

Co-op and Internship Program Terms and Conditions

The Co-op/Internship Program Participation Agreement outlines the Terms and Conditions that applies to all students actively participating in co-op/internship program activities, including the professional development and work term prep courses, job search, and on the job activities. It is mandatory that Co-op/Internship students agree to terms and conditions governing their involvement before, during, and after the co-op/internship work term.

As a Lassonde Co-op/Internship student, I have reviewed, understand and agree to adhere to each of the following expectations, roles, responsibilities and requirements:

Upon admission and throughout involvement with the Co-op Program

1. Comply with the guidelines, policies and procedures applicable to a student as provided by the Co-op/Internship Program as outlined in this document; as well as, [York University's Code of Student Rights & Responsibilities](#) ; [Senate Policy on Academic Honesty](#); as well as the [Co-operative Education and Work-Integrated Learning Canada \(CEWIL Canada\) recruiting ethics](#).
2. Pay the one-time, non-refundable \$200 program enrollment fee; which will be applied to my York Student Account. **(Please note: if you have already paid this registration fee, you will not be charged again).**
3. Represent the Co-op Program, Lassonde School of Engineering, and York University and will conduct myself in a professional and ethical manner in all my interactions with employers and the Co-op Program.
4. Communicate and interact with the Co-op/Internship Program and employers in a timely, respectful, professional manner, including attending meetings, appointments, and interviews on time and as scheduled.
5. Keep my contact information up to date within the Lassonde Co-op/Internship online system.
6. **Understand that failure to comply with the terms and conditions listed here as well as the academic requirements may result in a deactivation from the Co-op/Internship Program without refund of fees as well as a Fail grade in the work term course for students on a work term.**

To maintain eligibility, I will/acknowledge:

1. Verify that I do not have an enrollment block (advising, financial or academic). If so, I will not be enrolled in the mandatory work term courses. A block may result in de-enrollment from the program.
2. Maintain my eligibility in the Program; including GPA, Full-time status and Honours Standing. I will retain the minimum number of required credits remaining to complete my Honours degree, as specified by my Program; and, will return to York University full-time for a minimum of one term after completing each work period/work block.
3. Participation in this program will end once I exceed the maximum credits required (i.e. 96 credits for Engineering Co-op eligibility or 9 credits remaining for Internship).

During my job search, I will/acknowledge:

1. Actively and positively engage in the job search services offered by the Co-op/Internship program (e.g. workshops, one-on-one services such as resumé reviews, interview practice and job search strategy advising).
2. That enrollment in the Co-op/Internship program does not guarantee a position and that the interview and hiring decision are at the discretion of the employers. Co-op is not a placement program; it is a competitive

process to secure a position. I will conduct my job search using the Lassonde Co-op/Internship portal; as well as actively search for external opportunities.

3. That positions are posted solely for the benefit of qualified Co-op/Internship students. Sharing of these postings is strictly prohibited.
4. That the GPA is only one factor that is considered by employers in the competitive hiring processes (e.g. factors may include extracurricular involvement, work experience, communication and interpersonal skills, and interest in position)
5. **Regarding Interviews & Job Offers:** Prior to accepting an interview and / or job offer, I am required to inform the Co-op/Internship Program and submit the details to the Co-op/Internship team to verify that the position is appropriate and approved *if the following conditions apply:*
 - the role was not posted on the Co-op Portal
 - the role is not directly relevant to my degree and career development goals
 - the employer is not a current or approved Lassonde Co-op employer
6. That salary negotiations are part of the job search process; the co-op team will act as a resource for how to approach conversations but the decision on salary is up to the employer
7. That upon acceptance of a Co-op/Internship offer, I acknowledge acceptance of the Work Term conditions outlined below; that I will automatically be enrolled in the required work term course(s), and pay the applicable course fee(s) through my York Student Account.

Work Term

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 the co-op employment contract (including renegeing on an offer), as well as the conditions for students on a work term outlined below will result in a Fail grade in the work term course, de-enrollment from the program and ineligibility for subsequent work terms.
- After the completion of each of my work period (e.g. end of my employment contract), I will return to York University to complete my Engineering or Honours degree studies as a full-time student (at least 9 credits per semester).
- Withdraw from consideration for other positions and refuse any future offers for the duration of this position.
- Not request changes to my contractual hours of work for the co-op position, without prior written approval from the co-op program.
- Prioritize co-op responsibilities and show commitment to the co-op by adhering to conditions stated on the employment contract. Paid or unpaid positions outside 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 my work contact details as well as my supervisor's work contact details.
- Agree that the Lassonde Co-op/Internship Office reserves the right to contact my employer to discuss my co-op, employment status and progress.

Course Enrollment. I acknowledge:

- With the acceptance of a job offer, acknowledge that I will automatically be enrolled in the required work

term course(s), and pay the applicable course fee(s) for each work term through my York U Student account.

