

# COOPERATIVE EDUCATION PROGRAMS (MAJOR AND HONOURS)

The Faculty of Science offers Cooperative Education programs in Biology, Chemistry, Environmental Science, Geology, Computing Science and Psychology. Cooperative Education is a dynamic approach to university education which integrates academic classroom studies with related practical work experiences in the major subject. The principle upon which this concept is based is that learning and individual development are greatly enhanced when the concepts studied in the classroom are periodically applied, tested and observed by the students in meaningful work situations. Through this program, participating industries have an excellent opportunity to observe and influence the education of bright enthusiastic students. They also benefit from the access gained to university faculty and expertise, while university faculty and students become aware of the concerns of industry and the technical problems which they face.

A "Cooperative Education" notation is entered on the parchments and academic transcripts of undergraduate students who successfully complete Cooperative Education requirements in addition to their regular degree requirements.

## Admission Requirements for Undergraduate Cooperative Education Programs

1. Application for admission to the program is normally after the first semester of Year 2. Final decision on admission to the program is made at the end of the second semester.
2. Students should make application for admission to the Cooperative Education program on a special form obtainable from the Cooperative Education Office. Students will be admitted to the Cooperative Education program on the basis of their formal academic achievement and interviews with the Liaison Officer of the Cooperative Education Programs, and the appropriate departmental Cooperative Education Advisor.
3. The normal prerequisite for admission to the Cooperative Education program in a regular Bachelor of Science program is a minimum CGPA of 2.50 and a minimum GPA of 3.00 in the course(s) of the student's declared major subject(s).
4. Students will be admitted to the Cooperative Education program on the basis of their interest, aptitude and assessed ability to combine successfully the academic requirements of a major or honours science program together with the special work term requirements of the Cooperative Education program they wish to enter.

## Requirements for Continuance in and Graduation from the Cooperative Education Program

1. Students must complete all of the regular requirements for a Bachelor of Science degree (see regulations 1 through 13). Since individual programs may have specific additional requirements for Cooperative Education students, students should consult the appropriate departmental section of this Calendar for a description of these regulations.
2. In addition to the above requirements, students must officially register for and complete a minimum of three work terms as specified by the department of their major program (see regulations below and

departmental Cooperative Education regulations). Official registration is on the regular registration forms available from the Service Centre.

3. To continue in and graduate from the Cooperative Education program, students must earn a minimum DGPA of 2.50 with a minimum GPA of 3.00 in all courses in their major subject(s).

## Policies and Regulations Governing Cooperative Education Work Terms

1. The University will make every effort to locate work term positions for Cooperative Education students in academically related areas of employment, but cannot guarantee placements. Employment settings may also be identified by Cooperative Education students, but require the approval of the Liaison Officer, Cooperative Education Programs, in consultation with the appropriate departmental Cooperative Education Advisor.
2. The satisfactory fulfillment of Cooperative Education work terms requires:
  - a. the completion of a minimum of three terms of work experience in academically related paid employment situations of 13 to 16 weeks. Under certain circumstances, and with the approval of the appropriate department, students may be permitted to satisfy their work terms requirements in an unpaid position.
  - b. a satisfactory employer evaluation for each Cooperative Education work term;
  - c. the satisfactory completion of a written report submitted within 30 days after the end of each work term detailing the student's work experience in accordance with departmental standards and expectations.
3. A notation will be included on students' academic transcripts following satisfactory completion of each work term.
4. Graduating students who have successfully completed their Cooperative work term requirements will have this noted on their academic transcripts. If, in addition, all other normal academic requirements are fulfilled, a "Cooperative Education" notation will be printed on their parchments.
5. Students may be required to withdraw from the Cooperative Education program if:
  - a. they are dismissed from, quit or fail to accept an appropriate and approved Cooperative work term position;
  - b. they fail to submit or successfully complete a work term report;
  - c. they do not maintain the required grade point average necessary for continuance in the Cooperative Education program;
  - d. in the judgment of their department, they are no longer suited for the particular requirements of the Cooperative Education program.
6. Students who voluntarily withdraw from or who are required to withdraw from the Cooperative Education program may remain enrolled in and continue with the major or honours degree program offered by their department.
7. Cooperative Education students will be expected to attend any special seminars or colloquia developed by the Cooperative Education Office which deals with employment orientation and the application of formal academic study to work experiences.
8. Since academic study during work terms is discouraged, registration in any courses during a work term requires the approval of the Dean of Science or appropriate departmental Cooperative Education Advisor. If approval is granted, no more than six (6) credit hours may be taken during a work term.

## **Fees for Cooperative Education**

1. Students are required to register for all work terms at the Service Centre, according to normal registration procedures, including all stipulated deadlines. Work terms will be officially designated on students' transcripts as:
  - Work Term 1 = COP 1000
  - Work Term 2 = COP 2000
  - Work Term 3 = COP 3000
2. Students pay for their academic courses and work terms as they take them.

In general, the Cooperative Education program takes one year longer to complete than the corresponding traditional program, but the academic content of both is the same. Students may, with the permission of the Department, transfer from the Cooperative Education program to the non-Cooperative Education program.