Accepting and Finalizing Co-op Job Offer (beta view)

attention co-op students: most students will have a beta view. If your view does not look like this, scroll down to page 8 to review the steps for traditional view.

1. Log in to your account on the Co-op Portal
   https://orbis.lassonde.yorku.ca/student/login.htm

2. Click "Co-op & Internship"
3. Click "Related Forms" that corresponds to the term you are viewing the job offer for (e.g. Summer 2024)

4. Click "Work Term Details"
5. Carefully review the work term details of your offer.

When you are ready to accept the offer and the job, scroll up and look to the right hand side of the page and click "Accept and Finalize Co-op Job Offer - No Record".

If you have questions about the job offer and would like to discuss, please attend a regularly scheduled drop-in session or email a co-op coordinator at lsecoop@lassonde.yorku.ca with the subject line: request to discuss job offer.
Click "Create Record"

Carefully read and review each section of Co-op terms and conditions for accepting a job offer: the general roles and responsibilities

On a Work Term Roles and Responsibilities.

I will:
- Complete each work period that I have committed to with my employer and the program. In general, failing to honour a commitment (or reneging on an offer) will result in a Fail grade in the work term course, de-enrolment from the program and ineligibility for future offers.
- Withdraw from consideration for other positions and refuse any future offers for the duration of this position.
- Not request changes to your contractual hours of work for the co-op position, without prior written approval from the co-op office.
- Prioritize co-op responsibilities and show commitment to the co-op by adhering to conditions stated on the employment of my co-op must not interfere with co-op hours.
- Keep all contact information within the Lassonde Co-op Portal up to date, including work contact details as well as my contact information.
- Agree that the Lassonde Co-op/Internship Office reserves the right to contact my employer to discuss my co-op, and

I acknowledge:
- With the acceptance of a job offer, I will be automatically enrolled in the required work term course(s), and pay the required fees through your York Student Account.

Upon acceptance of the first co-op work period, an automatic enrollment in:
- COOP 2100.0 for each work term (every semester) that you complete. Course fees are available on Co-op website.
- COOP 2100.0 "Professional Development for Co-op", to be completed at the beginning of Work Term 1. Regular fees.

Upon acceptance of the second co-op work period, an automatic enrollment in:
- COOP 3100.0 for each work term (every semester) that you complete. Course fees are available on Co-op website.
- COOP 3100.0 "Critical Reflections Using Professional Portfolio", to be completed in the last Work Term that I co-op...
Review the 'Course enrollment' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

Upon acceptance of the second co-op work period, an automatic enrollment in:
- COOP 3199 6.0 for each work term (every semester) that you complete. Course fees are assessed.
- COOP 2199 2.0 \* “Critical Reflections Using Professional Portfolios”, to be completed at the beginning of the work term. Co-op, Tuition Fees

Upon acceptance of an internship work period, an automatic enrollment in:
- ECEC 3929 0.00 or ECEC 3939 or DATT 3929 for each work term (every semester) that I complete. Co-op, Tuition Fees

I will:
- Adhere to the policy of studying while on a work term as outlined below:
- The course must not conflict in any way with the contracted hours of work (Please Note: The course must be offered during evenings, online (asynchronous) or weekends.
- Project courses such as ENG 4000, CIVIL 4000, ECEC 4088 or equivalent are not permitted while on work term.

Carefully read and review each section of Co-op terms and conditions for accepting a job offer: studying while on a work term

Upon registration of a co-op job offer, my enrollment in the applicable work term courses will be automatic. I agree to complete all full-term courses that have been committed to and the co-op program. Failure to do this will result in the consequences as outlined below:
- Upon registration of a co-op job offer, my enrollment in the applicable work term courses will be automatic. I agree to complete all full-term courses that have been committed to and the co-op program. Failure to do this will result in the consequences as outlined below:
- Acknowledge that in general, failing to honour the co-op/employment contract will result in a fail grade in the work term course, de-eligibility for subsequent work terms.
- A fail grade on my official transcript may have a negative impact on future employer perceptions of my transcript for full-time new grad.

Circumstances which may warrant ending or leaving a work term early:
- Understand that for extenuating circumstances, which may involve unsafe work conditions, I will contact the Co-op Department prior to discontinuing the course, prior to leaving the work term.
- If experience unsafe work conditions, (see some examples listed below), I may terminate the co-op contract, and contact the Co-op Department.
Carefully read and review each section of Co-op terms and conditions for accepting a job offer: ending a work term early

Circumstances which may warrant ending or leaving a work term early:
- Understand that for extenuating circumstances, which may involve unsafe work conditions, I or my employer may terminate the work term early.
- If I experience unsafe work conditions, I may terminate the work term early.