- Upon acceptance of the first co-op work period, an automatic enrollment in:
 - COOP 2109 0.0 for each work term (every semester) that you complete. Course fees are available on [Co-op website](#) **and**
 - COOP 2100 2.0 0 "Professional Development for Co-op", to be completed at the beginning of Work Term 1. Regular Tuition Fees Apply, visit [Academic Tuition Fees](#)
- Upon acceptance of your second co-op work period, an automatic enrollment in:
 - COOP 3109 0.0 for each work term (every semester) that you complete. Course fees are available on [Co-op website](#) **and**
 - COOP 3100 2.0 0 "Critical Reflections Using Professional Portfolios", to be completed in the Last Work Term that I complete. Regular Tuition Fees Apply, visit [Academic Tuition Fees](#)
- Upon acceptance of an internship work period, an automatic enrollment in:
 - EECS 3900 0.00 or EECS 3989 or DATT 3929 for each work term (every semester) that I complete. Course fees are available on [Co-op website](#)

Studying While on a Work Term:

I will adhere to the policy of studying while on a work term as outlined below:

- The program allows students to request permission to enroll in a maximum of one course (up to 3 credits) per term while on a co-op/internship work term. For permission, I will submit the request to the Co-op Department via email to lsecoop@lassonde.yorku.ca, including the course name and catalogue number.
 - I acknowledge that I will not ask professors or supervisors for permission. The final decision on granting permission will be from the Co-op Department.
 - The course must not conflict in any way with the contracted hours of work (Please Note: this does not apply to the required work term course(s)).
 - The course must be offered during evenings, online (asynchronous) or weekends.
 - Project courses such as ENG 4000, CIVL 4000, EECS 4088 or equivalent are not permitted while on work term.

Leaving or ending a work term early:

- Upon registration of the co-op job offer, my enrollment in the applicable work term course(s) will be automatic. I agree to complete each work period and for the full duration that I have committed to with my employer and the co-op program. Failure to do this will result in the consequences outlined below.
- If I am unable to complete my work term, I will contact the Co-op department as soon as possible for guidance.
 - *Note: The co-op team can help facilitate and mediate any difficulties that can arise within the workplace. Be sure to reach out to the Co-op team for assistance.*

Consequences for leaving or ending a work term early:

- In general, failing to honour my co-op employment contract will result in a Fail grade in the work term course, de-enrollment from the program and ineligibility for subsequent work terms.
- A fail grade on my official transcript may have a negative impact on future employer screenings of my transcript for full time new graduate positions.

Circumstances which may warrant ending or leaving a work term early:

- If I have an extenuating circumstance, which may involve unsafe work conditions, I will contact the Co-op department prior to taking any action to discuss your concerns, situation and/or reasons for leaving my work term early.
- If I experience unsafe work conditions, including examples listed below, I may terminate the co-op contract, and contact the Co-op department as soon as possible.
 - **Examples of Unsafe Work Conditions:**
 - Workplace Violence, Harassment or Discrimination
 - Health and safety concerns
 - Medical and/or compassionate reasons

International students and co-op work authorization

- **International students must have a valid co-op work permit on hand prior to accepting and starting the work term. (Submission of application is not a guarantee I will receive the co-op work permit).**
- It is my responsibility to ensure that I have a valid co-op work permit for the duration of my co-op work terms.
- I will contact the Co-op Department if a permit extension is required.
- For questions regarding co-op work permit, including how to extend work and/or study permit, I will contact York International to speak to an International Student Advisor and Immigration Specialist. <https://yorkinternational.yorku.ca/international-student-advising/>
 - Detailed information from Immigration, Refugees and Citizenship Canada (IRCC), visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

Financial Considerations while on Work Term

Governed by York University

- You may not be eligible for grants and student loans while on a co-op/internship work term.
- Understand that enrollment in the mandatory co-op/internship course(s) is considered full-time course load for OSAP purposes.
 - students who have received OSAP in the past may be eligible to apply for continuation of interest-free status (CIFS). When student loans are in interest-free status, they do not have to make payments and interest is waived on their OSAP loans.
 - For more information about applying for interest-free status, including deadlines to apply, check the Money Matters page on the [Co-op website](#). It is the students' responsibility to keep up to date on application deadlines pertaining to your OSAP loans including CIFS. For support and questions pertaining to your account, visit the York University OSAP website and connect with [Registrarial Services](#) directly. Check out their website for ways to connect with their team in person, virtually, by telephone (416-872-9675) or email (rscheck@yorku.ca)
- To maintain **your student health & dental plan coverage** as per [YFS](#) student union while you are on a work term, students are responsible for ensuring they opt-in during the opt-in periods. Students should always check their Student Account Statement to confirm enrollment before seeking undergoing treatments or

purchasing services and medications. Contact the Co-op team if you need a supporting letter to verify your active student status.

- If you hold a scholarship, you may be able to defer it, contact the Undergraduate Student Awards at bursary@yorku.ca.

In return, you can expect the Co-op/Internship team will:

- Work with students in a timely, respectful, professional manner
- Provide career development support (e.g. resumé reviews, interview practice, job search strategies);
- Respond to Co-op/Internship Program related inquiries and requests within three business days;
- Notify participants of any disruptions to normal Co-op/Internship Program operations and timelines;
- Maintain current and accurate Co-op/Internship Program job posting information on the online job posting system

I have read the above Terms and Conditions and understand that if I fail to comply with any of the above regulations throughout the duration of my degree, my Co-op/Internship status will be reviewed and potentially reversed by the Lassonde Co-op/ Internship Program.