UNIT 2: TERMS AND CONDITIONS

* 2.1 Co-op Terms and Conditions
  + <https://www.uvic.ca/coop/work-and-learn/before-your-first-co-op/terms-and-conditions/index.php>
  + … this means you’ll agree to:
    - Follow the general and program-specific regulations in UVic’s academic calendar
    - Act according to UVic’s policy on academic integrity
    - Successfully complete a co-op prep course as specified by your co-op program area
  + When looking for a work term, you agree to
    - Keep information about co-op postings or employers private and respect that the portal is password protected
    - Let your co-op office know if you plan to develop your own work term position and provide the job description, offer letter and other documents to your office before the start date (we’ll determine if the position meets co-op criteria)
    - Attend all interviews that you’re shortlisted for until you secure a word term
    - Let your co-op office know if you are no longer interested in a co-op position after you complete an interview
  + Reviewing job offers
    - If you are offered a co-op position, you will respond to a job offer within 24 hours and let your office know if you plan to decline a job offer as soon as possible.
    - If you choose to accept a job offer, you agree to the salary outlined by the employer
  + Accepting job offers
    - Once you accept a co-op position or set up your own work term, you agree to take part in and complete that work term as agreed and in its entirety.
* 2.2 Reflect pre-class activity
  + Which of these rules and conditions do you think are important? Why?
    - Attend all interviews that you’re shortlisted for
    - Respond within 24 hours to a job offer
    - You agree to the posted salary
    - You agree to complete the work term in its entirety
  + In your view, what is the purpose of having terms and conditions?
    - Respond within 24 hours and agree to the posted salary
  + How does this document add value to your co-op experience and that of others?
    - It means that if people aren’t responsive, the opportunity will go to someone else

Career Services

* Go check them out!!
* Help with resumes, cover letters, Linked In profiles
* How to use Vmock and ChatGPT as career support tools
* Drop-ins
  + M,W,F
  + 1-4pm Library 135G