

# **Institute for Co-operative Education**

## **Section 24**

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The University through the Institute for Co-operative Education offers programs in the co-operative format in the departments of Chemistry and Biochemistry, Economics, Journalism, Mathematics and Statistics, Physics, Political Science, Sociology and Anthropology, and in the Translation program in the Faculty of Arts and Science; in all departments of the Faculty of Engineering and Computer Science; in the areas of Accountancy, Business Technology Management (formerly Management Information Systems), Finance, Human Resource Management, International Business, Marketing, and Supply Chain Operations Management in the John Molson School of Business; and in Art History in the Faculty of Fine Arts.

As it becomes feasible, the University may consider offering other programs in the co-op format.

**The Co-op Philosophy**

Co-operative education is a structured educational strategy integrating academic studies with learning through program-relevant work experiences. It provides progressive experiences in integrating theory and practice, giving students the opportunity to transfer knowledge and skills between work and classroom settings.

**Advantages of a Co-op Education**

Integrating theory and practice in a structured and purposeful manner allows students to come to terms with the realities of professional practice in a way that allows for the development of self-confidence, self-reliance, and self-motivation. Co-operative education provides an opportunity to gain practical experience in a chosen field. With the help of the Institute for Co-operative Education, students enhance their technical knowledge and interpersonal skills through practical experience and through participation in professional seminars, workshops, and other activities.

The collaboration between employers and faculty is mutually beneficial, providing an opportunity for employers to contribute to, and influence, the educational process, and for the faculty to become aware of the latest developments in industry. In some cases joint industry-university research projects result.

**Admission to Co-op**

Admission to co-op is selective based on academic performance, as well as other factors such as extracurricular activities, communication skills, motivation, personality, and drive. Applicants must be legally eligible to work in Canada.

Students applying to co-op should check the appropriate box on the University Admissions form. Selected applicants may be interviewed by the appropriate co-op committee. Applicants may be asked to provide a resumé of past work experience and a statement of the reasons for their interest in the co-op format.

All individuals applying to the co-op option in the Faculty of Engineering and Computer Science are required to submit a letter of intent and a resumé with their application form. The final decision to accept or reject an applicant rests with the Director, Institute for Co-operative Education.

### Co-op Fee

Students should note that a co-op fee exists to cover in part the administrative costs particular to the co-op program. This fee is currently \$185 per term and is charged for eight consecutive terms. Students requiring fewer than the normal number of terms to complete their programs in the co-op format are subject to the same total fee (\$1,480) as those requiring the normal number of terms.

The payment of the co-op fee is spread over a number of terms (fall, winter, summer). The number of terms and the level of the fee depend on the student's year of entry to the co-op program.

- For students admitted to a co-op program in their first year, the co-op fee is payable in each of the first **eight** sessions (fall, winter, or summer) in which the student either enrolls in any number of courses or is on a work term, after which no further co-op fees will be payable.
- For students admitted to a co-op program after their first year, the co-op fee is levied at a somewhat higher level, but is payable in each of the first **six** sessions (fall, winter, or summer) in which the student either enrolls in any number of courses or is on a work term, after which no further co-op fees will be payable.

Co-op fees are not refundable after the University's published DNE deadline dates. The payment of the co-op fees follows the same deadlines as the deadline for the payment of tuition fees. For specific deadlines, visit [concordia.ca/admissions/tuition-fees/fee-payment-deadlines.html](http://concordia.ca/admissions/tuition-fees/fee-payment-deadlines.html).

### Co-op Performance Requirements

Students permitted to undertake their studies in the co-op format enrol full-time as regular undergraduates and are subject to their program's academic regulations. However, higher performance standards are often required to continue in the co-op format.

Students registered in the co-op programs in the Faculty of Arts and Science are normally required to maintain an annual GPA of 2.70. This GPA requirement may be higher in some departments.

Students registered in the co-op programs in the John Molson School of Business are normally required to maintain an annual GPA of 2.70 or better.

Students registered in the co-op programs in the Faculty of Engineering and Computer Science are normally required to maintain an annual GPA of 2.50.

Students registered in the co-op programs in the Faculty of Fine Arts are normally required to maintain an annual GPA of 2.50. This GPA requirement may be higher in some departments.

Students registered in honours programs must meet the Faculty honours program academic requirements.

