Co-op Placement Policy

1. Policy Statement

Toronto School of Management's (TSoM) co-op programs provide students with the opportunity to combine the theoretical knowledge obtained through their studies with the practical skills developed during their field placement. Students will be matched with an organization where their level of skills and experience will be of value to both the organization and the student.

2. Scope

All students who complete the academic component of TSoM's co-op programs (ie. Business, Management, Hospitality & Tourism, Big Data, or IT) must complete the co-op module as a mandatory requirement in order to successfully graduate from their chosen program. Students who wish to enter the Canadian job market should take part in workshops addressing resume-building, interview skills, and general workplace preparation prior to the start of their co-op term.

3. Key Highlights

- Students are matched with organizations based on the host organization's requirements, and the student's skills and experience.
- Students must abide by the policies and expectations of the host company, as they apply to all employees.
- All international students must be legally eligible to work in Canada for the duration of their co-op (a co-op work permit must be issued).
- All students must be proficient in English.

4. Outline of Responsibilities

4.1 TSoM's Responsibilities

- To enter into mutual partnerships with industry-leading organizations
- To outline the necessary procedures regarding TSoM's co-op programs for both the student and host organization
- To provide opportunities for co-op work experience to qualified students within specified deadlines, as communicated in advance to students and host organizations

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- To prepare and provide both students and the host organization with appropriate information for a successful and mutually beneficial co-op experience

- To be available for any questions, queries, and/or provide support to both students and host organizations prior, during, and after the co-op term

4.2 Host Organization Responsibilities:

- To follow the provincial or territorial Employment Standards Act and follow Workplace Health and Safety Standards for the appropriate province or territory

- To complete relevant paperwork at the beginning, throughout, and end of the student's co-op term

- To set clear expectations for the student's work at the start of the co-op term

- Be willing to allocate some time, resources, and working space to mentor students

- To provide adequate opportunities for students to complete the required hours of their co-op program

- To prepare in advance sufficient tasks for the student and to ensure as much as possible that these tasks reflect the agreed-upon job description

- Aim to provide the student with a balanced combination of skill level tasks

- To assume the same level of responsibility for the health and safety of students as they would for any other employee or trainee in the company

- Notify the school in advance if the host organization wishes to pay, compensate, or reimburse the student

4.3 Student Responsibilities:

- To complete the academic portion of the program prior to the co-op start date

- To have no outstanding balance with the college

- To ensure their medical insurance coverage is valid for the term of the co-op

- To provide proof of a valid study permit, co-op work permit and other immigration documentation if applicable

- To attend all the training and workshop sessions offered by Career Services prior to the co-op start date

- To notify Career Services by the last day of your last module if co-op search assistance is required.

5. Co-op hours required for a successful graduation

Program	Co-op Hours Requirement	Term Duration
Business		
Diploma in Business Administration Co-op	480 hours	24 weeks
Diploma in Business Management Co-op	480 hours	24 weeks
Certificate in Business Essentials Co-op	240 hours	12 weeks
Diploma in Digital Marketing Specialist Co-op	240 hours	12 weeks
Diploma in Digital Business Management Co-op	720 hours	36 weeks
Hospitality and Tourism		
Diploma in Hospitality and Tourism Management Co-op	480 hours	24 weeks
Advanced Diploma in Hospitality and Tourism Management Co-op	480 hours	24 weeks
Diploma in Fundamentals of Hospitality and Tourism Co-op	600 hours	30 weeks
Certificate in Customer Service Excellence Co-op	240 hours	12 weeks
Technology		
Diploma in Data Analytics Co-op	240 hours	12 weeks
Diploma in Cybersecurity Specialist Co-op	240 hours	12 weeks

6. Work Permit restrictions for international students

The co-op module is not a scheduled break. International students must use their co-op work permit only for their official co-op placement, as determined by the program. The co-op confirmation letter must be signed by the host organization and shared with TSoM Career Services. International students are not eligible to use the work permit for any other employment, and hours worked without prior communication of the confirmation letter will not count towards the student's co-op term.

Any other working opportunities that take place during the co-op term must be under a separate study permit and only for part-time positions (no more than 20 hours per week).

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7. Co-op Placement Process

7.1 If a student requires search assistance from Career Services for a co-op position:

- The student will provide Career Services with three options for their desired placement from the list of organizations available in the Learning Management System (Canvas) within two weeks after completing the last day of their last module.

