

WORK EXPERIENCE POLICY, TERMS & CONDITIONS TECHNOLOGY PROGRAMS

Student Information

First Name:	_____	Last Name:	_____
Phone Number:	_____	Email:	_____
Program Name:	_____	Student ID:	_____
Co-op Start Date:	_____	Co-op End Date:	_____
Total Co-op Hours:	_____		

General policies:

- Emails, calls, and messages from CCCCC staff must be answered within 24 business hours. Students are responsible for checking messages/emails daily.
- Co-op placements may not exceed 50% of the total program of studies.
- All co-op hours must be paid at minimum wage or above.
- All co-op hours must be completed during the student's assigned co-op term; hours completed before or after the official co-op start and end dates will not be valid.
- Students must successfully obtain a study permit, a work permit, and a Social Insurance Number (SIN) in order to begin their co-op placement.
- All fees must be paid to the school before the student can begin the co-op placement.
- Class attendance must be 80% or higher to begin the co-op placement.
- Students are only permitted to work under CCCCC's study and work permits until the end of their co-op term, regardless of the expiry date on the permit.

Placement policies:

- Students are expected to commute up to 60 minutes (each way) to their co-op placement within Translink zones 1, 2, and 3.
- All co-op placements must be demonstrably connected to the student's program of studies. All co-op placements must be approved by the Co-op Coordinator before the student begins working. CCCCC has the right to reject co-op placements that do not fall within the program requirements.
- Students are expected to be flexible in their co-op search. Students who refuse to attend an interview or accept a co-op offer due to their selective preferences (e.g. job title, hours, company size, notoriety, location, gender/ethnic makeup of company staff, wage expectations, etc.) will be responsible to find their own placement.
- Students must have open availability and be available to work up to full-time hours. Students who restrict their availability may not be accepted into arranged placements.

Interview policies:

- The Co-op Coordinator will assist students during the co-op search - including arranging interviews for students - but it is the ultimate responsibility of the students to secure their co-op placements.
- Students are required to make a significant effort to secure a co-op placement, including but not limited to: regularly applying for jobs online, attending job fairs/networking events, working on personal projects or studies to strengthen their knowledge or application, and asking the Co-op Coordinator for individual meetings for guidance.

- Students may attend up to a maximum of 3 arranged interviews (one at a time) until they are offered a co-op position. Students are not guaranteed 3 arranged interviews.
- Students must attend all arranged interviews and respond promptly to all employers that request an interview directly.
- Students must do their best to secure the position at each interview. This includes researching the host company, dressing professionally, arriving on time, and demonstrating their interest in the placement.
- Students who purposely sabotage/fail an interview because the host or position does not match their preferences (e.g. tell the interviewer they are not interested, that the salary is too low, or that they do not like the position) will not be offered further interviews and must find their own placement.
- If necessary, the student must cancel the interview 24 hours in advance. Students who are late for an interview or miss an arranged interview will not be offered further interviews, except in special circumstances.

Co-op term policies:

- All co-op paperwork and documentation (including Host Agreement, Performance Evaluation/Certificate of Hours, Final Report, and Oral Presentation) must be completed properly and submitted promptly and correctly. Failure to submit all required co-op documents will result in incompleteness/dismissal from the program.
- Students are responsible to keep track of hours worked in order to provide a total number of hours worked at the end of their placement.
- Students must behave professionally and appropriately while representing CICC on their co-op placement. They are expected to follow employer rules and policies, respond well to feedback and constructive criticism, and do their best to be an exemplary employee and member of the team.
- In the event of any problem in the workplace (e.g. harassment, conflict, workplace bullying, wage issues), students must inform the Co-op Coordinator immediately.
- Students are expected to attempt to resolve workplace issues to the best of their abilities, including speaking to coworkers, supervisors or management to find a solution. If the problems cannot be resolved, students must speak to their Co-op Coordinator before leaving the company.
- Students who quit their co-op placement without attempting to resolve the issue or notifying the Co-op Coordinator of the issue may be non-compliant with program rules.
- Students should not request time off during their co-op placement except as permitted by the host employer's policies. Employers have the right to turn down requests for time off.
- In the event of an emergency or urgent personal situation, students may be allowed to take time off. Students must update the host employer and CICC if they need to take extended time off.

I, _____, confirm that I understand the co-op terms and conditions, am aware of my co-op start and end dates and hours required to complete my program, and the requirements for my co-op work and study permits.

<hr/> <p style="text-align: center;">Student Signature <i>considered as an official signature</i></p>	<hr/> <p style="text-align: center;">Date <i>considered as an official signature</i></p>
<hr/> <p style="text-align: center;">Co-op Coordinator <i>considered as an official signature</i></p>	<hr/> <p style="text-align: center;">Date <i>considered as an official signature</i></p>

Revised Jan 8, 2020