Students are advised to consult with the co-op director of the program in which they wish to apply.

The work-term evaluation consists of two components:

1. student work-term performance as evaluated by the Director of the Institute for Co-operative Education or delegate, with input from the employer;
2. the work-term report or communications component and presentation evaluated by faculty, the Director of the Institute for Co-operative Education or delegate.

Each component is evaluated separately. Students must successfully complete all required components to pass the work term which is marked on a pass/fail basis. A grade of pass with distinction may also be assigned to each of the work-term courses.

A failing grade for the work term or failure to meet the co-op academic requirements will normally result in the dismissal of the student from the Institute for Co-operative Education.

A student may be exempted from any work-term requirements if he or she submits medical and/or other evidence to support such exemption to the Director of the Institute for Co-operative Education.

### Work Term

Co-operative education at Concordia is not to be construed as a placement operation or an inexpensive labour apprenticeship.

The work term is an essential part of the student's learning experience and there is to be equitable remuneration paid for work performed. A co-op coordinator or participating faculty member visits the students at their place of work to evaluate the work performance, gauge the learning opportunities, assess the compatibility of student and employer and, if necessary, takes corrective action. The procedures for matching students with employers are managed by the Institute for Co-operative Education. Students must be willing to work anywhere in Canada, and may go abroad for a work term. Students must begin and end their degree with an academic study term. **It should be noted that the University does not guarantee every student a job.**

The work terms are designated as CWT 100, 200, 300, and 400 (Co-op Work Term I, II, III, and IV respectively). An appropriate letter is added to the course code to identify the student's area of study. These work terms carry no credit value and are used to indicate that the student is on a work term.

### Reflective Learning Courses

A core feature of co-operative education is integration: there must be integration between work and classroom learning. Numerous ways exist to foster such integration. Reflective discussion is one technique that can be used in integration sessions to encourage students to analyze, compare, and contrast their work-term experiences. Other reflective learning techniques include assignments, seminar presentations, and the keeping of logs, diaries, observation reports, and portfolios.

The CWT 101, 201, 301, and 401 Reflective Learning courses are 3-credit extension courses to the work terms. These courses are marked on a pass/fail basis. They are above and beyond the credit requirements of the student's program and are not transferable nor are they included in the full- or part-time assessment status.

#### CWT 101 *Reflective Learning I* (3 credits)

Students are enrolled in this course concurrently with their first work term. This is a forum for critically examining the workplace, for reflecting on personal work-term experiences, for building and testing hypotheses, for disciplined inquiry, and for setting goals. Activities provide opportunities for students to connect their work-term experiences to their related courses.

**CWT 201 Reflective Learning II** (3 credits)

Students are enrolled in this course concurrently with their second work term. Using one or more of the techniques listed in CWT 101, this course expands on students' second work-term experiences in their related field of study to further develop their knowledge and work-related skills.

**CWT 301 Reflective Learning III** (3 credits)

Students are enrolled in this course concurrently with their third work term. Using one or more of the techniques listed in CWT 101, this course expands on students' third work-term experiences in their related field of study to further develop their knowledge and work-related skills.

**CWT 401 Reflective Learning IV** (3 credits)

Students are enrolled in this course concurrently with their fourth work term. Using one or more of the techniques listed in CWT 101, this course expands on students' fourth work-term experiences in their related field of study to further develop their knowledge and work-related skills.

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**UNDERGRADUATE PROGRAMS****Co-op programs offered in the Faculty of Arts and Science:****Chemistry and Biochemistry Co-op**

Program Director: T.B.A.

The Chemistry and Biochemistry co-operative program is offered to students who are enrolled in the BSc Honours or Specialization in Chemistry, Biochemistry, Analytical Chemistry.

Students in Chemistry and Biochemistry co-op take the regular academic program; however, in the work terms the employment opportunities range among a wide variety of industrial and government agencies located throughout Canada. Students are encouraged to choose their work-term positions in a way which provides them with experience ranging from basic analysis in industrial processes and environmental control to senior research placements in the laboratories of various employers. Please see §31.050 for specific details concerning the curriculum.

**Economics Co-op**

Program Director: Dr. Michael Sampson, 514-848-2424, ext. 3939

The Economics co-operative program is offered to students enrolled in a BA Honours or Specialization in Economics. The academic content of the Economics co-op program is identical to that of the regular program; however, the required work terms provide the co-op student with the unique opportunity of experiencing economics in an applied format.

