Co-op Placement Policy

Policy ID: TBD
Approved by: Career Services Management, Compliance, and Student Services Management
Executive(s) Responsible: Compliance
Administrator(s) Responsible: Career Services and Compliance
Revision Date: April 14th, 2023
Effective Date: April 20th, 2023
Next Review Date: April 20th, 2024

Background & Scope

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

Purpose of the Policy

This policy outlines and explains the procedures and requirements for all students enrolled in TSoM's co-op programs to begin and to complete the co-op portion. Students are matched with organizations based on their skills, experience, and the host organization's needs. This policy highlights all eligibility requirements to begin the co-op term, the process (and the requirements) in securing a co-op placement, the expected behaviour/code of conduct at the host company, and the expectations of placement hosts.

Students who do not abide by the terms of this policy are subject to sanctions.

Policy Statement

1. **Students' Eligibility Requirements**

   1.1 All students are provided with a range of employment support services by the Career Services team and are encouraged to contact the department identify the needs early.

   1.2 Students in co-op programs are required to meet the co-op module prerequisites by the end of the theoretical portion of the program, including but not limited to:

   - Successfully complete all theoretical modules;

- Have no outstanding college fees;

- In possession of valid medical insurance coverage until the end of the program as indicated in the student's file;

- Authorized to study and work in Canada until the end of the student's program (international students, please see Section 7 and for more information, including exceptions, visit https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html); and

- Complete the mandatory Resume Building and Co-op Term Preparation workshops, which are offered monthly. Students will need to participate live at least once before completion of the theoretical modules.

1.3 Students who do not meet the aforementioned requirements by the end of the theoretical portion will not be allowed to progress further which may result in module failure (see Section 11).
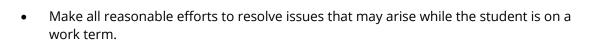
2. Employers' Participation Requirements

Employers providing co-op work experience to students must be approved as per *Addendum A – Employer Eligibility Guidelines.*

3. Outline of Responsibilities

3.1 TSoM's Responsibilities:

- To engage in mutual partnerships with industry-leading organizations;

- Provide students with an information and guidance about the resume and cover letter preparation, job search techniques, interview preparation, job maintenance skills and other relevant topics;

- Inform students about the program's co-op requirements;

- Educate, advise, and assist students in finding co-op opportunities;

- To present students with the co-op opportunities from partner companies; students will be offered paid or unpaid positions that are relevant to their program. Paid positions are dependent on the companies' hiring needs, the time of year, and the student's interview; they are not guaranteed unless the companies make them available;

- To prepare and provide both students and the host organization with appropriate information for a successful and mutually beneficial co-op experience; facilitate the recruitment process when necessary;

- 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; and

- Make all reasonable efforts to resolve issues that may arise while the student is on a work term.

3.2 Host Organization Responsibilities:

- To follow the Ontario Employment Standards Act and the Workplace Health and Safety Standards;
- To complete and sign the co-op documentation at the beginning, throughout, and at the 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 time, resources, and working space to mentor students;
- To provide enough opportunities for students to complete the required hours of their co-op program;
- To ensure that employers' job descriptions and responsibilities are thoughtful, measured, adequate, reasonable, commensurate with the skill level of the student, and are agreed upon prior to employment;
- 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; and
- Notify the school in advance if the host organization wishes to pay, compensate, or reimburse the student other than already mentioned on the co-op confirmation form.

3.3 Student Responsibilities:

- To meet the co-op module prerequisite by the end of the theoretical portion of the program;
- To apply for and to secure a co-op position related to their program. Students can choose positions offered by TSoM partner companies or self-procure a position that must be approved by the Co-op Coordinator prior to acceptance to ensure the duties of the position align with program requirements;
- To notify the Career Services Department on or before the last day of the last academic module if co-op search assistance is required;
- Engage and respond to communication on a timely manner with the Career Services Department for co-op education and employment information;
- Attend all the interviews to which they are invited and respond to the offer of employment within two business days;
- Acceptance of the position is binding; the student cannot accept any subsequent offers of employment after committing to an initial work term position unless evidence/proof of safety circumstances apply. If a student's placement is secured and

registered with TSoM, but the student fails to report to work for a valid reason, they may receive a failing grade for the co-op work term;

- Confirm their placement and provide the necessary documentation to the Career Services Department no later than the first week of placement provided that the job has been approved;

- Submit all the necessary reports in accordance with the timetable in Section 8;

- Students must comply with the regulations relevant to the employment sector in which they are employed and all the procedures established by the employer;

- Students who feel that their rights have been threatened or violated must inform the employer and the Career Services Department immediately and take whatever steps deemed necessary to ensure their personal safety, including immediate departure from the workplace; and

- Students wishing to end their work placement period before the end of the work term for any reason must immediately report valid circumstances to the Career Services Department and receive approval prior to doing so. Students who do not obtain permission from the Career Services Department may result in a failing grade for the module.

