

Co-operative Education

Co-operative Education is based on the principle that during the undergraduate years an academic program combined with alternating work periods is desirable for effective professional preparation. Work periods allow students to acquire experience in the area of career interest, while the academic terms can more properly be devoted to fundamental and theoretical studies. The practical experience is not a substitute for, but rather a complement to academic studies.

The following programs have approved Co-op options:

Aerospace Engineering, Applied Physics, Architectural Studies, Biochemistry, Biology, Business (B.Com.), Chemistry, Civil Engineering, Cognitive Science, Communications Engineering, Computational Sciences, Computer Science, Computer Systems Engineering, Earth Sciences, Electrical Engineering, Engineering Physics, Environmental Engineering, Environmental Science, Human-Oriented Technology Concentration (Psychology), Industrial Design, Mathematics and Statistics, Mechanical Engineering, Political Science, Public Affairs and Policy Management, Software Engineering, Public Administration M.A.

Students in Co-op programs must satisfy the normal requirements for their degree programs as well as the graduation requirements specific to the Co-operative option in order to graduate with the Co-op designation.

Students are expected to maintain communication with the Co-op Office on all matters pertaining to participation in the Co-op program and the regulations and procedures for their Co-op option.

The Work/Study Sequence

The work study sequence and number of mandatory work terms varies according to the individual program. Four-month, eight-month, twelve-month or sixteen-month work terms may be available. Please see specific programs for details. Students are normally expected to complete the full complement of work terms in the prescribed academic term/work term sequence. Students in the Co-op option normally require an additional year to complete their degree program.

Co-op Admission Requirements

Consult the Admissions Requirements and Procedures section of this Calendar. Note that in addition, students whose first language is not English who are admitted to Carleton based on TOEFL or CAEL assessments are also required to take the Spoken English Test for Co-op students.

Continuation Requirements

Once admitted to the Co-op option, students must meet the academic standards required to participate in job application through the co-op placement process.

All students must:

- Maintain full-time status in each study term;
- Meet the academic standards required to continue in their degree program;
- Obtain a SATisfactory grade in all work-term courses;
- Maintain legal eligibility to work in Canada;

In addition, students in the following programs must meet the indicated academic standards:

Aerospace, Civil, Environmental, and Mechanical Engineering:

- Students must maintain a CGPA of 8.0 or better.

Communications Engineering, Computer Systems Engineering, Electrical Engineering, Engineering Physics, and Software Engineering:

Students must:

- Maintain a CGPA of 8.0 or better in each study term;
- Complete all courses required in each study term with a CGPA of 8.0 or better;
- Successfully complete all required courses in Study Terms 1, 2, 3, and 4 before starting the Work Term at the end of second year.

Architecture:

- Students must participate in a minimum of three work terms, at least two of which are consecutive.

Biochemistry, Biology, Chemistry, Computational Biochemistry, Computational Biology, Computational Chemistry, Environmental Science, Mathematics and Statistics, Physics:

- Students must maintain a CGPA in Biochemistry of 8.0 or better, and an overall CGPA of 6.5 or better.

Computer Science:

Students must:

- Maintain a Computer Science CGPA of 8.0 or better and an overall CGPA of 8.0 or better.

Work Term Assessment

Successful completion of a work term is achieved by the submission of a satisfactory work term report and receipt of a satisfactory evaluation from the employer. Students are expected to submit a written work term report at the end of each four-month work term. Co-op students will be assessed on their work performance by their workplace supervisor.

An unsatisfactory work term report or a poor assessment in the workplace will not affect students' academic progress, but may result in their being required to withdraw from the Co-operative option.

Employer Performance Evaluations

Evaluation of each student's performance is recorded on the "Employer Evaluation of Co-op Student" form. An Unsatisfactory evaluation is investigated by the Co-op Office and may result in a work term failure being recorded on the Co-op Student Record. Employer evaluations are not recorded on a student's transcript.

Voluntary Withdrawal from the Co-operative Option

Students may withdraw from the Co-op option without penalty during a study term. Such students are eligible to continue in their regular program provided they meet the academic standards required for continuation in that program.

Required Withdrawal from the Co-operative Option

Students may be required to withdraw from the Co-op option for one or more of the following reasons:

- submission of an unsatisfactory work term report or receipt of an unsatisfactory employer evaluation;
- failure to report to an employer or leaving an employer without prior approval;
- failure to attend all pre-arranged interviews with employers;
- failure to attend a minimum of 80% of the preparation classes before registering in the first work term course;
- participating in the placement process arranged by the Co-op Office after receiving a job offer resulting from independent job search.

Students will lose their co-op status for one of the following:

- declining a second job offer during the placement process arranged by the Co-op Office;
- dismissal with cause by an employer;
- failure to pay the Pre-work-term charge and Work term fee by the appropriate dates;
- failure to register for a co-op work term report course.

Employment

Although every effort is made to find a sufficient number of work term positions for all students enrolled in Co-op, no guarantee of employment can be made. The employment process is competitive and dependent on market conditions. Academic performance, skills, motivation, maturity, attitude and potential will determine whether a student is offered a job. It is the final responsibility of the student to secure an available position through successful participation in the competitive interview process and their own job search activities. Where students are unable to obtain suitable employment they are expected to continue their academic program on a full-time basis. The only exception to this rule occurs in the summer term.