Because of the course choices available, an Economics co-op student is prepared to undertake employment during his or her work terms in a variety of public sectors including provincial and federal government agencies. Private sector positions might include placements in banks, consulting firms, or planning departments in a variety of industries. Please see §31.080 for specific details concerning the curriculum.

**Journalism Co-op**

Program Director: Dr. Andrea Hunter, 514-848-2424, ext. 2485

The Journalism co-operative program is offered to full-time students who are enrolled in the BA Specialization program in the Department of Journalism. Students who meet the academic requirements for co-op are eligible to apply. The academic content is very similar to that of the regular programs, with some specific recommendations for courses to improve the students' job skills. Work terms provide co-op students with the opportunity to gain practical journalism experience with a variety of employers. While most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §31.010 for specific details concerning the curriculum.

**Mathematics and Statistics Co-op**

Program Director: Dr. Cody Hyndman, 514-848-2424, ext. 5219

The Mathematics and Statistics co-operative program is offered to students enrolled in the BA or BSc degrees with Honours or Specialization in Mathematics, Applied Mathematics, Statistics, Actuarial Mathematics, or Actuarial Mathematics/Finance. The academic content of the Mathematics and Statistics co-op programs is identical to that of the regular programs.

Work terms provide co-op students with the opportunity to gain practical experience with a variety of employers, such as insurance companies, consulting firms, large Canadian corporations, government departments, and research establishments. Please see §31.200 for specific details concerning the curriculum.

**Physics Co-op**

Program Director: Dr. Pablo Bianucci, 514-848-2424, ext. 3352

The Physics co-operative program is offered to all full-time students who are enrolled in the department and meet the academic requirements for co-op. Students in Physics co-op take the regular academic program; however, in the work terms the employment opportunities are from a wide variety of industrial and government agencies located throughout Canada. Students are encouraged to choose their work-term positions in a way which provides them with experience in applied mathematics, computer science, and electronics. Please see §31.230 for specific details concerning the curriculum.

**Political Science Co-op**

Program Director: Dr. Graham Dodds, 514-848-2424, ext. 5605

The Political Science co-operative program is available to all full-time students in the honours program. The academic content is identical to that of the regular program; however, the required work terms provide the co-op students with the unique opportunity to apply and refine their skills in public, private and third sectors. Work opportunities are found in environments such as government departments and agencies; crown corporations; industries such as banks, telecommunications, and transportation; international organizations; non-government and not-for-profit organizations; and similar. Please see §31.240 for specific details concerning the curriculum.

**Sociology and Anthropology Co-op**

Program Director: Dr. Satoshi Ikeda, 514-848-2424, ext. 2899

The Sociology and Anthropology co-operative program is offered to students who are enrolled in the BA Honours, Specialization in Sociology/Anthropology, or Sociology or Anthropology Major. Academic content is identical to that of the regular program, but six study terms are interspersed with three work terms. Students are supervised personally and must meet the requirements specified by the Faculty of Arts and Science and the Institute for Co-operative Education in order to continue their studies in the co-op format. Liaison between the student, the employers and the Institute for Co-operative Education is provided by the Sociology and Anthropology co-op committee, which includes the student's advisors. Please see §31.310 for specific details concerning the curriculum.

**Translation Co-op**

Program Director: Dr. Danièle Marcoux, 514-848-2424, ext. 7894

The Translation co-operative program is offered to students enrolled in a specialized BA in Translation. The academic content of the Translation co-op program is identical to that of the regular program; however, the required work terms provide the co-op students with the unique opportunity to apply their translation skills in the government and corporate sectors. Work opportunities are found in environments such as government ministries, communication departments, and various organizations such as technical publishers, consultants, advertising agencies, and similar. Please see §31.110 for specific details concerning the curriculum.

**Co-op programs offered in the John Molson School of Business:****Accountancy Co-op**

Program Director: Tara Ramsaran, 514-848-2424, ext. 2756

The Accountancy co-operative program is available to students who are enrolled in the BComm program and are majoring in Accountancy. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.40 for specific details concerning the curriculum.

**Business Technology Management (formerly Management Information Systems) Co-op**

Program Director: Dr. Raul Valverde, 514-848-2424, ext. 2968

The Business Technology Management co-operative program is available to students who are enrolled in the BComm program and are majoring in Business Technology Management. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.50 for specific details concerning the curriculum.

