

Co-operative Education and Workplace Partnerships

Request for Co-op Work-Study Sequence Change Form

As outlined in the Transform Manual, students who choose to change their original work-study sequence in any way must accept that issues related to course availability for future study terms may lead to delays in graduation and students must take full responsibility for such delays.

Students must submit Parts 1 and 2 of this form to a WIL Coordinator first. Further action by the student may be required so students are advised to start this process early. **All required steps (including securing faculty approval) must be completed by the deadlines below.** If such further action is required on your part, you will be notified by the WIL Coordinator.

Reason for Change	Process	Deadline for Submission
Accepted an extended placement during the job competition	<ul style="list-style-type: none"> Student completes and submits Parts 1 and 2 of this form to the WIL Coordinator. Failure to do so will result in ineligibility for future job competitions. If it meets basic co-op standards, the student will be instructed to complete Part 3 of the Work-Study Sequence Change Form and obtain the signature of a designated faculty/academic advisor. The student will return the approved form to the WIL Coordinator. 	<ul style="list-style-type: none"> April 1 (for placement starting in summer) August 1 (for placement starting in fall) December 1 (for placement starting in winter) <p>Note: Late forms will be accepted for students who are placed very late in the job competition.</p>
Extend Current Placement	<ul style="list-style-type: none"> Student completes Parts 1 and 2 of this form and submits it to the WIL Coordinator by e-mail at coop@uwindsor.ca If it meets basic co-op standards, the student will be instructed to complete Part 3 of the Work-Study Sequence Change Form and obtain the signature of a designated faculty/academic advisor. The student will return the approved form to the WIL Coordinator with proof of offer (ex. Email from employer, copy of offer letter). 	<ul style="list-style-type: none"> May 1 (to extend from winter to summer) September 1 (to extend from summer to fall) January 5 (to extend from fall to winter)
Any Other Reason (Eg. to accommodate a student exchange)	<ul style="list-style-type: none"> Student completes Parts 1 and 2 of this form and submits it to the WIL Coordinator by e-mail at coop@uwindsor.ca If it meets basic co-op standards, the student will be instructed to complete Part 3 of the Work-Study Sequence Change Form and obtain the signature of a designated faculty/academic advisor. The student will return the approved form to the WIL Coordinator. 	<ul style="list-style-type: none"> First Friday of classes of the semester in which the student intends to compete

PART ONE (BASIC DATA):

Student Name: Benjamin Tejas Portelaps **Student Number:** 110012737

Co-op Program: Computer Science (Under.) **Student E-mail:** tejaspo@uwindsor.ca

Reason For Change Request (indicate one):

☐ Accepted an Extended Placement

☐ Wish to Extend Current Placement

☒ Other (Please Specify): need to take course in the fall

Co-op Program Guidelines

Business and Business/Computer Science	<p>Extended work terms of up to 12 months are possible but may have implications for course selection and delays in graduation. Once you have completed three work terms, you will not be allowed to have any additional co-op work terms.</p> <p>Example:</p> <table><tr><td><u>Scenario:</u></td><td><u>Work Term 1</u></td><td><u>Work Term 2</u></td><td><u>Work Term 3</u></td></tr><tr><td>1</td><td>4 months</td><td>4 months</td><td>4-8 months</td></tr><tr><td>2</td><td>4 months</td><td>8-12 months</td><td>Not eligible</td></tr><tr><td>3</td><td>8 months</td><td>4-8 months</td><td>Not eligible</td></tr><tr><td>4</td><td>12 months</td><td>Not eligible</td><td>Not eligible</td></tr></table>	<u>Scenario:</u>	<u>Work Term 1</u>	<u>Work Term 2</u>	<u>Work Term 3</u>	1	4 months	4 months	4-8 months	2	4 months	8-12 months	Not eligible	3	8 months	4-8 months	Not eligible	4	12 months	Not eligible	Not eligible
<u>Scenario:</u>	<u>Work Term 1</u>	<u>Work Term 2</u>	<u>Work Term 3</u>																		
1	4 months	4 months	4-8 months																		
2	4 months	8-12 months	Not eligible																		
3	8 months	4-8 months	Not eligible																		
4	12 months	Not eligible	Not eligible																		
Computer Science (undergraduate)	<ul style="list-style-type: none">Extended work terms of up to 16 months are possible but may have implications for course selection and delays in graduation																				
Computer Science (Graduate)	<ul style="list-style-type: none">No extensions beyond the standard single, eight-month placement are possible.																				
Engineering	<ul style="list-style-type: none">Extended work terms of up to 16 months are possible but may have implications for course selection and delays in graduation																				
Kinesiology	<ul style="list-style-type: none">Extended work terms of up to 16 months are possible but may have implications for course selection within certain semesters and delays in graduation.																				
Physics	<ul style="list-style-type: none">Extended work terms of up to 16 months are possible but may have implications for course selection within certain semesters and delays in graduation.																				

