

Co-operative Education/ Internship

Summary of Programs

Co-operative Education Programs

Co-operative Education programs are offered in the following areas. Please see the faculty description for further information.

Faculty of Communication and Culture

Communications Studies
Development Studies

Haskayne School of Business

Accounting
Business Process Management
Entrepreneurship and Innovation
Finance
Finance/Risk Management and Insurance (Double Concentration)
General Management
Human Resources and Organizational Dynamics
International Business
Management Information Systems
Marketing
Operations Management
Petroleum Land Management
Risk Management and Insurance
Tourism and Hospitality Management
Tourism and Hospitality Management/Marketing (Double Concentration)
Transportation and Logistics

Faculty of Humanities

English
French
Philosophy
Religious Studies

Faculty of Science

Actuarial Science
Chemistry (Applied)
Ecology

Faculty of Social Sciences

Archaeology
Economics
Geography

History
Linguistics
Political Science
Sociology

Internship Programs

Internship programs are offered in the following areas. Please see faculty description for further information.

Faculty of Engineering

Chemical
Civil
Computer
Electrical
Geomatics
Manufacturing
Mechanical
Oil and Gas
Software

Faculty of Medicine

Bioinformatics (program available beginning in 2006)
Biomedical Sciences (program available beginning in 2006)
Health and Society (program available beginning in 2006)

Faculty of Science

Computer Science

Contact Information

Location: Career Services MacEwan Student Centre 188

Telephone number: (403) 220-8020

E-mail address: coop@ucalgary.ca

Web page URL: <http://www.ucalgary.ca/careers>

Introduction

Co-operative Education and Internship are optional academic programs that provide students the opportunity to enhance their education by acquiring career related work experience before graduation. Students gain practical experience, develop a network of contacts, and obtain a better understanding of careers in their field. This program allows students the opportunity to apply knowledge

Table of Contents

Summary of Programs	
Co-operative Education	283
Internship Programs	283
Contact Information	283
Academic Regulations	284

and skills developed in the classroom in a practical work environment, enhancing both the academic and employment portions of their University career.

Each four month Co-operative Education/ Internship work term is registered as a Co-operative Education or Internship course. Evaluation of the Co-operative Education/ Internship course/work term is a faculty responsibility and is based on successful completion of a work report and satisfactory work performance. Work performance is monitored by a Career Services Advisor and the employer.

Pattern

Students in the Co-operative Education/ Internship program complete the normal academic curriculum while integrating a number of work terms into their program. Work terms and study sessions are full time and all students receive a salary while on a work term.

Co-operative Education students complete a minimum of twelve months and a maximum of twenty months work experience (depending on Faculty/Department requirements), normally alternating periods of work and study starting and ending on an academic session. Internship students complete twelve to sixteen months continuous work experience between their third and fourth academic years. Co-operative Education/Internship programs are designed to expose students to a realistic work environment with employment occurring in all seasons of the year.

Each Co-operative Education/Internship position is evaluated as a suitable learning opportunity by the University and students continue to interact with the University for the duration of their employment. Each four-month work term is registered as a Co-operative Education/Internship course and non refundable course fees are assessed. Courses are evaluated on a completed requirements/fail basis. Upon successful completion of all program criteria, the Co-operative Education or Internship designation will appear on the student's academic transcript and degree parchment.

Opportunities

A variety of employment opportunities exist for Co-operative Education/Internship participants. Positions are offered in business, government, the professions and not-for-profit organizations. The number and variety of work experience positions available and advertised to Co-operative Education and Internship students varies from term to term and some positions are outside of Calgary. Students compete for job

opportunities (placement is not guaranteed) and employers make the hiring decisions. Employers seek students who have relevant education, computer skills, some related work and volunteer experience, and extracurricular involvement. Students are encouraged to start developing the necessary skills and abilities before applying to the Co-operative Education/Internship program.

Students have the option of applying on Co-operative Education/Internship positions advertised through Career Services, finding their own job and having it approved as a suitable learning opportunity, or applying for credit by special assessment on work experience previously completed.

Academic Regulations

Admissions

Information pages describing each Co-operative Education/Internship program and application forms are available at Career Services, MacEwan Student Centre 188. Information is also available at the Engineering Internship Office, the Haskayne School of Business Career Centre, and the Social Sciences Co-op Office. Students in Bachelor of Arts and Bachelor of Science Co-operative Education programs normally apply to Co-operative Education in the second year of their program. Direct entry students to the Haskayne School of Business apply by December 1 of their second year; transfer students apply by May 1 of the year that they apply to the business school, normally the end of their second year. Students in Engineering and Computer Science Internship programs apply in third year.

Students should be aware that the Career Development Workshop or equivalent is a requirement for admission.