**Finance Co-op**

Program Director: Jay Mannadiar, 514-848-2424, ext. 2919

The Finance co-operative program is available to students who are enrolled in the BComm program and are majoring in Finance. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. Most of the positions will be in the Montreal area; however, students must be prepared to work in other parts of Canada. Please see §61.70 for specific details concerning the curriculum.

**Human Resource Management Co-op**

Program Director: Barbara Shapiro, 514-848-2424, ext. 2780

The Human Resource Management co-operative program is available to students who are enrolled in the BComm program and are majoring in Human Resource Management. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.90 for specific details concerning the curriculum.

**International Business Co-op**

Program Director: Dr. Mehdi Farashahi, 514-848-2424, ext. 2923

The International Business co-operative program is available to students who are enrolled in the BComm program and are majoring in International Business. The academic content is very similar to that of the regular program, with specific recommendations for courses designed to improve and enhance the student's quality of work performance. Positions for work terms are not limited to the Montreal area, and may include one work term outside of Canada. Please see §61.80 for specific details concerning the curriculum.

**Marketing Co-op**

Program Director: Harold J. Simpkins, 514-848-2424, ext. 2955

The Marketing co-operative program is available to students who are enrolled in the BComm program and are majoring in Marketing. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.100 for specific details concerning the curriculum.

**Supply Chain Operations Management Co-op**

Program Director: Dr. Raul Valverde, 514-848-2424, ext. 2968

The Supply Chain Operations Management co-operative program is available to students who are enrolled in the BComm program and are majoring in Supply Chain Operations Management. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.50 for specific details concerning the curriculum.

**Co-op programs offered in the Faculty of Engineering and Computer Science:****Building and Civil Engineering Co-op**

Program Director: Dr. Zhenhua Zhu, 514-848-2424, ext. 5948

The Building and Civil Engineering programs are offered in the co-op format to selected students pursuing undergraduate studies leading to the degree of BEng. The academic content of the co-op program is identical to that of the regular program but requires one additional course per term. Work-term opportunities range from a variety of industrial, government, and consulting organizations in and out of town. Students are encouraged to choose work terms in both public and private sectors, and to mix office experience with site work. Please refer to §71.10.8 and 71.50 for specific information on program and performance requirements.

**Electrical and Computer Engineering Co-op**

Program Director: Dr. Mustafa K. Mehmet Ali, 514-848-2424, ext. 8896

The Electrical and Computer Engineering programs are offered in the co-op format to selected students pursuing undergraduate studies leading to the degree of BEng. The academic content of the co-op program is identical to that of the regular program but requires one additional course per term. Work-term opportunities range from a variety of industrial, government, and consulting organizations in and out of town. Students are encouraged to choose work terms in both public and private sectors, and to mix office experience with site work. Please refer to §71.10.8 and 71.30 for specific information on program and performance requirements.

**Mechanical and Industrial Engineering Co-op**

Program Director: Dr. Henry Hong, 514-848-2424, ext. 3154

The Mechanical and Industrial Engineering programs are offered in the co-op format to selected students pursuing undergraduate studies leading to the degree of BEng. The academic content of the co-op program is identical to that of the regular program but requires one additional course per term. Work-term opportunities range from a variety of industrial, government, and consulting organizations in and out of town. Students are encouraged to choose work terms in both public and private sectors, and to mix office experience with site work. Please refer to §71.10.8 and 71.40 for specific information on program and performance requirements.

**Software Engineering Co-op**

Program Director: Dr. Rajagopalan Jayakumar, 514-848-2424, ext. 3011

The Computer Science and Software Engineering Department offers a co-operative program in Software Engineering. This is a four-year program which will lead to professional engineering qualifications in Software Engineering. The academic content is a mix of Computer Science and Engineering courses and is similar to that of the regular programs. Please see §71.70 for further details.

**Computer Science Co-op**

Program Director: Dr. Rajagopalan Jayakumar, 514-848-2424, ext. 3011

All options in the Computer Science program are offered in the co-op format to selected students enrolled in the BCompSc program. Co-op students in Computer Science take the regular academic program; however, they have the opportunity through the work terms to experience computer science in the government and corporate sectors. As students near the end of their studies, they are able to choose work terms directly related to their option, e.g. information systems, software systems, or computer applications. Please refer to §71.10.8 and 71.70 for specific information on program and performance requirements.

