

# CO-OPERATIVE EDUCATION

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## BENEFITS OF CO-OP FOR STUDENTS

- A Co-op Work Term provides students with an opportunity to acquire valued knowledge and experience and to est

## STUDENT HANDBOOK

- Corporate Accounting Intern
- Tax, Audit or Compliance roles
- Data Entry
- Data Analytics
- Corporate Financial Services
- Administrative roles
- Research and writing
- Marketing Assistant
- Social Media or

# CO-OPE



## ADMISSION REQUIREMENTS

To be eligible for a Co-op Work Term, students must:

- First have atten



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## FEES AND CREDITS

**Co-op fees** for a Work Term are based on a flat fee per semester. Please review Tuition Fee Charts found on the Douglas College website to determine the correct amount. Students must pay for each work term by the beginning of the semester.

**Additive Credits for Co-op** is granted qg



## **Remuneration**

A student's rate of pay while on a Work Term is established in accordance with the organization's regular pay scale and the current employment market. Job requirements and level of responsibility

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**Mandatory Workshops/Activities**

All interested students wanting to join the Co-op program should attend an Information Session. The Co-op Prep sessions which consist of workshops and one-on-one coaching appointments are designed to assist the student to plan and apply to appropriate jobs.



University of Regina | Faculty of Education | Department of Educational Studies | Co-operative Education Program

### The student


- Completes the academic requirement of co-op programs;
- Prepares résumés and cover letters, and meets interview requirements;
- Attends co-op Work Term meetings and workshops/activities;
- Completes the required number of work term hours;
- Honours the acceptance of co-op employment as a contractual agreement with the employer;
- Participates as an ambassador of the Co-operative education partnership by striving to be a productive, motivated, and responsible employees;
- Respects the policies, confidentiality, and proprietary information of the employer;
- Signs the student evaluation agreement and completes Work Term documentation requirements on CareerHUB, in unison with their Faculty Advisor who will also save the documentation in student records in CareerHUB;
- Participates in the on-site visit and in the employer evaluation process and;
- Completes the co-op Work Term project, report or portfolio requirements.

### The employer

- Determines the salary, employment status, vacation pay, etc. for the student;
- Provides relevant, paid employment for the co-op education qualifying

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- A professional appearance. Clarify with your employer in advance of your start date as to their expectations of what you should wear to the workplace.

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**Telephone communication**

When making calls:

- Have an agenda

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Managing conflict

- Always appè