Graduation with Co-op designation

Students who successfully complete the specified number of co-op work term courses (see below) in addition to the requirements of their regular program will receive a Co-operative Education designation on the final transcript and diploma.

Disciplines requiring four satisfactorily-completed co-op work terms:

Engineering (Aerospace, Civil, Environmental, Mechanical, Communications, Computer Systems, Electrical, Engineering Physics, Software), Business (B.Com.), Computer Science, Mathematics and Statistics, Physics

Disciplines requiring three satisfactorily-completed co-op work terms:

Architecture, Biochemistry, Biology, Biotechnology, Chemistry, Cognitive Science, Computational Biology, Computational Biochemistry, Computational Chemistry, Earth Sciences, Environmental Science, Industrial Design, Political Science, Psychology (Human-Oriented Technology program), Public Affairs and Policy Management.

Standing and Appeals

The Co-op Office administers the regulations and procedures applicable to the Co-operative programs and will report instances of a student's failing a work term or being required to withdraw from their Co-op option to their academic department. Any decision of the Office may be appealed through the normal channels within the University.

Co-op Regulations

Co-op students are responsible for satisfying all co-op regulations for their program.

Registration

All work terms must be completed before the end of the final academic term. Co-op students must be registered as full-time students in all academic terms of the Co-op option from point of entry through to the final academic term. The only exception occurs when a student may have sufficient credits to be able to register as a part-time student in the final term. During a work term, co-op students must register in one of

| Name | Year 1 | | | Year 2 | | | Year 3 | | | Year 4 | | | Year 5 | |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|--------|
| | Fall | Winter | Summer | Fall | Winter | Summer | Fall | Winter | Summer | Fall | Winter | Summer | Fall | Winter |
| Accounting & Finance | S | S | | S | S | W/S | S | W | W/S | S | W | W/S | S | |
| Architecture | S | S | | S | S | W | S | S | W | W | W | W | S | S |
| Business General | S | S | | S | S | W | W | S | S | W | W | W | S | S |
| Computer Science | S | S | O | S | S | W | W | S | W | S | W | W | S | S |
| Engineering* | S | S | O | S | S | W | S | S | W | W | W | W | S | S |
| Engineering-Progressive ** | S | S | O | S | S | W | W | S | S | W | W | W | S | S |
| Industrial Design*** | S | S | | S | S | W | S | S | W | W | W | W | S | S |
| Mathematics & Stats. | S | S | O | S | S | W | S | W | W | W | S | W | S | S |
| Political Science*** | S | S | | S | S | S/W | W | S | S/W | W/S | W | S | | |
| Psychology (HCI) | S | S | | S | S | | S | S | W | S | W | W | S | |
| Public Affairs and Policy Management*** | S | S | | S | S | W | S | S | W | W/S | W/S | S | S | |
| Science 1*** | S | S | | S | S | W | S | S | W | W | S | S | S - Study | |
| Science 2*** | S | S | | S | S | W | S | S | W | S | S | W | W - Work | |
| | | | | | | | | | | | | | O - Optional | |

*Engineering: Aerospace, Civil, Environmental, Communications Engineering, Mechanical
 ** Engineering-Progressive: Applied Physics, Computer Systems Engineering, Electrical Engineering, Engineering Physics, Software Engineering
 *** Work term patterns are flexible

the following work term report courses appropriate for their program.

Co-op Work Term Courses

Architecture

ARCN 1001, ARCN 2001, ARCN 3001, ARCN 4001

Biochemistry

BIOC 2909, BIOC 3909, BIOC 4909

Biology

BIOL 2909, BIOL 3909, BIOL 4909

Business

BUSI 3901, BUSI 3902, BUSI 3903, BUSI 3904

Chemistry

CHEM 2909, CHEM 3909, CHEM 4909

Civil Engineering

CIVE 1901, CIVE 2902, CIVE 3903, CIVE 3904,
CIVE 3905, CIVE 3906

Cognitive Science

CGSC 3100, CGSC 4100, CGSC 4101

Computer Systems Engineering, Communications Engineering, Software Engineering

SYSC 1901, SYSC 2901, SYSC 2902, SYSC 3901,
SYSC 3902, SYSC 3903

Computer Science

COMP 3200, COMP 3201, COMP 3202, COMP 4200,
COMP 4201

Earth Sciences

GEOL 2001, GEOL 3001, GEOL 4001

Electrical Engineering, Engineering Physics

ELEC 1901, ELEC 2901, ELEC 2902, ELEC 3901,
ELEC 3902, ELEC 3903

Environmental Engineering

ENVE 1901, ENVE 2902, ENVE 3903,
ENVE 3904, ENVE 390, ENVE 3906

Environmental Science

ENSC 2909, ENSC 3909, ENSC 4909

Industrial Design

IDES 2401, IDES 3402, IDES 3403, IDES 3404,
IDES 3405

Mathematics & Statistics

MATH 2200, MATH 3200, MATH 3201, MATH 4200,
MATH 4201

Mechanical and Aerospace Engineering

MAAE 1901, MAAE 2902, MAAE 3903, MAAE 3904,
MAAE 3905, MAAE 3906

Physics

PHYS 3904, PHYS 3905, PHYS 3906, PHYS 4905,
PHYS 4906

Political Science

PSCI 3901, PSCI 3902, PSCI 3903, PSCI 3904

Psychology

PSYC 3903, PSYC 4903, PSYC 4904

Public Affairs and Policy Management

PAPM 3100, PAPM 3101, PAPM 3102