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APPROVED BY:	Durham College Leadership Team
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1. Introduction

Cooperative education (co-op), work terms and internship are forms of work-integrated learning (WIL) that support students making the transition from academics to employment. By integrating course work with hands-on job experience, students become more aware of potential career paths and develop their employability skills while meeting employer needs and program learning outcomes.

2. Purpose

This policy and procedure outline the framework by which co-ops, work terms and internships are managed at Durham College (DC).

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Co-op, work term and internship deliveries are developed collaboratively between academic schools, the Experiential Learning Office (EL Office) and the Centre for Teaching and Learning (CTL).
- 4.2. Co-op, work terms and internships can vary in duration, may be in-person or remote and may be eligible for employer tax credits.
- 4.3. Not all post-secondary programs will have a co-op, work term or internship option, and seat availability may be limited.
- 4.4. Co-op, work-term and internship options are available only to full-time students registered in post-secondary programs.
- 4.5. Students must apply to transfer to the co-op, work term or internship option of their program.
- 4.6. All co-op, work term and internship options will have published eligibility and admission criteria. Individual employers may have additional requirements.

- 4.7. Administrative fees will be levied to register in a co-op, work term or internship option.
- 4.8. All co-op, work term and internship experiences must be documented and approved by the EL Office in advance of them occurring.
- 4.9. Unless a student requests otherwise, all co-op, work term and internships are paid employment.
- 4.10. Administrative decisions regarding co-op, work term or internship fees, eligibility, qualifications to transfer or withdrawals may be appealed.
- 4.11. Successful completion or failure of a co-op, work term or internship will be noted on a student's transcript.
- 4.12. This policy does not apply to other forms of work-integrated learning or on-campus employment, including but not limited to: mandatory degree placements; field placements; apprenticeships; DC Works; IWorks; or the College's summer employment program.

5. Procedure

- 5.1. Inclusion of a Co-op, Work Term or Internship Option in Programs of Study
 - 5.1.1. Program teams seeking to include one or more co-op, work term or internship option in a new or existing program of study, or in an additional intake of an existing program, must complete the Co-op Information and Planning Form and submit it to the EL Office for review.
 - 5.1.2. The inclusion of one or more co-ops, work terms or internships in a program of study must be presented to the Program Proposal Review Committee (PPRC) and approved by the Executive Vice President, Academic.
- 5.2. Eligibility for and Admission to Co-op, Work Term or Internship Options
 - 5.2.1. Students must be registered as full-time or equivalent in a program with a co-op, work term or internship option. During their first academic year, students must apply to transfer to the co-op, work term or internship option. Deadlines for applications are communicated through the EL Office.
 - 5.2.2. Decisions to transfer students are dependent on the availability of job opportunities and students are required to:
 - meet a minimum Semester Grade Point Average;
 - complete all program course credits on-cycle with their program of study;
 - be in academic "Good Standing";

- have no holds on their college accounts;
 - not be the subject of any ongoing disciplinary matter; and
 - complete an online application process as prescribed by the EL Office.
- 5.2.3. Students will be informed in writing of the outcome of their application to a co-op, work term or internship option, and successful applicants will be transferred automatically. Transfer to a co-op, work term or internship option of a program does not guarantee work term employment.
- 5.2.4. To maintain their eligibility for a co-op, work term or internship, students must continue to meet the option's academic requirements, as well as:
- participate fully in the job search and interview processes;
 - demonstrate professional behaviours at all times; and
 - pay an administrative fee by a published deadline.
- 5.2.5. Students who become ineligible or decide to withdraw from a co-op, work term or internship option may be transferred to the non-co-op option of their program and must meet all program requirements.
- 5.3. Fees and Fee Refunds
- 5.3.1. An administrative fee is assessed to all students in a co-op, work term or internship option, for services provided prior to, during and after the experiential learning opportunity.
- 5.3.2. Administrative fees are normally applied to a student's account in the academic semester prior to the scheduled co-op, work term or internship, and after the transfer is processed in the Office of the Registrar.
- 5.3.3. Payment of fees does not guarantee a student will be hired by an employer for a co-op, work term or internship. The administrative fee is not refunded to students who are unable to secure employment.
- 5.3.4. The administrative fee is refundable prior to the first 10 days of the academic semester in which the fee is assessed. Requests for a refund after this date must be made in writing through the Office of the Registrar's fee appeal process.
- 5.3.5. Refunds are only considered in extenuating circumstances. Failure to secure a co-op, work term or internship does not qualify a student for a refund.

5.4. Participating in a Co-op, Work Term or Internship

- 5.4.1.** Students are expected to participate fully in the job search and interview processes. Detailed expectations are published in the Manual for Students in Co-op and Work Term Options, which is provided to all students by the EL Office.
- 5.4.2.** In addition to the College's requirements to participate in a co-op, work term or internship, employers may have additional pre-employment requirements, including but not limited to:
 - criminal records check;
 - vulnerable sector check;
 - a valid driver's license;
 - security clearance; and/or
 - first aid training.

