

UNIVERSITY OF PRINCE EDWARD ISLAND

BUSINESS CO-OPERATIVE EDUCATION

# Student Handbook 2011- 2012

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Your Competitive Advantage

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## Recruiting Ethics

The successful recruitment of Co-operative Education students depends upon the collective activities of three parties – the interested employer, the Co-op student, and the associated educational institution.

### A. Employer Ethics

- Offer paid and productive work opportunities
- Provide accurate job posting information including salary and location
- Provide reasonable notice of candidates to be interviewed and of interview cancellations
- Respect an institution's schedule regarding job postings, interview arrangements, job offers, etc., and heed the Co-operative Education policies and procedures of an institution
- Allow all job offers to be made through the Co-op office
- Not discuss job offers or rankings with candidates before, during, or following an interview
- Not seek a candidate's assessment of another candidate
- Not make multiple job rankings or offers unless prepared to accept multiple candidates
- Honor all matches, and not rescind offers of employment
- Confirm all job offers in writing
- Not translate a Co-op assignment into a full-time position encouraging a student to settle for less education
- Fully participate in the evaluation process

### B. Student Ethics

- Abide by the Co-op policies & procedures of the institution
- Ensure that employers have accurate information regarding their qualifications
- Notify the Co-op office, well in advance, if interviews must be rescheduled or cancelled
- Not discuss or mislead employers about their ranking or job acceptance intentions, and not provide information to employers on other students or employers
- Honor their acceptance of employment as a contractual agreement with the employer and proceed with a Co-op position once a job offer has been accepted
- Fully participate in the evaluation process

### C. Institution's Ethics

- Inform students, employers and other interested parties of institutional policies and procedures
- Provide equal services to all students and employers
- Accommodate employers' reasonable requests for job postings, interview space, and presentation facilities
- When available, provide students with accurate information on all recruiting employers
- Notify the employer of any hiring limitations prior to them conducting interviews
- Notify employers of any students who, after being hired, are not academically eligible to continue their program.

Source: *Canadian Association for Co-operative Education- Recruiting Ethics*

**Please read the following information carefully.**

Students can acquire up to 3 academic credits through the Co-operative Education Program. The first course number is 293, the second is 393 and the third is 493. For each Co-op credit students must register in **two** course components: BCOP and Bus.

Students must complete three primary components for each of the three credits which are: the Peak Performance Program class modules (BCOP), a work term and a reflective learning journal.

**BCOP - Peak Performance Program Component**

BCOP 293, BCOP 393, and BCOP 493 are the course numbers for the required Peak Performance Program (PPP) class modules. When you register in BCOP 293, 393 or 493 the course fee will be added to your student account. Students will be required to complete the corresponding PPP class modules BCOP 293, 393, or 493 before each work term.

BCOP 293 includes Modules 1- 6 which will be offered first and second semester.

BCOP 393 and BCOP 493 include Modules 7-18. Modules 7-12 will be offered first semester and Modules 13-18 will be offered second semester.

**Bus - Work Term and Course Credit Component**

The registration for the Bus293, Bus393 and Bus493 courses occur with the work term component. The credit(s) will appear on your transcript as Bus293, Bus393 or Bus493. The BCOP Peak Performance Program component class modules must be completed before the student can register for the work term and course credit component, Bus293, Bus393 or Bus493.

\* The course tuition fee will be charged to student accounts when the student registers for each BCOP Peak Performance Program component.

Co-op COURSES	COURSE are completed in the following order:	PREREQUISITE <i>(all courses require the student to be a designated Business Co-op student with a full-time student standing and a minimum average of 65%)</i>	DETAILS	* FEE
293	BCOP 293		Required PPP component; fee is charged	✓
	Bus293	BCOP 293 <b>and</b> permission to register from the Co-op office	Required work term component to complete credit	
393	BCOP 393	Passing grade on B 293	Required PPP component; fee is charged	✓
	Bus 393	BCOP 393 <b>and</b> permission to register from the Co-op office	Required work term component to complete credit	
493	BCOP 493	Passing grade on B 393	Required PPP component; fee is charged	✓
	Bus 493	BCOP 493 <b>and</b> permission to register from the Co-op office	Required work term component to complete credit	

**Registration deadlines for all Business Co-op courses follow the registration deadlines in the UPEI academic calendar.**

If you have a course conflict, encounter any problems or have concerns please contact the Co-op office.

