

COOPERATIVE EDUCATION

Cooperative Education is a dynamic approach to university education which integrates academic classroom studies with related practical work experiences. 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. Cooperative Education provides employers an excellent opportunity to observe and influence the education of bright enthusiastic students. Employers 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.

Any student completing an undergraduate degree or diploma in the Faculty of Science can apply for admittance to the Cooperative Education Program. 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 academic program requirements.

Admission Requirements for Undergraduate Cooperative Education Programs

1. 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.
2. Admission to the Cooperative Education program for Faculty of Science students normally requires a minimum PGPA (<https://www.smu.ca/academics/final-exams-gpa-calculation.html>) of 2.3 and completion of a minimum of thirty (30) credit hours.
3. 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 their program together with the work term requirements of the Cooperative Education program.

Requirements for Continuance in and Graduation from the Cooperative Education Program

1. Students must complete all of the regular requirements for a Faculty of Science degree or diploma (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. To continue in and graduate from the Cooperative Education program, students must maintain a minimum PGPA (<https://www.smu.ca/academics/final-exams-gpa-calculation.html>) of 2.30.
3. To obtain a "Cooperative Education" notation on their parchment and academic transcript, students must complete a minimum of twelve months of work terms (typically fulfilled by completing three four-month work terms, each 13 to 16 weeks in duration).

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 a Cooperative Education work term requires:
 - a. the completion of work experience in academically related paid employment situation for a minimum of 13 weeks. Under certain circumstances, and with the approval of the appropriate department, students may be permitted to complete a work term 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 the 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 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. 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.
7. 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 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.