Students are responsible for any costs associated with pre-employment requirements.

- 5.4.3.** Student performance during their employment in a co-op, work term or internship is determined by their employer. Termination from a co-op, work term or internship will result in course failure, and the student may be transferred to the corresponding non-co-op program.
- 5.4.4.** Students are responsible for their own housing, including any costs should they need to relocate to participate in a co-op, work term or internship.
- 5.4.5.** Complaints from students or employers that arise during a co-op, work term or internship experience must be directed to a Co-op Coordinator in the EL Office. Complaints will be addressed in collaboration with the appropriate school office.
- 5.4.6.** Participation in a co-op, work term or internship opportunity may impact a student's financial status with the Ontario Student Assistance Program, loans, bursaries or scholarships. Students are responsible for being aware of these impacts prior to participation.

5.5. Insurance and Workplace Accidents/Injuries

- 5.5.1.** Workplace insurance will normally be provided by the student's employer. Where not provided, the EL Office will arrange for insurance under the College's standalone policy, in conjunction with the Office of Risk Management. Students with an unpaid co-op, work term or internship also require insurance coverage.

- 5.5.2. Should a student experience a personal accident or personal injury in the workplace, they must immediately inform their employer and follow the prescribed reporting process at their place of employment.
 - 5.5.3. Following a report to their employer, a student must notify the EL Office.
 - 5.5.4. Within one (1) calendar day, the student must also complete DC's Accident/Injury form and submit it to the Office of Risk Management.
- 5.6. Withdrawal or Deferral of a Co-op, Work Term or Internship
 - 5.6.1. Students who wish to defer a co-op, work term or internship may request to do so in writing, to the EL Office. Deferrals may be granted, based on the program of study and in accordance with program progression limits. Deferrals may delay graduation.
 - 5.6.2. Students who wish to withdraw from the co-op, work term or internship stream of their program must do so in writing, to the EL Office. Students may be involuntarily withdrawn from a co-op, work term or internship, at the discretion of the EL Office and in consultation with the relevant school office.
 - 5.6.3. Students who are withdrawn may be transferred to the non-co-op program stream and if so, are required to meet all academic and financial requirements for the non-co-op program stream.
- 5.7. International Students
 - 5.7.1. International students must have a valid study permit, co-op work permit and Social Insurance Number to be eligible to work in Canada. Students should consult with the International Education Office prior to applying to a co-op, work term or internship option of a program.
 - 5.7.2. Co-op, work term and internship employers of international students may require proof of eligibility to work in Canada.
- 5.8. Workplace Accommodations
 - 5.8.1. Students registered with the Access and Support Centre may require accommodations during the job search process, the interview process and/or in the workplace.
 - 5.8.2. Students should discuss their accommodation needs with their Accessibility Coach and the Co-op Co-ordinator as soon as possible.
 - 5.8.3. If, as part of a student's accommodations, they are on a reduced course load, the timing of a transfer into the co-op, work term or internship option of a program may be affected.

5.9. Graduation

- 5.9.1. Students who complete all requirements for the co-op, work term or internship stream of their program will graduate with that designation noted in their academic record and published on their transcripts.
- 5.9.2. Co-op, work term and internship designations are not published on a student's parchment.

6. Roles and responsibilities

- 6.1. It is the responsibility of the Office of the Executive Vice President, Academic to ensure this policy is fully implemented.
- 6.2. It is the responsibility of the Experiential Learning Office to support the Centre for Teaching and Learning in the review of inclusion of new co-op, work term or internship options in programs of study; assist students in preparing for co-op, work term or internship experiences; and monitor student progress throughout.
- 6.3. It is the responsibility of the Executive Dean/Dean or Associate Dean to ensure consultation with the Experiential Learning Office and Centre for Teaching and Learning during the development or revision of programs of study with a co-op, work term or internship option; collaborate with the Experiential Learning Office on the expansion of co-op, work terms or internships to additional program intakes; and support the resolution of complaints related to a co-op, work term or internship experience.
- 6.4. It is the responsibility of students to ensure they understand and comply with the expectations and requirements for participating in a co-op, work term or internship experience, including assessing potential personal financial impacts.
- 6.5. It is the responsibility of the Office of the Registrar to maintain academic records associated with this policy.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy could result in negative student and/or employer experiences, thereby damaging the quality of Durham College's work-integrated learning and reputation.

9. Related forms, legislation or external resources

- Accident/Injury form
- Co-operative Education Transfer form
- Co-op Information and Planning form
- COVID Informed Consent and Assumption of Risk form
- Internship Transfer form
- Program of Study Major Change form
- Request for Student Travel Outside Ontario form
- Schedule T2SCH550 - Ontario Co-Operative Education Tax Credit
- Stand Alone Insurance application
- Request for Student Travel Outside Ontario form