## Co-op programs offered in the Faculty of Fine Arts:

### Art History Co-op

Program Director: Dr. Alice Ming Wai Jim, 514-848-2424, ext. 5376

The Art History co-operative program is available to students who are enrolled in the BFA program and are majoring in Art History. The academic content is the same as that of the regular program, with specific recommendations for courses designed to improve and enhance the student's quality of work performance. While most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §81.50 for specific details concerning the curriculum.

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## CO-OP SCHEDULES

Activity flow chart for students undertaking their programs in the co-op format:

### FACULTY OF ARTS AND SCIENCE

#### Bachelor of Arts or Science (Co-operative)

Chemistry and Biochemistry, Mathematics and Statistics

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	Term 1	Term 2	Work Term 1
<b>Year 2</b>	Term 3	Work Term 2	Term 4
<b>Year 3</b>	Work Term 3	Term 5	Work Term 4
<b>Year 4</b>	Term 6	Graduate	

Economics

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	Term 1	Term 2	Work Term 1
<b>Year 2</b>	Term 3	Work Term 2	Term 4
<b>Year 3</b>	Work Term 3	Term 5	Term 6
<b>Year 4</b>	Graduate		

Journalism, Physics

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	Term 1	Term 2	Work Term 1
<b>Year 2</b>	Term 3	Term 4	Work Term 2
<b>Year 3</b>	Work Term 3	Term 5	Off/Term 6
<b>Year 4</b>	Term 6	Graduate	

Political Science, Translation

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	Term 1	Term 2	Term 3
<b>Year 2</b>	Work Term 1	Term 4	Work Term 2
<b>Year 3</b>	Term 5	Work Term 3	Term 6
<b>Year 4</b>	Graduate		

Sociology and Anthropology

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	Term 1	Term 2	Work Term 1
<b>Year 2</b>	Term 3	Term 4	Work Term 2
<b>Year 3</b>	Work Term 3	Term 5	Off/Term 6
<b>Year 4</b>	Term 6/7	Graduate	

### JOHN MOLSON SCHOOL OF BUSINESS

#### Bachelor of Commerce (Co-operative)

Accountancy, Business Technology Management (formerly Management Information Systems), Finance, Human Resource Management, International Business, Marketing, Supply Chain Operations Management

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	Term 1	Term 2	Term 3
<b>Year 2</b>	Work Term 1	Term 4	Work Term 2
<b>Year 3</b>	Term 5	Work Term 3	Term 6
<b>Year 4</b>	Graduate		

## FACULTY OF ENGINEERING AND COMPUTER SCIENCE

### Bachelor of Engineering (Co-operative)

All Engineering programs except Software

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Term 3
Year 2	Work Term 1	Term 4	Term 5
Year 3	Term 6	Work Term 2	Work Term 3
Year 4	Term 7	Term 8	Graduate

Software Engineering

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Term 3
Year 2	Work Term 1	Term 4	Work Term 2
Year 3	Term 5	Term 6	Work Term 3
Year 4	Term 7	Term 8	Graduate

### Bachelor of Computer Science (Co-operative)

All Computer Science programs

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Work Term 1
Year 2	Term 3	Work Term 2	Term 4
Year 3	Term 5	Work Term 3	Term 6
Year 4	Graduate		

## FACULTY OF FINE ARTS

### Bachelor of Fine Arts (Co-operative)

Art History

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Work Term 1
Year 2	Term 3	Term 4	Work Term 2
Year 3	Work Term 3	Term 5	Term 6
Year 4	Graduate		

*NOTE 1:* The above activity flow chart is for students admitted into the co-op format in the fall term of the first year of their academic program. However, students may be admitted at the start of the winter term, following their September entry, with special permission. All are required to register as full-time students, and they must plan their studies to give a reasonable division of the total credits required for their degree between the specified number of campus terms. Students eligible to apply for NSERC grants should note that they must take at least 15 credits per term to be considered.

*NOTE 2:* The work term negotiated with the employer is for a minimum of 12 weeks. Extension beyond this period, to a maximum of 17 weeks, is at the sole discretion of the employer. To complete the requirements of each work term, a student's work performance and work-term report must be assessed as "pass" in accordance with the procedure specified under "Co-op Performance Requirements."