Requirements

Students must:

- be registered as full-time students

- be registered in a faculty/department offering Co-operative Education/Internship programs
- meet faculty/department GPA and course entrance requirements (Consult the appropriate faculty sections of this Calendar.)
- complete the Career Development Workshop or equivalent.

Career Development Workshops are offered throughout the year. Students should register for this workshop well in advance at Career Services.

Note: *Students entering the Haskayne School of Business are required to complete a Co-op Orientation in lieu of the Career Development Workshop.*

Students applying to Co-operative Education/Internship should also be aware of the following:

1. Students must be legally permitted to work in Canada.
2. Students who are registered in combined degree programs can be eligible for Co-operative Education/Internship programs if one of the majors is in a faculty or department in which a Co-operative Education/Internship program is offered.
3. Students may be required to attend a personal interview with Co-operative Education/Internship and/or the faculty to decide admissibility. Students will be contacted regarding the interview.
4. The University reserves the right to refuse admission to a Co-operative Education/Internship program on academic or other grounds.
5. Transfer students from other universities will be considered for admission to the Co-operative Education/Internship program. Please refer to the application deadlines for the Co-operative Education/Internship program. Transfer students applying to the Haskayne School of Business apply to the Co-

operative Education/Internship program at the same time as they are applying to the Haskayne School of Business. All transfer students should complete one academic session at the University of Calgary prior to a work term.

Application Process

Students must submit a completed Co-operative Education/Internship Student Application form by the appropriate deadline date. For more information on the application process, students should contact Career Services, the Engineering Internship Office, the Haskayne School of Business Career Centre or the Social Sciences Co-op Office. Incomplete applications will not be accepted.

Applications for admission are reviewed by the faculty/department.

Admitted students pay an admission fee of \$50 to the Fees Office and are given access to the Co-op/Internship job postings.

Admission Appeal Procedure

Students who believe there has been an error in the assessment regarding the suitability of their admission to the program should contact the Faculty office. Students who cannot resolve the appeal with the faculty may submit a formal appeal. Outline the grounds for the appeal and the remedy being sought in a letter to the Registrar with a copy to the Director of Career Services.

No student whose application is in the appeal process will be allowed to apply for Co-operative Education/Internship positions until a formal decision on the appeal has been made.

Registration

Course Registration

Registration in Co-operative Education/Internship course(s) occurs when the student accepts a position with an organization and completes the Placement and Course Registration form. Students who have accepted a placement obtained through the Co-operative Education/Internship placement process are required to fill out their Placement and Course Registration form at Career Services immediately. The completed Placement and Course Registration form will result in the student being registered into the appropriate course(s) by Career Services and the appropriate fee will be payable.

Students registered in a Co-operative Education or Internship course are considered "full-time students" by the University for the purpose of student loans, Students' Union fees and Student Health and Dental Insurance coverage. Because of Revenue Canada's policy regarding the Education Tax Amount, Co-operative Education and Internship students are not classified as full or part time on the T22 02A form issued by the University and do not qualify for the

Application Deadlines

	May 1	September 1	October 1	December 1
Communication and Culture	✓	✓		✓
Engineering*			✓	
Haskayne School of Business				
BComm	✓**			✓***
Humanities	✓	✓		✓
Medicine				
Bioinformatics	✓			✓
Biomedical Sciences	✓			✓
Health and Society	✓			✓
Science	✓	✓		✓
Social Sciences	✓	✓		✓

* Students who do not meet the application deadline should contact the Engineering Internship Office regarding admission.

** Deadline for Transfer students

*** Deadline for Direct Entry students

Education Tax Amount.

Course Work

Planning Work Terms and Academic Sessions

Please refer to the appropriate Faculty section in this Calendar for information on the number and scheduling of work terms.

It is the student's responsibility to plan work terms and academic sessions in relation to course availability. The University cannot guarantee all courses will be available in all sessions.

Both Co-operative Education and Internship programs should start and end with an academic session. Students in Co-operative Education programs normally alternate between periods of work and study. Work periods can be four months or eight months (two consecutive work terms) starting in January, May and September. Students in some programs may do three consecutive work terms. Co-operative Education programs with three or four work terms have a maximum of two spring/summer work terms. Co-operative Education programs with five work terms have a maximum of two consecutive, spring/summer work terms and three summer work terms in total.

Internship programs are a minimum of twelve and a maximum of sixteen consecutive months.

Co-operative Education and Internship Courses

Each four-month Co-operative Education/Internship work term is registered as a Co-operative Education/Internship course. Co-operative Education/Internship courses are in addition to the normal requirements for a degree program.

Each work term (Co-operative Education/Internship course) is approximately four months in duration. Courses are graded on a Completed Requirements/Fail (CR/F) basis and this grade is not included in the calculation of the grade point average.

Once students are registered in a Co-operative Education/Internship course (i.e., have accepted a placement), they are committed and expected to fulfill their commitment. If the placement accepted is for more than one four-month work term, students are registered in the appropriate number of Co-operative Education/Internship courses and are committed to complete all of them.

