

Schedule “A” to the Student Application for Admission to the Law Co-op Program



UVic Co-operative Education Program Terms and Conditions of Participation

The purpose of this agreement is to assure procedural fairness for individuals by articulating a core set of principles governing all Co-operative Education students, as well as Work Experience students (herein after referred to as “Co-op”). You should familiarize yourself with the general and program-specific regulations listed in the UVic Undergraduate and/or Graduate calendars. The following terms and conditions are in addition to and/or highlight the regulations listed in the calendar(s), and are designed to comply with the requirements of the BC Freedom of Information and Privacy Act.

A. Once accepted into the Co-op program:

1. I will attend and complete a work term preparation program/course, normally undertaken before my first work term, and as specified by my Co-op program. With permission of my Co-op program, this preparation program may be completed while participating in the placement process for the first time.
2. I understand that prior to each placement process, I am required to provide the Co-op office with an updated résumé and that I will participate in a job search planning meeting, either in-person or via phone/email/Skype, with my Co-op Coordinator.
3. I will sign all work term registration forms when asked to do so by my Co-op program. I understand that these forms will be used to officially register me in my work terms and copies will be kept on my file.
4. I understand that I will be required to use my UVic email account as this is the primary way I will be contacted regarding interviews, offers of work term placements, and important Co-op notices.
5. To maintain my Co-op status I must at all times be registered as either a full-time student in an academic term or on a work term. A leave of absence (i.e., temporary withdrawal) from the Co-op program must be arranged in advance with my Co-op program. To achieve the greatest learning benefit from my Co-op program, I agree to follow the academic/work term schedule as required by my Co-op program, and will seek written approval from my Co-op program if changes are required.
6. I agree to make a commitment to complete all required work terms for my Co-op program. However, I do understand that if I am in an optional (non-mandatory) Co-op program, I am able to withdraw from my Co-op program, but **not** while on a work term, **not** after the employer’s offer has been accepted, and/or **not** after placement has been confirmed for any subsequent work term with the same employer. I must inform my Co-op coordinator, in writing, to request a withdrawal.
7. I understand that to participate and continue in the Co-op program, I must maintain an acceptable academic standing according to the regulations of my program.
8. I understand that I must successfully complete the University Undergraduate English Requirement according to the timeline of my Co-op program. If I cannot complete this requirement I must inform my Co-op Coordinator. This English Requirement does not apply to students enrolled in the Faculty of Law or Graduate Studies.
9. I understand that there may be other prerequisites, which must be fulfilled according to the timeline of my Co-op program (students should check program-specific regulations listed in the Calendar).
10. I understand that work term placements cannot be guaranteed, and that the likelihood that I secure a placement is directly related to the effort I apply to my job search process.

B. While looking for a work term:

1. I agree to apply for a wide range of Co-op positions, including those outside Victoria, until I have secured a work term. I understand that participation in the Co-op program may require me to accept positions anywhere in Canada and to pay, where required, the necessary travel expenses to relocate. If I have any restrictions concerning job duties, location, or travel, I will discuss these with my Co-op Coordinator.
2. I understand that the Co-op posting web pages on the Co-operative Education Program & Career Services Portal (Learning in Motion) are password protected. Consequently, I agree to not share any information about Co-op postings or employers with any other individual. I understand that if I fail to maintain the security of the Co-op & Career Portal, I will be dismissed from the Co-op program.
3. I agree not to solicit positions from established Co-operative Education employers directly on my own behalf.
4. I agree to advise my Co-op Coordinator if I am pursuing my own job development. If I develop my own job I understand that the Co-op program must approve the position, and that to facilitate this approval, I must submit

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supporting documentation (job description and employer letter of offer) to my Co-op Program before commencing the work term. Failure to do this may result in the work term not being approved and registered.

5. I agree to attend all interviews with employers that have selected me as a candidate, until such time as I have accepted a work term placement. If I have completed an interview, and I no longer feel the opportunity is suitable for me, I will contact my Co-op Coordinator immediately to discuss my reasons. If appropriate, I will be withdrawn from the competition.
6. I will not accept a job offer directly from an employer during an interview, which has been set up by the Co-op office, without first consulting with my Co-op Coordinator.
7. If offered a position via the Co-op office, I agree to accept or decline this position within 24 hours. I understand that I may not decline more than one position obtained through the Co-op program in a term. If I decline a second position, I understand that I am no longer eligible to apply to postings on the Co-op & Career Portal and must find my own work term placement for that term. If I am considering declining a position, I will contact my Co-op program to discuss my reasons.
8. I understand that work terms are paid employment and reflect the employer’s salary scale and the student’s level of training and experience. By accepting a job offer, I am agreeing to the salary as stated by the employer.
9. I understand that the Co-op Office is under no obligation to post Co-op positions or approve self-placements that it believes to be unsuitable.
10. I understand that when I accept a work term, which I have found through the Co-op program (eg. from previous Co-op work term, the Co-op & Career Portal, staff, or other Co-op resources), I am committing to undertake and complete that work term, normally 15 weeks in duration, and a minimum of 12 weeks.