## Steps for the Co-operative Education Program

### 5 Steps to Entering the Co-op Program

#### **Application and Student Agreement**

1. Submit a Co-operative Education Application Package to the Co-op Office
  - Application Form
  - Resume and cover letter
  - Statement of Interest(Handwritten)
2. Applications are reviewed and approved by the Co-op Office
3. You will be notified if accepted, visit the Co-op office to receive your acceptance letter
4. Take the Acceptance Letter to the Accounting Office and **pay the Co-op Entrance Fee.**
5. Bring the proof of payment/receipt to the Co-op Office. The Co-op office will make the formal request to the Registrar's Office to update your University status to include Co-operative Education.

\*Congratulations! You are now a Business Co-op student and have access to the Business Co-op Moodle page.

## **10 Steps for Each Business Co-op Course** (There are three Business Co-op course: 293, 393 and 493)

### **PEAK PERFORMANCE PROGRAM** (Offered fall/winter)

1. Register and attend **BCOP 293/393/493** class sessions prior to a work term
  - Each course has 6 modules
  - The course fee will be charged to the student's UPEI account
  - Submit your Resume and Cover Letter on Moodle for approval
  - You will have access to the Moodle course information under the appropriate section, (i.e., 293.393 or 493)

### **CO-OP WORK TERM**

#### **PROIR TO THE WORK TERM**

2. Submit Work Term Application for approval, If approved, you are permitted to apply for jobs on posted on Moodle.
3. Secure Co-op work term and notify the Co-op Office of being employed
4. On Moodle, submit the following forms:
  - Job Description
  - Letter of Offer
  - Approval to Take More Than One Course During a Work Term (students are permitted to take one course during a work term)
5. Register for the work term **BUS 293/393/493 before the UPEI registration deadline**

#### **DURING THE WORK TERM**

6. Complete Work Term Information Form during your **first week** of work
7. Prepare the Work Journal(Guideline is available on Moodle)
8. A monitoring visit from the Co-op office will be conducted at the student's work place
9. Print and provide the Employer Evaluation Form to the employer

## COMPLETION OF THE WORK TERM

10. Submit the Work Journal(On Moodle), Employer Evaluation Form(Paper) and Student Evaluation Form(On Moodle)

- Grade assigned (pass/fail)
- Students with a passing grade in each course **293,393,493** will receive credit for the course and a “Co-operative Education” notation is entered on the parchment and academic transcripts of undergraduate students who successfully complete the Degree and Co-operative Education requirements.

Details about the Co-op program can also be found in the UPEI Moodle page, Co-op Policy and Procedure manual and on the UPEI website. For clarification regarding any information about Co-op, please contact the Co-operative Education Office.

\*Obtaining your work term: students should consider the following options to obtain a work term:

1. Apply through Moodle for the position posted by the Co-op Office
2. Self-Found: students are encouraged to conduct their own job research with coaching and guidance provided from the Co-op Office. Students who secure their own work term must submit a job description for approval.

# Co-op Job Application Process

## Please Read and Follow Directions Carefully:

When you apply for the posted positions, follow these steps:

- 1.) Create a pdf document which contains both your cover letter (first page) and resume.
- 2.) Save the document so that the title shows the competition number and your name; i.e. B11S-01\_Brown, Joe
- 3.) In Moodle, click on the desired job posting and upload your cover letter and resume as one file

Please Note:

- Applications received that are not titled properly will not be sent to the employer.
- Do NOT send any applications to the Co-op office by e-mail, all postings are done through Moodle.
- Use only Portable Document Format (pdf)
- Apply early, it gives you time if you have to resubmit something
- Put your name on everything you submit
- Apply on lots of different types of jobs; you may be surprised by what you discover in the interview!
- Keep track of the jobs you apply on and **keep a copy of the job description**
- Keep in touch with the Co-op office, i.e. if you are going out of town, please let us know
- Make sure that you provide the Co-op office with your current information, i.e. phone number, email
- Please check your voice mail message, make it suitable for an employer to call!
- If a job requires additional documents please e-mail these to the Co-op office indicating the corresponding job identification number.
- When transcripts are required please visit the Registrar's Office to request this information. You can have transcripts delivered to the Co-op office.
- Once you accept a position you are not permitted to attend any interviews and must cancel any pending interviews.
- Under your responsibility to the employer and to the Co-op program, you are not permitted to accept another position or leave an upstanding position. If you have any concerns, you must contact the Co-op Office immediately.

Thank you for your assistance in making this process work efficiently; and if you have any questions regarding this process, please check with the Co-op office.

Wednesday, August 24, 2011