Standard Months of Work Experience

Program	Standard Number of Work Term Semesters	Official Standard Months of Work Experience
Business Administration	3	12 months
Business/Computer Science	3	12 months
Computer Science (Undergraduate)	4	16 months
Computer Science (Graduate)	2	8 months
Industrial Engineering	4	16 months
Engineering (Civil, Env., Elec., Mech)	3	12 months
Kinesiology	4	16 months
Physics & High Technology	3	16 months

Important Details (please read and initial):

No student will ever be permitted to complete more than six work terms. However, some programs have additional restrictions (see *Co-op Program Guidelines - above*).

Initial each box below:

- ☒ I recognize that each 3-to-4-month period of confirmed co-op employment is one work term and therefore each 3-to-4-month segment of an extended placement counts as a separate work term.
- ☒ I understand that extended work terms must be with the same employer.
- ☒ I understand that I must be registered in full time courses in the term immediately prior to my work term.
- ☒ I understand that I cannot end my degree on a work term and that I must remain a full-time student.
- ☒ I understand that I cannot be eligible to graduate prior to my final work term.
- ☒ I understand that placements that exceed my program's standard number of work term semesters are subject to a supplemental co-op fee. Supplemental work terms will not be approved unless they arise from extending an existing placement at the request of your employer or accepting an extended placement during a job competition.
- ☒ I understand that I am bound to honour all other commitments I make to an employer.
- ☒ If I choose to change my original work-study sequence in any way (even within the guidelines listed), I accept that issues related to course availability for my future study terms may lead to delays in graduation and I take full responsibility for such delays.
- ☒ It is **NOT** recommended that students plan on taking a course while on work term. Undergraduate students may request (under specific restrictions) permission to enroll in one course during the work term and must obtain approval from their WIL Coordinator and their faculty. Course requests will only be approved that are not during working hours, that students are able to attend classes and labs and only one course can be approved. This form does not indicate approval for taking classes listed during the work term.
- ☒ I understand that I should see a faculty/academic advisor regularly.
- OSAP recipients should update their OSAP application by August 15th of the applicable year, to reflect any changes arising from altering their work/study sequence.

PART TWO (PROPOSED WORK-STUDY SEQUENCE):

Complete the table below indicating the semesters in which you have worked and studied, as well as your proposed plan for future semesters. You do not need to list your courses at this point. Simply state WORK, STUDY or OFF for each semester.

Year of Study	Fall Semester (Identify the calendar year as well – e.g., 20XX Fall STUDY)	Winter Semester (Identify the calendar year as well – e.g., 20XX Winter WORK)	Summer Semester (Identify the calendar year as well – e.g., 20XX Summer STUDY)
Year 1	FALL 2019 STUDY	WINTER 2020 STUDY	SUMMER 2020 OFF
Year 2	FALL 2020 STUDY	WINTER 2021 STUDY	SUMMER 2021 WORK
Year 3	FALL 2021 STUDY	WINTER 2022 WORK	SUMMER 2022 STUDY
Year 4	FALL 2022 STUDY	WINTER 2023 WORK	SUMMER 2023 WORK
Year 5	FALL 2023 STUDY		

STUDENT SIGNATURE

"The information on this form is being collected in accordance with the University of Windsor Act of 1962. The personal information collected herein will be used for the following purposes: determining the feasibility of a possible work-study sequence change.

