

**Policy 1: Co-operative Education**

**Policy Statement**

Some departments within the University make provision for co-operative placements at the Master's level. Normally, two terms of co-op placement or work terms are required to graduate with the co-op designation.

The "Co-op Option" offers a unique opportunity for qualified full time graduate students to combine their academic studies with practical work experience. Students must be registered full time in their program and registered with the University's Department of Career Development and Co-operative Education.

Students admitted to the co-operative degree programs will be registered part-time during their work terms, and will be registered full time during the study terms. While on a work term, students are limited to registering in an additional .5 credit **or** their thesis. Students can request exemption from continuous registration in their thesis/research essay/independent research project during a work term. The additional .5 credit cannot interfere with the work placement.

Students in the co-operative education option are not eligible to draw upon scholarship/award funds i.e. Teaching Assistant and/or Research Assistant during a work term.

**Process:**

- The Student will apply to be accepted into the co-op program based on the Department eligibility criteria;
- Once accepted into the co-op program stream the Department will submit to FGSR a Revision to the Statement of Standing on Admission (Blues) i.e. change in program;
- The student will register with the University's Department of Career Development and Co-operative Education;
- Once the student has been accepted into the University's Department of Career Development and Co-operative Education program, the student will register in COOP 5001. A \$390.00 non-refundable study term fee will be applied to the student's account. This fee is due in the study term before beginning the first work placement and is paid in

the same manner as course fees. The \$390.00 fee will also be applied during each work term.

- Prior to the commencement of the work term the Department will submit to FGSR an Academic Change Form requesting a status change from Full Time to Part Time; at this time the department/student may request an exemption from continuous registration in their thesis;
- If the student is in receipt of a scholarship, Teaching Assistant, Research Assistant, the value of the award will be deferred to a later term. (NB. External awards will be issued/deferred based on the external agency criteria);
- During the work term the student will register in one of the co-op work term courses. The student is allowed to register in an additional .5 credits or thesis.
- Continuous registration in their thesis/research essay/independent research project is not required during the work term. The student must request an exemption prior to commencement of the work term;
- Once the work term(s) is completed FGSR will automatically change the student's status back to full time registration.