

Co-op Placement Policy

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Approved by: Career Services Management

Executive(s) Responsible: Vice President of Operations & Infrastructure

Administrator(s) Responsible: Career Services

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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 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 before 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 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.

Disciplinary action may be taken against students who manifestly disregard this policy.

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 must meet the co-op module prerequisites by the end of the theoretical portion of the program, including, but not limited to:
 - Successful completion of all theoretical modules;

- Payment of all fees;
 - Possession of valid medical insurance coverage until the end of the program as indicated in the student's contract. Students who do not have the coverage purchased until the end of the program will need to sign the Co-op Health Insurance Acknowledgment Form to be allowed to proceed to the co-op term.
 - Authorized to study and work in Canada until the end of the student's program (international students, please see Section 55 and for more information, including exceptions, here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>); and
 - Completion of the mandatory Resume & Cover Letter 101 and Co-op Term Preparation workshops, which are offered monthly. Students have the option to opt in to complete the subjects through the self-paced modules. However, students need to participate either online (synchronously) or in-person at least once before completion of the theoretical modules.
- 1.3)** Students who do not meet these requirements by the end of the theoretical portion will not be allowed to progress further, which may result in module failure (see Section 11).
- 1.4)** Students' co-op placements will not be approved unless all prerequisites to the co-op module are met.

2. Employers' Participation Requirements

Employers providing co-op work experience to students must be approved by the Career Services team and follow Section 3.2 of this policy.

3. Outline of Responsibilities

3.1) TSoM's Responsibilities:

- To engage in mutual partnerships with industry-leading organizations;
- Provide students with information and guidance about 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 co-op opportunities from partner companies; students will be offered paid or unpaid positions 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 organizations 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 Occupational Health and Safety Act (OHSA);
- 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 before 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
- To 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 before 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 promptly 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 by the timetable in Section 8;
- Comply with the regulations relevant to the employment sector in which they are employed and all the procedures established by the employer;
- If students feel that their rights have been threatened or violated, they must inform the employer and the Career Services Department immediately and take whatever steps deemed necessary to ensure their safety, including immediate departure from the workplace; and
- Students wishing to end their work placement period before the end of the work term must immediately report valid circumstances to the Career Services Department and receive approval before 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 Name (Alphabetical Order) | Co-op Duration | Total Hours |
|--|-----------------------|--------------------|
| Advanced Diploma in Hospitality and Tourism Management Co-op | 24 weeks (20 hrs/wk) | 480 |
| Business Administration Co-op | 24 weeks (20 hrs/wk) | 480 |
| Business Management Co-op | 24 weeks (20 hrs/wk) | 480 |

| | | |
|--|----------------------|-----|
| Certificate in Business Essentials Co-op | 12 weeks (20 hrs/wk) | 240 |
| Certificate in Customer Service Excellence Co-op | 12 weeks (20 hrs/wk) | 240 |
| Digital Business Management Co-op | 36 weeks (20 hrs/wk) | 720 |
| Diploma in Cybersecurity Specialist Co-op | 12 weeks (20 hrs/wk) | 240 |
| Diploma in Data Analytics Co-op | 12 weeks (20 hrs/wk) | 240 |
| Diploma in Digital Marketing Specialist Co-op | 12 weeks (20 hrs/wk) | 240 |
| Diploma in Fundamentals of Hospitality and Tourism Co-op | 30 weeks (20 hrs/wk) | 600 |
| Diploma in Hospitality and Tourism Management Co-op | 24 weeks (20 hrs/wk) | 480 |
| International Hospitality Operations Management Co-op | 36 weeks (20 hrs/wk) | 720 |

5. Work Permit Restrictions for International Students

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

5.1.1) International students can use their co-op work permit for their official co-op placement only. International students are not eligible to use their co-op work permit for any other employment. Other job opportunities during the co-op term must be under a separate study and/or work visa and its terms. Please visit the website to learn more:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/while-you-study/study-permit-conditions.html>

5.1.2) 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 co-op 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 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 6.2) 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 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. Please follow Section 7.1 for alternate co-op opportunities.
- 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 professionally conduct themselves before 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 – Self-Located Positions with Canadian Companies

- 7.1) Students have the option to take a self-located position if it has been approved by the Co-op Coordinator before acceptance to ensure that the work environment is appropriate and that the position's responsibilities complement the educational program.
- 7.2) 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 Conditions

- 8.1) Students will only be offered the opportunity to participate in a Capstone Project in place of a co-op work placement under exceptional circumstances (such as a proven emergency) or as a module retake.
- 8.2) A request to join a Capstone Project will be reviewed upon receipt of evidence of placement attempts and/or exceptional circumstances.
- 8.3) If students fail to secure a co-op placement with the assistance of Career Services or if students refuse co-op positions for any reason that is not considered to be an exceptional circumstance and request to opt for a Capstone Project, students will be charged a fee equal to and considered as a module retake.
- 8.4) 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. Your co-op term will be replaced by the Capstone Project, and you will no longer be eligible to use the work permit.
- 8.5) 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 resumes and preferred positions to Career Services. |
| By the end of the first month of | Students without a secured placement will contact Career |

| | |
|-----------------------------|--|
| the co-op term | Services for help and will accept any position offered by the department. |
| Mid-point of the co-op term | Students without a secured 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 | <u>Confirmation of Acceptance Letter</u> – completed, signed, and dated by both the employer and the student. |
| Once a month | <u>Attendance Report</u> – completed, signed, and dated by both employer and student for each week worked. |
| Last day of co-op placement | <u>Practicum Evaluation Report</u> – completed and signed by the employer. |

10. Failing the Co-op Term

- 10.1)** 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:
- 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 and Cover Letter 101 and Co-op Term Preparation workshops with attendance recorded in the student's file.
- 10.2)** 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.
- 10.3)** Failure to submit the completed co-op documents signed by the employer (as per Section 9.2) will result in module incompleteness and possible expulsion from the program.
- 10.4)** Students who receive negative feedback from the employer will fail the co-op module.

- 10.5) 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.
- 10.6) 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 canceled.

11. Co-op Module Retake

- 11.1) 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.
- 11.2) Students who are eligible for a module retake will be able to do so by completing a Capstone Project.
- 11.3) 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. |

- 11.4) 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

- 12.1) 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.

- 12.2) 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.
- 12.3) Students proceeding with the co-op module retake will be granted an extension per 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.
- 12.4) All requests for an extension will be considered by Career Services based on merit and will require proof of continued 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, and it is based on the feedback provided.
- 13.2) Upon the successful completion of the co-op term, the students will be ready to graduate. The graduation date is set to be the end of the program date as per the student’s LOA.

Related Legislation

- 1) Immigration and Refugee Protection Act, 2002.
- 2) Occupational Health and Safety Act.
- 3) Ontario Career Colleges Act, 2005.
- 4) Ontario Employment Standards Act.

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) |
|-------------------------------|--|
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| April 14 th , 2023 | Approval |
| March-April 2023 | Review, reformatting, and addition of new student responsibilities |