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## INDUSTRIAL EXPERIENCE AND PROFESSIONAL EXPERIENCE OPTIONS

Following the philosophy of co-operative education, the University, through the Institute for Co-operative Education, offers the Industrial Experience option to all undergraduate students in Engineering and Computer Science; the Professional Experience option to undergraduate students in Physics in the Faculty of Arts and Science; and the Professional Experience option to undergraduate students in Design and Computation Arts in the Faculty of Fine Arts.

The work term for the Industrial Experience and Professional Experience options normally begins in May or June and runs for a minimum of 12 consecutive weeks. Work during this period is full-time, and students are paid by the employer at competitive rates. Following completion of the work term, students return to the University to complete the remaining courses for their undergraduate degree. It is not possible to guarantee that all students wishing to participate in an Industrial Experience or Professional Experience work term will be able to do so.

### Admission Requirements

Students in all programs in Engineering and Computer Science who have a minimum GPA of 2.30 (cumulative and last annual) are eligible to apply for the Industrial Experience option. They must also have completed a minimum of 24 credits in their academic program and have a minimum of 20 credits left to complete before the end of their academic program.

Students in the Physics program in the Faculty of Arts and Science who have a minimum GPA of 2.70 (cumulative and last annual) and students in the Computation Arts and Design programs in the Faculty of Fine Arts who have a minimum GPA of 2.50 (cumulative and last annual) are eligible to apply for the Professional Experience option. They must also have completed a minimum of 24 credits in their academic program and have a minimum of 12 credits left to complete before the end of their academic program.



### **Work Terms**

For Industrial Experience, students in Engineering may complete one, two, or three work terms, while students in Computer Science may complete one to two work terms. During the work term, students register in work experience courses (ENGR 107, 207, 307 for Engineering [see §71.20.8] or COMP 107, 207 for Computer Science [see §71.70.7]) and are considered to be full-time students at the University.

For Professional Experience, students may complete one or two work terms. During the work term, students register in work experience courses (PRFX 100, 200) and are considered to be enrolled full-time at the University.

For each work term, all students must complete a work-term report reviewed and graded by the co-op academic director. Students must also submit an Employer's Evaluation completed by their job-site supervisor. Work experience courses are assigned no academic credits, and students receive a grade of pass, fail, or pass with distinction.

The work-term evaluation consists of two components:

1. the student's work-term performance as evaluated by the Director of the Institute for Co-operative Education or delegate, with input from the employer;
2. the work-term report or communications component and presentation, as evaluated by the co-op academic director and the Director of the Institute for Co-operative Education or delegate.

Each component is evaluated separately. Students must successfully complete all required components to pass the work term which is marked on a pass/fail basis. A grade of pass with distinction may also be assigned to each of the work-term courses.

A failing grade for the work term or failure to meet the co-op academic requirements will normally result in the dismissal of the student from the Institute for Co-operative Education.

### **Reflective Learning Courses**

Like co-op students, all Industrial Experience and Professional Experience students are enrolled in Reflective Learning courses concurrently with their work term (ENGR 108, 208, 308 for Engineering; COMP 108, 208 for Computer Science; PRFX 101, 201 for Arts and Science and Fine Arts). They are each 3-credit extension courses connected to the work term and are above and beyond the credit requirements of the students' academic program. The credits earned from the Reflective Learning courses are not transferable, nor are they included in the assessment of full- or part-time status. They are graded on a pass/fail basis.

### **Fees**

Students should note that a fee exists to cover in part the administrative costs particular to the Industrial Experience and Professional Experience options. The fees are not refundable after the University's published DNE deadline dates. The payment of the co-op fees follows the same deadlines as the deadline for the payment of tuition fees. For specific deadlines, visit [concordia.ca/admissions/tuition-fees/fee-payment-deadlines.html](http://concordia.ca/admissions/tuition-fees/fee-payment-deadlines.html).

Industrial Experience students pay \$185 for each of the two terms prior to and during the work term. In addition, they pay tuition and fees associated with each 3-credit Reflective Learning course.

Professional Experience students pay \$185 for each of the two terms prior to and during the work term. In addition, they pay another \$185 for each 3-credit Reflective Learning course.

Detailed information about the Industrial Experience and Professional Experience options is available from the Institute for Co-operative Education.

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