CO-OPERATIVE EDUCATION PROGRAM’S CODE OF CONDUCT
BUSINESS, COMPUTER SCIENCE and B.A.I.T. PROGRAMS
BISHOPS’ UNIVERSITY

1. INTRODUCTION

The Co-operative Education Program combines a student’s academic program with integrated paid work experiences through full-time co-op placements and regular academic sessions. The co-op placements are designed to present the students with the opportunity to blend theory and practice and to gain relevant work experience.

Each co-operative placement is between 12 and 16 weeks in length and the student will be registered in a 3-credit Co-operative Placement activity (BMG/CS 391, BMG/CS 392, BMG/CS 393). All co-op placements must be completed before the beginning of the student’s final academic semester. While every effort will be made to support students in finding suitable placements, no guarantee of placement can be made since the employment process is competitive and subject to market conditions.

For more information on important dates, deadlines and updates, students are invited to consult the Co-operative Education section on the Bishop’s University website at www.ubishops.ca/coop.

2. ADMISSION TO THE CO-OPERATIVE EDUCATION PROGRAM

To be eligible for admission to the Co-operative Education Program, students must:

- Submit a complete application package;
- Be a full-time student in the Honours B.B.A., B.B.A., B.A. Business Major, Computer Science or B.A.I.T. programs;
- Have successfully completed BMG191; and
- Have a minimum cumulative average of 70% upon application.

Students receiving advanced credits will be evaluated on a case-by-case basis; however, students who receive advanced credits in excess of 54 credits or who are in business as a second major will not be eligible for the Co-operative Education Program.

Students who are in their first year of studies will be given admission priority. All other students will be evaluated on a case-by-case basis.

3. CO-OPERATIVE EDUCATION STATUS

A student is required to maintain a minimum cumulative average of 70% and its full-time status in order to be eligible to remain in the Co-operative Education Program and to participate in any of the program’s activities.

Also, students who accept an offer for a co-op placement and neglect or cancel the contract with the employer will not be able to remain in the Co-operative Education Program.
4. CO-OPERATIVE EDUCATION PROGRAM TIMELINE

4.1 FALL

Co-operative Education students must complete BMG191: Fundamentals of Workplace Preparation and Professional Development (1 credit) training laboratory. This lab is offered only in the fall semester and it does not count towards the degree.

- **This course must be successfully completed before doing the first co-op placement and is not included in the calculation of the cumulative average.**

4.2 WINTER

All Co-operative Education students must attend a Co-operative Education “refresher” meeting every following winter semester.

- **This meeting is required to review the Co-operative Education Program policies and the Co-operative Education students’ responsibilities as well as to answer any questions regarding the co-op placements.**

Co-operative Education students actively search for their co-op placements.

- **Students are welcome to meet with their Co-operative Education Advisor for coaching pending enough notice for a meeting to be scheduled.**

4.3 SUMMER

Co-operative Education students complete BMG/CS 391: Co-operative Education Placement I (3 credits)

- **This placement must be successfully completed before doing the second placement**

Co-operative Education students complete BMG/CS 392: Co-operative Education Placement II (3 credits)

- **This placement must be successfully completed before doing the third placement**

Co-operative Education students complete BMG/CS 393: Co-operative Education Placement III (3 credits)

- **Students who were advanced at least 24 credits will not be required to complete this third co-op placement to graduate with the Co-operative Education Profile. Students who were advanced less than 24 credits will be required to complete this third co-op placement.**

**Note:** Placements BMG 391, 392 and 393 will be considered as Business electives and will count towards the 120-credit business programs. For students completing a B.A. Business Major, these activities will only be recognized in the “Business or non-Business electives (18 credits)” component of the program. As for placements CS 391, 392 and 393, count towards the Computer Science or the B.A.I.T. programs as electives. **These co-op placements will be subject to all Tuition and Compulsory fees for a 3-credit course (See Academic Calendar for amounts that apply to your student status).**
5. **CO-OPERATIVE EDUCATION STUDENTS’ RESPONSABILITIES**

Co-operative Education students are expected to:

- Read the *Recruiting Ethics* document developed by Co-operative Education & Work-Integrated Learning Canada (CEWIL) when preparing for interviews;
- Represent Bishop’s University in a professional, ethical and responsible manner at all times;
- Demonstrate a positive attitude regarding feedback and advice given by the Co-operative Education Advisor; and
- Comply with reasonable instructions, given orally or in writing, by the Co-operative Education Advisor as well as with the Co-operative Education Program’s regulations, rules, practices and procedures.