- Student will provide Career Services with a tailored resume for the preferred positions within two weeks after completing the last day of their last module.

- Career Services will send students' resumes to host employers for their consideration.

- Career Services will assist the company with the scheduling of the interviews.

- Students who are offered a co-op position will complete all necessary documentation related to the co-op program and will submit it to Career Services within the allotted time frames.

- If not selected for their preferred options, students will work with Career Services to explore other available options.

- If, by the end of the scheduled break, the student has not taken any positions offered, the student will proceed with self-search as per section 7.2 and provide details of the self-procured placement for approval within the allotted time frames.

7.2 If Co-op Search Assistance is NOT REQUIRED

- Students will provide Career Services with the official job offer for placement approval. TSoM is under no obligation to approve placements that are deemed to be unsuitable.

- Upon approval, students will complete all necessary documentation related to the co-op program and submit it to Career Services, including the acceptance of a particular co-op work placement.

- Students will conduct themselves in a professional manner prior to and during the co-op term.

- Students will abide by TSoM's Co-op Placement Policy (this document).

- Students will follow the guidelines and policies of the host organization they have been placed with.

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8. Alternative co-op opportunities

8.1 Virtual internships

TSoM creates many opportunities for students to partake in real-time projects with a variety of companies, in order to gain practical working experience. Opportunities are provided by TSoM's partner companies, as well as through virtual internship platforms. These opportunities allow students to work flexible hours and have been pre-approved by Career Services.

8.2 Capstone Project

Students have the option to join a Capstone Project as a substitute for a co-op work placement and will be eligible for graduation upon its successful completion.
The Capstone Project provides an opportunity for students to integrate and apply their Program Learning Outcomes to a project that may take a variety of forms. To complete the project, students are required to work with a mentor, conduct research, document their findings, and submit a project report.

9. Communication with Career Services

9.1 Work placement communication

Search Period	Student's Action
By the end of two weeks of scheduled break	Students requesting an assistance in placement will communicate their tailored resume and preferred positions to Career Services
By the end of first month of the co-op term	Students with no secured placement will contact Career Services for help and will accept a position offered
Mid co-op term	Students not placed by that time will request Career Services to join a Capstone Project

9.2 Work placement documents

Period	Document
Within first week of the start	Confirmation of Acceptance Letter, signed and dated by both employer and student

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Once a month	Attendance Report, signed and dated by both employer and student for every week worked
Last day of co-op placement	Practicum Evaluation Report, completed by the employer
Last day of co-op placement	Student's evaluation of Co-op Supervisor, completed by the student

10. Co-op Module Retake

Students who do not complete a work placement/virtual internship/capstone project by the program end date, as stipulated on their Letter of Acceptance (LOA), will receive a failed (F) grade for the co-op term and will face the possibility that their registration with the college will be canceled.

Students may submit their request to Career Services to retake the co-op module. With approval from the Career Services, students may repeat the co-op module if the below timelines are followed:

Action	Deadline
Co-op retake request	Students are eligible to submit their request for a co-op module retake within thirty (30) days of their program end date, as per their LOA
Pay retake fee	Students will proceed to the co-op module retake if the retake module invoice is paid in full within five (5) business days of its communication by the Career Services team
Request for LOA extension	Career Services will permit a one-time LOA extension for students who begin a module retake that is equal to the duration of their program's initial co-op term

Students who refuse to accept an available position will not be eligible for the module retake/LOA extension and will receive a final failed (F) grade if the term is not completed on time.

Students violating the conditions of their co-op work permit will not be granted a request for a module retake. The student will receive a final failed (F) grade and their registration with the college will be canceled.

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11. Extension of LOA

The co-op term is an integral part of the program which serves the purpose of providing working opportunities for students, so that they may practice the skills and knowledge obtained in class. Career Services provides students with a number of opportunities to complete this final term of their program.

A partial extension may be given to students in the final stage of their placement or Capstone Project only, to ensure its completion.

Students proceeding with the module retake will be granted an extension equal to the duration of their program's co-op term placement as per section 10 of this document. Should the placement not be completed during the extension period, the student will receive a final failed (F) grade and their registration with the college will be canceled.

All requests for an extension will be considered by Career Services based on their merits and will require proof of secured placement.

12. Eligibility for graduation

Students who have successfully completed the work placement/virtual internship/Capstone Project by their program end date and have their student accounts in good standing will proceed to graduation from the program.

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