

# **Institute for Co-operative Education**

## **Section 24**

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The University through the Institute for Co-operative Education offers a variety of structured work-integrated learning programs in a number of departments across all Faculties. Please visit the website for a complete list of programs: [concordia.ca/academics/co-op/programs](http://concordia.ca/academics/co-op/programs).

### **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, primarily based on academic performance, and may include prerequisite courses and other factors such as extracurricular activities, communication skills, motivation, personality, and drive. Applicants must be legally eligible to work in Canada. International students are required to obtain a Canadian work permit.

Students applying to co-op should complete the appropriate section on the University Admissions form. Please refer to [concordia.ca/academics/co-op](http://concordia.ca/academics/co-op) for program, application, and admission details.

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. The fee 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 as those requiring the normal number of terms.

The payment of the co-op fee is spread over a number of terms (fall term, winter term, and summer session). The number of terms and the level of the fee depend on the student's year of entry to the co-op program. Please refer to the Institute website ([concordia.ca/academics/co-op/students/fees.html](http://concordia.ca/academics/co-op/students/fees.html)) for detailed fee information.

- For students admitted to a co-op program in their first year, the co-op fee is payable in each of the first **eight** terms (fall term, winter term, or summer session) 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** terms (fall term, winter term, or summer session) 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. However, should a student withdraw from co-op, no future fees will be charged. 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 program are required to maintain a minimum cumulative GPA of 2.50 to continue in the co-op program. A faculty or department may require a higher GPA and may have additional requirements to continue in the co-op program. Students are advised to consult with the co-op academic director of their program for the specific requirements of their program or if they wish to apply to a co-op program after their initial admission.

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 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**

Please see the following Faculty sections of the Undergraduate Calendar for a list of co-op programs by Faculty, and Faculty-level requirements:

Arts and Science: §31.515

John Molson School of Business: §61.25

Gina Cody School of Engineering and Computer Science: §71.10.8

Fine Arts: §81.10

For a complete list of current undergraduate co-op programs, sequence of work and study terms, and contact information, please refer to the website: [concordia.ca/academics/co-op](http://concordia.ca/academics/co-op).

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## INDUSTRIAL OR PROFESSIONAL EXPERIENCE OPTIONS

Following the philosophy of co-operative education, the University, through the Institute for Co-operative Education, offers Industrial or Professional Experience options to all undergraduate students in programs that offer them.

The work term for the Industrial or Professional Experience options 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 may be required to 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 or Professional Experience work term will be able to do so.

### Admission Requirements

Students in all programs who have a minimum cumulative GPA of 2.50 are eligible to apply for the Industrial or Professional Experience option if their program offers them. Some departments may have a different requirement to be accepted into and remain in the option. Please check with the co-op academic director of the respective program for more details.

### Work Terms

Students in the Industrial or Professional Experience options may complete one or two work terms. For each work term, students are registered in their work experience courses. As with the co-op option, students are considered full-time students at the University during their work terms.

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 or fail.

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 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 or Professional Experience students are enrolled in Reflective Learning courses concurrently with their work term. 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 costs particular to the Industrial and Professional Experience options. The fees are not refundable. However, should a student withdraw from the INEX or PREX options, no future fees will be charged. The payment of the 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](http://concordia.ca/admissions/tuition-fees/fee-payment-deadlines).

The payment of the fee is spread over a number of terms (fall term, winter term, and summer session). The number of terms and the level of the fee depend on the student's year of entry and completion of the program. Please refer to the Institute website ([concordia.ca/academics/co-op/students/fees](http://concordia.ca/academics/co-op/students/fees)) for detailed fee information.

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

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## ACCELERATED CAREER EXPERIENCE OPTION

Following the philosophy of co-operative education, the University, through the Institute for Co-operative Education, offers Accelerated Career Experience to all undergraduate students in Faculties and programs that offer it.

The work term for the Accelerated Career Experience option runs for a minimum of 12 and a maximum of 16 consecutive months. Work during this period is full-time, and students are paid by the employer at competitive rates. Following completion of the 12- to 16-month 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 Accelerated Career Experience work term will be able to do so.

### Admission Requirements

Students in all programs who have a minimum cumulative GPA of 2.70 are eligible to apply for the Accelerated Career Experience option if their program offers it. Specific eligibility criteria and admission information can be found on the website [concordia.ca/academics/co-op](http://concordia.ca/academics/co-op), and Faculty-level requirements in the Faculty sections of the Calendar (Gina Cody School of Engineering and Computer Science: §71.10.8; John Molson School of Business: §61.25). Some employers may have additional requirements to apply to a position.

**Work Terms**

Students in the Accelerated Career Experience option may complete one 12- or 16-month work term. Students are registered in their work experience courses (ACCE 100, 200, 300, 400) and are considered to be full-time students during enrolment in these courses. For the 12- or 16-month 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.

The work-term evaluation consists of three 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 component as evaluated by the co-op academic director and the Director of the Institute for Co-operative Education or delegate;
3. the work-term presentation component as evaluated by the job-site supervisor and a group representing the management or executive of the hosting organization.

Some employers may have additional requirements to evaluate the student on a work term.

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

**Fees**

Students should note that a fee exists to cover in part the costs particular to the Accelerated Career Experience option.

Accelerated Career Experience students pay fees for the three or four terms of the 12- to 16-month work term. Please refer to the Institute website ([concordia.ca/academics/co-op/students/fees](http://concordia.ca/academics/co-op/students/fees)) for detailed fee information. The fees are not refundable. However, should a student withdraw from the Accelerated Career Experience option, no future fees will be charged.

The payment of the 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](http://concordia.ca/admissions/tuition-fees/fee-payment-deadlines).

Detailed information about the Accelerated Career Experience option is available from the Institute for Co-operative Education.

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