4. **Co-op Hours Required for Successful Program Completion**

Program	Co-op Hours Requirement	Term Duration
Business		
Certificate in Business Essentials Co-op	240 hours	12 weeks
Diploma in Business Administration Co-op	480 hours	24 weeks
Diploma in Business Management Co-op	480 hours	24 weeks
Diploma in Digital Business Management Co-op	720 hours	36 weeks
Diploma in Digital Marketing Specialist Co-op	240 hours	12 weeks
Hospitality and Tourism		
Advanced Diploma in Hospitality and Tourism Management Co-op	480 hours	24 weeks
Certificate in Customer Service Excellence Co-op	240 hours	12 weeks
Diploma in Fundamentals of Hospitality and Tourism Co-op	600 hours	30 weeks
Diploma in Hospitality and Tourism Management Co-op	480 hours	24 weeks
Paralegal		
Diploma in Paralegal Studies	125 hours	4 weeks

Technology		
Diploma in Cybersecurity Specialist Co-op	240 hours	12 weeks
Diploma in Data Analytics Co-op	240 hours	12 weeks

5. Work Permit Restrictions for International Students

5.1 The co-op module is not a scheduled break and use of study and work permits is restricted.

    5.1.1   International students must use their co-op work permit for their official co-op placement. The Co-op Confirmation Letter must be signed by the host organization and shared with TSoM Career Services no later than by the end of first week of the placement. Hours worked beyond the first week without having submitted the signed Co-op Confirmation Letter will not count towards the student's co-op term.

    5.1.2   International students are not eligible to use their co-op work permit for any other employment. Any other working opportunities that take place during the co-op term must be under a separate study and/or work permit and only for part-time positions. Consult a Regulated Canadian Immigration Consultant (RCIC) or the IRCC for more information.

    5.1.3   Students not in possession of a valid co-op work permit at the time of the start of their co-op might be allowed to start the module on their study permit for 20 hours a week, which forfeits their ability to use it for a part-time job until the work permit is communicated to the office. The co-op module will not be postponed until receipt of the work permit.

5.2 Students must remain in Canada for the duration of their co-op term and until the end of their program.

6. Co-op Placement Process

6.1 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 of the last day of their final in-class module;

- Students will provide Career Services with a tailored resume for their preferred positions within two weeks after the last day of their final in-class module;

- By providing the Career Services with their resumes, students consent to Career Services releasing the information included in their resumes by submitting them to partner companies as prospective co-op placement employers;

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

- Career Services will assist host companies with the scheduling of the interviews;

- Students who are offered a co-op position will complete all necessary documentation and submit it to Career Services within the deadlines;

- If not selected for their placement preferences, students will work with Career Services to explore other available options; and

- If, by the end of the scheduled break, a student has not taken any positions offered, they will proceed with self-searching (as per Section 9.2) and provide details of the self-procured placement for approval within the allotted timeframes.

6.2 If co-op search assistance is NOT REQUIRED:

- Students wishing to self-procure a co-op position will notify Career Services in writing that they waive the department support in placement with partner companies' opportunities;

- Students will provide Career Services with the official job offer for placement approval following the timetable (as per Section 9.1). TSoM is under no obligation to approve placements that are deemed unsuitable, including (but not limited to) a placement that is unrelated to their program;

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

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

7. Alternate Co-op Opportunities

7.1. Self-located positions with Canadian companies

Students have the option to take a self-located position if it has been approved by the Co-op Coordinator prior to acceptance to ensure that the work environment is appropriate and that the position's responsibilities complement the educational program. TSoM is not required to approve placements that are deemed unsuitable, including (but not limited to) a placement that is unrelated to a student's program.