Students cannot withdraw from a Co-operative Education/Internship course (or leave a work term/placement) without permission from both Co-operative Education/Internship and the Faculty. (See Withdrawal Policies.)

Transfer Credit for Co-operative Education/Internship Courses

Students transferring to the University of Calgary from another university, or transferring from one program to another, should

consult with the faculty and Career Services regarding possible transfer credits. To receive a degree with "Co-operative Education" or "Internship" designation, students must complete a minimum of one four month work term under the University of Calgary. Some faculties may require more than the minimum of one work term and each faculty determines the maximum number of transfer credits allowed.

Credit by Special Assessment

Students who feel that they have previous relevant work experience and who wish to receive formal university credit may apply for credit "by special assessment." Students should consult Career Services for instructions regarding the application and review process. Prior work experience will be evaluated by Career Services and the faculty in which the student is registered. Students granted credit "by special assessment" will be assessed the course fees for Co-operative Education/Internship courses.

Student Standing

Co-operative Education/Internship Course Evaluation

Evaluation of the Co-operative Education/Internship course/work term is a faculty responsibility and is based on successful completion of a work term report and satisfactory job performance. Job performance is monitored by a Career Services Advisor and the employer.

If a student receives unsatisfactory performance or is asked to leave employment by an employer, the University will investigate the situation and determine the appropriate grade. If a student is asked to leave employment for "just cause," a grade of "F" will be given and the student will be required to withdraw from the Co-operative Education/Internship program. The student will not receive Co-operative Education/Internship designation and a permanent notation will be placed on the transcript of record that the student was required to withdraw from the Co-operative Education/Internship program. Students who receive a grade of "F" in a Co-operative Education/Internship course because they did not meet the work term report requirement will be required to withdraw from the Co-operative Education/Internship program and will not receive Co-operative Education/Internship designation.

Maintenance Requirements

Students must meet minimum GPA and course requirements established by faculty and maintain full-time status on academic sessions. Students who do not meet these requirements will be required to withdraw from the Co-operative Education/Internship program.

Graduation

Students who successfully complete the Co-operative Education/Internship program as

required by the faculty in which they are registered will receive Co-operative Education or Internship designation on their transcripts and degree parchment.

Fees and Expenses

Admission fee: \$50

Course fees are assessed for each Co-operative Education/Internship course at the time that the course is registered. Fees are payable on the normal fee deadlines.

Co-operative Education and Internship course fees are as follows.

- Four month Co-operative Education work term/course: \$345
- Four month Internship work term/course: \$345
- Maximum number of work terms/courses for which fees are payable: three
- Total Fees Payable for a complete program (excluding Students' Union fees, Health and Dental Plan and donation): \$1035

Co-operative Education/Internship course fees are non-refundable and are due and payable, even if the student subsequently withdraws from the course(s) or is required to withdraw from the Co-operative Education/Internship program. (See Withdrawal Policies.)

In addition to the Co-operative Education/Internship course fees, other fees including full-time Students' Union fees will be assessed. Campus Recreation and Athletic fees are optional. Students may opt out of Health and Dental Insurance in the Fall and Winter Sessions with proof of alternate coverage. Students who register for other University courses while on a work term, will be assessed other course fees on a fee per course basis. Students should refer to the Fees section of this Calendar for more information.

Withdrawal Policies

The Co-operative Education/Internship program strongly values the commitment that is made between students and Co-op/internship Employers. Our withdrawal policies have been set to encourage students to be accountable for their commitments.

Students cannot withdraw from a Co-operative Education/Internship course (or leave a work term/placement) without permission from both Co-operative Education/Internship and the faculty.

Permission is only granted in cases of serious illness, domestic affliction, or for academic issues. Students who receive permission to withdraw will receive credit for completed course/work terms. They will be withdrawn from the current registered course/work term. They will also be dropped from registered course/work terms not yet started and no fees will be charged for these

course/work terms.

Withdrawal with Permission

- (a) Student contacts Career Services or administrators or department;
- (b) A University representative meets with the student and employer to investigate and try to resolve issues when feasible or appropriate and seek a resolution;
- (c) When the issue meets the criteria above and cannot be resolved, faculty approval can be given for the student to withdraw without penalty.

Withdrawal without Permission

Students who leave a work term (withdraw from a Co-operative Education or Internship course) without permission will be assigned a grade of "F" on the course and will be dropped from subsequent courses. No fees will be charged for the subsequent courses.

In addition students will be required to withdraw from the Co-operative Education/Internship program and will not receive Co-operative Education/Internship designation, notwithstanding the fact that they had completed the minimum work term requirements for the program. A permanent notation will be placed on the transcript of record that the student was required to withdraw from the Co-operative Education/Internship program.