5.1. **Before the co-op placement, students must:**

- Complete the BMG191 Workplace Preparation and Professional Development training laboratory prior to applying for the Co-operative Education Program and to undertake their first Co-operative placement. If students find their own co-op placement without having completed BMG191 in the previous Fall semester, and have the 70% required to be accepted into the Co-operative Education Program, they will be asked to complete BMG191 in the next Fall semester;
- Attend all workshops/meetings required by the Co-operative Education Advisor. They are responsible to make alternate arrangements with the Co-operative Education Advisor if they cannot attend;
- Understand that they are responsible to find their own co-op placement;
- Respond to job offers in a timely and professional manner;
- Apply only on co-op placements for which they are qualified and have an interest;
- Ensure that their resumes and cover letters are clean, professional, free of any grammatical errors, and that the information they contain is accurate and up-to-date;
- Ensure that documents sent to the Co-operative Education Advisor are formatted in the requested style and meet all requirements. If not the Co-operative Education Advisor has the right to refuse to send them to an employer;
- Prepare adequately for interviews. They may request help from the Co-operative Education Advisor pending enough notice for a meeting to be scheduled;
- Inform the Co-operative Education Advisor once a job offer is accepted and provide her with their direct supervisor’s information as soon as possible; and
- Honour their co-op placement contract with the employer. Once an employer’s offer is accepted, either verbally or in writing, the student will not be allowed to participate in other interviews facilitated by the Co-op office. Also, when the Co-operative Education Agreement is signed, students are automatically registered to a 3-credit university activity (BMG/CS 391, 392, 393) and are required to pay the associated tuition fees. They are expected to complete the co-op placement and not to drop from the university activity. A student who decides to drop the university activity and/or the co-op placement will no longer be eligible to remain in the Co-operative Education Program.
5.2. During the co-op placement, students must:

- Honour all policies, regulations, and practices as outlined by the employer;
- Perform the tasks identified in the contract with the employer;
- Maintain contact with the Co-operative Education Advisor and inform the Co-operative Education Office of any concerns or issues relating to the Co-operative Education program or co-op placement as they arise; and
- Participate in the evaluation process that their direct supervisor will be completing in the middle and at the end of their co-op placement.

5.3. Evaluations and Co-op Placements Reports

Each course is graded on a pass/fail basis and this grade is not included in the student’s cumulative average. The evaluation is the responsibility of the Department Chair. Successful completion of the co-op placement is based upon the receipt of a satisfactory job performance report from the employer and a satisfactory co-op term report and self-evaluation submitted by the student. The same academic regulations apply as for other courses taken at Bishop’s University for the evaluations of the co-op placements.

The job performance report will be completed by the employer, using guidelines supplied by the Co-operative Education Office. It is the student’s responsibility to participate in the evaluation process and ensure that the employer sends the completed evaluations to the Co-operative Education Advisor. Employer evaluations are confidential and are not reported on the student’s transcript.

The co-op term report covers the comprehensive analysis of competencies acquired during the co-op placement. An outline of relevant competencies will be provided to students.

Failure to meet the above responsibilities may lead to a course failure or the removal from the Co-operative Education Program.
6. **EMPLOYERS’ RESPONSABILITIES**

All employers involved in the Co-operative Education Program are expected to:

- Read the *Recruiting Ethics* document developed by Co-operative Education & Work-Integrated Learning Canada (CEWIL) prior to hiring a Bishop’s University student;
- Provide detailed and accurate job descriptions which includes tasks and projects to be expected, qualifications required, application deadline, contract period, salary, etc.;
- Provide meaningful tasks that are relevant to the student’s area of study. Provide notice of interviews time and cancellations;
- Ensure that students’ supervisors have the qualifications, knowledge, skills, time and the interests to support students in their co-op placements;
- Meet with students at the beginning of the co-op placements to explain your workplace policies and regulations and to discuss the contract’s terms;
- Meet regularly with students to facilitate their work integration, the completion of their tasks and to provide them with guidance and support;
- Complete students evaluations and meet with them to share your observations;
- Forward students evaluations to the Co-operative Education Advisor at the middle and the end of the co-op placement; and
- Inform the Co-operative Education Office of any concerns or issues relating to the program or co-op placement as they arise.

7. **CO-OPERATIVE EDUCATION OFFICE’S RESPONSABILITIES**

The Co-op Education Office is expected to:

- Remain current with the *Recruiting Ethics* document developed by Co-operative Education & Work-Integrated Learning Canada (CEWIL);
- Ensure the integrity of the Co-operative Education Program;
- Disseminate Co-operative Education Program information to potential and current students;
- Provide professional development support to Co-operative Education students as needed. It includes resume review, support for job search and interview preparation;
- Develop and maintain relationships with employers that are part of the Co-operative Education Program through on-going follow-up practices;
- Provide support and guidance to students and employers during the selection process as well as before and during the co-op placements;
- Facilitate the logistics requirements for interviews on the university campus, if required by the employers;
- Serve as the official liaison between Bishop’s University and the employers for all administrative issues relating to the Co-operative Education Program; and
- Make regular contact with students and employers to ensure the quality of co-op placements and inform them of any concerns or issues relating to the program or position as they arise.

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2. Ibid
3. Ibid