Examples of Unsafe Work Conditions:
- Workplace Violence or Harassment
- Health and safety concerns
- Medical and/or compassionate reasons

International students and co-op work authorization
- Understand that international students must have a valid co-op work permit on hand prior to accepting a job offer.
- It is my responsibility to ensure that I have a valid co-op work permit for the duration of my co-op term.
- I will contact the Co-op Program if a permit extension is required.

For questions regarding co-op work permit, including how to extend the work and/or study permit, contact the International Advisor and Immigration Specialist: https://yorkinternational.yorku.ca/international-student-advising.
- Detailed information from Immigration, Refugees and Citizenship Canada (IRCC), visit https://citizenship/services/study-canada/work/intern.html

Review the 'International students and co-op work authorization acknowledgement' section of the Co-op Participation Terms and Conditions. Click on the drop-downs to acknowledge your understanding and agreement. **Not an international student?** Select "I'm not an international student"
13 Review the 'Financial implications and obligations while on a work term' section of the Co-op Participation Terms and Conditions. Click on the drop-downs to acknowledge your understanding and agreement.

14 Click submit

15 Congratulations! You've just finalized registration of your Co-op Offer! For next steps, a Co-op Coordinator will follow up with you closer to the start of your work term to send you key details about your work term. For now, we hope you will take time to celebrate this milestone in your co-op journey! Contact the co-op team via drop-ins or at lsecoop@lassonde.yorku.ca should you have additional questions.
Accept and Finalize Co-op Job Offer on Co-op Portal (traditional view)

1. Log-in to the Co-op Portal [https://orbis.lassonde.yorku.ca/student/login.htm](https://orbis.lassonde.yorku.ca/student/login.htm)

2. Click "Co-op & Internship"
3 Scroll down the page and find the "Co-op & Internship SEQUENCE" section. Click on the organization name of the corresponding term (e.g. in this case, the job offer is a Summer 2024 start).

4 Review the work term record details of the job offer. E.g. company name, the position title, contract start and end dates, salary, etc...
5 Continue to review the work term record details of the job offer such as work term length, location, location type, etc...

When you are ready to accept the offer, proceed with the next steps in Steps 7 and on.

If you have questions about your offer, or need to discuss, please contact your Co-op Coordinator directly or email us at lsecoop@lasssonde.yorku.ca with the subject line: Discussion required: job offer details
To accept your offer and register it, under the section "Work Term Details" on the left side of your page, select, "Accept and Finalize Co-op Job Offer"

Click "Create Record"
Review the 'On a work term roles and responsibilities' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

- Complete each work period that I have committed to with my employer and the program. In general, failing to honor contract (including reneging on an offer) will result in a fail grade in the work term course. De-enrollment from the program will result in penalty of $0 and $0 credit per work
- Withdrawal from consideration for other positions and refusal any future offers for the duration of this position.
- Not request changes to your contractual hours of work for the co-op position without prior written approval from the program.
- Propose co-op responsibilities and show commitment to the Co-op by adhering to conditions stated on the employment contract outside my co-op must not interfere with co-op hours.
- Keep all contact information within the Lassonde Co-op Portal up to date, including work contact details as well as contact details.
- Discuss your employment status with the Lassonde Co-op Internship Office.

Review the 'Course enrollment' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

- Course enrollment:
- Course enrollment:
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Review the 'Studying while on a work term' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

Review the 'leaving or ending a work term early' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.
Review the 'International students and co-op work authorization acknowledgement' section of the Co-op Participation Terms and Conditions. Click on the drop-downs to acknowledge your understanding and agreement.

Not an international student? Select "I'm not an international student"

Review the 'Financial implications and obligations while on a work term' section of the Co-op Participation Terms and Conditions. Click on the drop-downs to acknowledge your understanding and agreement.
You have just finalized registration of your Co-op/Internship. Congratulations once again! For next steps, a Co-op Coordinator will follow up with you closer to the start of your work term to send you key details about your work term. For now, we hope you will take time to celebrate this milestone in your co-op journey! Contact the co-op team via drop-ins or at lsecoop@lassonde.yorku.ca should you have additional questions.