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

4

+ Co-op Documents for Business & Hospitality Foundations Co-op

+ Co-op Documents for Business Foundations Co-op

+ Co-op Documents for Business Administration (CBA)

+ Co-op Documents for Hospitality Management Co.

+ Co-op Documents for Tourism & Hospitality Mana

5

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@selc.edu.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

The screenshot shows the SELC College dashboard. At the top, there is a navigation bar with icons for Home, Session (Default Academic Session), My Profile (highlighted in blue), and Modules. Below the navigation bar is a large orange header area with the text "Hey, Test". On the left, there is a sidebar with "Notices" containing three announcements: "Payment Reminder" (due 13 Aug), "Campus Closure Announcement" (BC Day (Aug 5) due 02 Aug), and another "Payment Reminder" (due 11 Jul). The main dashboard area has several cards: "Courses" (0), "Social Learning" (#), "Today" (0 Events, 0 Program Schedules), and "Upcoming" (0). In the center, there is a "Test ITIT" profile card with tabs for View Profile, Enrollment, Activities, Attendance, Transcripts, Degree Audit, Invoices, and Health Records. The "Requirements" tab is highlighted with a red box and the number 3. A table below lists requirements with columns for Category, Status, Requirements, Assignee, Priority, and Created On. The table entries are:

Category	Status	Requirements	Assignee	Priority	Created On
Employer Evaluation	Pending	Employer Evaluation Submission	Test ITIT (Students)	High	2024-09-10 11:57 AM
Employer Evaluation	Pending	Employer Evaluation	Test ITIT (Students)	Medium	2024-09-10 11:54 AM
WEAForm	Pending	WEA Form Submission	Test ITIT (Students)	High	2024-09-09 08:17 AM
WEAForm	Pending	WEA Form Submission	Test ITIT (Students)	High	2024-08-29 02:44 PM

At the bottom right, the SELC College logo is displayed.

# 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

The screenshot shows the SELC College My Profile interface. At the top, there are navigation links: SELC College, My Profile, Modules (with a dropdown arrow), Global Data, Edit Profile, Attachments, and a three-dot menu. Below the header, the user's name 'Test ITIT' is displayed. The main menu includes View Profile, Enrollment, Activities, Attendance, Transcripts, Degree Audit, Invoices, Health Records, ID cards, and Requirements. The Requirements tab is currently selected.

**Step 3:** On the left, under the Requirements section, there is a table listing document requirements. The first row, 'Employer Evaluation', has a status of 'Pending' and a link 'Employer Evaluation Submission'. A red circle with the number '3' is overlaid on this row.

**Step 4:** On the right, a detailed view of a specific requirement titled 'Monthly Report - August' is shown. It includes fields for Created by (Laura Lopez Gonzalez, Admin), Created on (2024-09-13 11:02 AM), Last updated on (2024-09-13 11:02 AM), Requirements Id (259), Requirements Type (To Do), Priority (Medium), Starts On (Not Set), and Ends On (Not Set). The description field is 'Not Set'. Below this, there are tabs for Comments, Attachments (which is highlighted in orange with a red circle containing '4'), and Activities Log. An 'Upload a file' button with an upward arrow icon is present, along with a note that files can be up to 5MB and support formats like PNG, JPG, PDF, DOC, EXCEL.

# 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.



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# 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.



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# 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.



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# 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.



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# 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



**Uday Kakkar**

Employer Relations & Student Job Placement  
Specialist

**uday.k@selcedu.com**



- Job search
- Co-op placement



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# 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/>