8. Capstone Project

Students will only be offered the opportunity to participate in a Capstone Project in lieu of a co-op work placement under exceptional circumstances (such as a proven emergency) or as a

module retake. A request to join a Capstone Project will be reviewed upon receipt of evidence of placement attempts and/or exceptional circumstances.

If students fail to secure a co-op placement for reasons that do not include exceptional circumstances and as a result, opt for a Capstone Project, a fee will be charged as a module retake.

Students who accept the invitation to participate in a Capstone Project will not be permitted to switch to a different mode of the co-op module.

Capstone Projects begin at the beginning of each month. Students are responsible for applying on time to fulfill the co-op requirements within the program's deadlines. Spots are limited and not guaranteed until confirmed.

9.   Communication with Career Services

9.1 Timetable for Work Placement Communication

Search Period	Student Action
By the conclusion of the two-week scheduled break preceding the co-op module	Students requesting assistance in placement will communicate their tailored resume and preferred positions to Career Services
By the end of the first month of the co-op term	Students without a secured placement will contact Career Services for help and will accept any position offered by the department
Mid-point of the co-op term	Students without a secured a position by this time should seek Career Services support to ensure graduation on time

9.2 Work Placement Document Submission

Period	Documents
Within the first week of the co-op term	Confirmation of Acceptance Letter – completed, signed, and dated by both the employer and the student
Once a month	Attendance Report – completed, signed, and dated by both employer and student for each week worked
Last day of co-op placement	Practicum Evaluation Report – completed and signed by the employer

10. Failing the Co-op Term

Students who do not meet the following requirements by the end of the theoretical portion will not be allowed to progress further and will receive a failing grade on the module immediately if by the start of the co-op term (as per the LOA), they have either/or:

- Successfully completed all theoretical modules;
- Cleared outstanding college fees;
- Secured valid medical insurance coverage until the end of the program as indicated in their student records;
- Have no valid study permit and/or co-op work permit until the end of the co-op term as indicated in their student records (for international students); and/or
- Have not completed the mandatory Resume Building and Co-op Term Preparation workshops with attendance recorded in the student's file.

Students unable to follow the timetable (as per Section 9.1) and have co-op placement confirmation recorded by mid-term will not be allowed to report placement hours.

Failure to submit the completed co-op documents signed by the employer (as per Section 9.2) will result in module incompletion and possible expulsion from the program.

Students who receive negative feedback from the employer will fail the co-op module.

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

Students enrolled in a Capstone Project who miss scheduled meetings with their mentors without prior notification or fail to make progress will fail the term and have their program cancelled.

11. Co-op Module Retake

Students who do not complete the co-op term by the program end date (as stipulated in their Letter of Acceptance) or receive an unsatisfactory assessment will receive a failing grade (F) for the co-op term and may face expulsion from TSoM.

Students eligible for a module retake will be able to do so by completing a Capstone Project.

Students must follow the timetable below to be considered for retake eligibility:

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 Career Services
Request for LOA extension	Career Services will permit a single LOA extension equal to the program defined Capstone Project to ensure its completion

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 failing grade (F) and their enrollment with the college will be canceled.

12. LOA Extension

The co-op term is an integral part of the program which serves the purpose of providing work opportunities for students to apply the skills and knowledge obtained in class. Career Services provides students with several opportunities to complete this final term of their program.

A short extension of an LOA may be granted to students in the final stage of their placement if they can provide valid study and work permits. A contract amendment must be signed.

Students proceeding with the co-op module retake will be granted an extension in accordance with Section 11 of this document. Should the co-op module be not completed during the extension period, the student will receive a final failing grade (F) and their registration with the college will be canceled.

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

13. Eligibility for Graduation

13.1.   The work of the student completing the co-op module is evaluated by the Career Services Department in collaboration with the Academics Department.

13.2.   Students who have successfully completed their work placement before or on the program end date and received a passing grade on the co-op module will proceed to graduation.

Related Legislation

1) Immigration and Refugee Protection Act, 2002.
2) Private Career Colleges Act, 2005.

Related Policies

Policy Name	Policy Number
Student Code of Conduct	TBD
Student Rights and Responsibilities	TBD
Suspension and Expulsion Policy	TBD

Document History

Date	Approval/Review/Key Change(s)
April 14th, 2023	Approval
March-April 2023	Review, reformatting, and addition of new student responsibilities