If you have any questions about the collection of this personal information, please contact a Program Co-op Coordinator, 401 Sunset Ave., Joyce Entrepreneurship Centre, Windsor, ON N9B 3P4, by telephone at 519-253-3000, ext. 2895 or by email at coop@uwindsor.ca"

Student Signature *Kygar* Date 06/27/22

FOR OFFICE USE ONLY:

Reviewed and approved by WIL Coordinator: Kyle Cacilhas

Signature of WIL Coordinator: *Kyle Cacilhas* Date: June 27th, 2022

☐ Request denied for the following reason(s):

☐ Requires Faculty/Academic Advisor approval – Include Part 3 – Supplemental Form

☒ Request Approved – Faculty/Academic Advisor review recommended



Co-operative Education and Workplace Partnerships

Request for Co-op Work-Study Sequence Change Form – PART 3 (SUPPLEMENTAL)

Instructions to Students:

- Complete this section only upon the direction of a WIL Coordinator and after you have completed Parts 1 and 2 of the Work-Study Sequence Change Form
- Complete this form and then review with a Faculty member or Academic Advisor (via email if necessary) to obtain their approval. Your WIL Coordinator can provide you with the name and contact information of the appropriate faculty contact.
- The table on the next page must be completed in full. Indicate the semesters in which you have worked and studied, as well as your proposed plan for future semesters. Also indicate the specific courses (ex. 01-01-150) that you have taken/plan to take in all semesters.
- Return this form to the WIL Coordinator with the signature of the designated faculty member (or email confirmation if necessary) by the specified deadline date.

Student Name: Benjamin Tejas Portelles Student Number: 110012737

FOR OFFICE USE ONLY:

- ☐ Request Approved. However, student must understand that:
- Course offerings are subject to change;
 - Student must meet with a Faculty/Academic Advisor regularly

- ☐ Request Denied for the following reason(s):

Faculty/Academic Advisor Name: _____

Signature of Faculty/Academic Advisor: _____ Date: _____

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Reviewed and approved by WIL Coordinator: _____

Signature of WIL Coordinator: _____ Date: _____


Year of Study	Fall Semester (Identify the calendar year as well – e.g., 20XX Fall STUDY)	Winter Semester (Identify the calendar year as well – e.g., 20XX Winter WORK)	Summer Semester (Identify the calendar year as well – e.g., 20XX Summer STUDY)
Year 1	Fall 2019 Study Already took courses cannot check what they were due to uwinsite outage	Winter 2020 study Already taken	Summer 2020 off
Year 2	Fall 2020 study Already taken	Winter 2021 study Already taken	Summer 2021 work
Year 3	Fall 2021 study Already taken	Winter 2022 work	Summer 2022 study Already taken
Year 4	Fall 2022 study COMP 4540 COMP 4400 COMP 3150 ELECTIVE ELECTIVE	WINTER 2023 WORK PROJECT COURSE A	SUMMER 2023 WORK
Year 5	FALL 2023 STUDY MATH3XXX PROJECT COURSE B ELECTIVE ELECTIVE ELECTIVE		

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STUDENT SIGNATURE

"The information on this form is being collected in accordance with the University of Windsor Act of 1962. The personal information collected herein will be used for the following purposes: determining the feasibility of a possible work-study sequence change or possible transfer into a co-op program.

If you have any questions about the collection of this personal information, please contact a Program Co-op Coordinator at Co-operative Education and Workplace Partnerships, 401 Sunset, Room 1100 Lambton Tower, Windsor, ON N9B 3P4, by telephone at 519-253-3000, ext. 3895 or by email at coop@uwindsor.ca"

Student Signature  Date 06/27/22