C. While on a work term:

1. I understand that while on a work term I am representing the University of Victoria and therefore I agree to conduct myself in a professional and ethical manner.
2. I understand that a Co-op fee is due and payable to Accounting Services by the end of the first month of each work term (January 31st, May 31st, or September 30th).
3. I understand that since work terms are considered to be a full-time course of studies, students may not enroll in courses while on a work term. With the agreement of my coordinator and my employer, and faculty member if required, I may be permitted to take one course (1.5 units).
4. I understand that my Co-op Coordinator will conduct a work site visit, which may be on-site, or via phone/email/Skype, approximately halfway through each work term. Coordinators meet with both the student and the supervisor during the visit, and I am required to complete all assessments and evaluations as provided to me by my Co-op program.

D. After the work term:

1. I understand that I am required to submit a Work Term Report, by the due date as specified by my Co-op program (normally January, May or September). I understand that the report can be made available to other students in my Co-op program and/or to my employer. I also understand that I may be required to produce an Abstract or Executive Summary of the report. This summary, or the full Report, may be provided to my academic department for information and/or grading.
2. I understand that after each work term I may be required to attend a debriefing session, and may be required to give a presentation about my work term experience to students and/or faculty members.
3. I understand that the requirements for a passing grade for a work term include my employer’s satisfactory final evaluation and the satisfactory completion of a work term report, and I understand that my Co-op program may have additional requirements. Failure to meet these requirements may result in a failing grade (N/X or F/X for undergraduate; or N or F for graduate) and a GPA of 0 for that work term, and I understand I will not receive the 4.5 academic credits for that work term (undergraduate) or 3.0 academic credits for that work term (graduate).

E. Legal and Safety Issues

1. I understand that the Co-op program must know my immigration status in Canada for the purposes of ensuring that I am working legally in Canada and for advising potential employers who may only hire Canadian citizens. For International Students only: I understand that I must apply for and receive an Employment Authorization (Co-op work permit), which will legally entitle me to work in Canada on a registered work term, and I also understand that as an International Student I must apply for and receive a Social Insurance Number in order to work in Canada.

I am a: Canadian Citizen; Permanent Resident of Canada; International/Visa Student.

Schedule “A” to the Student Application for Admission to the Law Co-op Program

- 2. I understand that if I am applying for or receiving financial assistance, I am required to inform the Student Awards and Financial Aid Office of my acceptance into the Co-op Program.
- 3. I understand that the Criminal Records Review Act requires that anyone in the Provincial Government or working for a provincial or childcare agency who is supervising an employee under the age of 19 must undergo a Criminal Records review check. If I will be under the age of 19 prior to any work term placements, I agree to advise my Co-op Coordinator prior to accepting a placement.
- 4. I understand that some work term placements may require that I work with infectious microorganisms and/or hazardous materials. Should I accept such a placement, I agree to receive recommended vaccinations and to undertake special safety training sessions, as advised by my Co-op Coordinator.

F. Freedom of Information and Privacy

- 1. I agree to allow the Co-op program to solicit positions on my behalf. I give my consent to the Co-op program to disclose and release personal information consisting of my résumés, unofficial transcripts, letters of reference, and portfolios to prospective Co-op employers for the purpose of assisting me to secure employment for work terms while I am enrolled in the Co-op program. I give my consent to the Co-op program to discuss my academic records, employment history, references and qualifications with prospective Co-op employers for the purpose of assisting me to secure employment for work terms while I am enrolled in the Co-op program.
- 2. I understand that I will be asked to provide salary information to the Co-op program for statistical purposes.

I have read the above terms and conditions of participation in the UVic Co-operative Education Program and I agree to abide by them during my participation in the program. I understand that a signed copy of this agreement must be on file in my Co-op Office before I may participate in the Co-op work term placement process. I also understand that the Co-op Program reserves the right to take appropriate action, such as withdrawal from the Co-op program, in the event that I do not adhere to the above terms and conditions, as well as the general and program-specific Co-op regulations listed in the UVic Undergraduate and/or Graduate calendar(s). If I have any questions about this document, or the UVic calendar(s), I will discuss them with my Co-op Coordinator.

Name _____ Student No. _____
UVic email _____ Phone _____
Signature _____ Date _____

Completing the following information is *voluntary*. The information will be used for statistical purposes only or, in the case of a disability, to secure any special assistance that is required or, in the case of minorities, to access (with student permission) positions which will qualify for employment equity funding. The Office of the Director of Co-operative Education uses aggregate statistical information. Information about individuals will not be released without the student’s permission in writing.

<p>I am: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> First Nations, Métis or Inuit ancestry <input type="checkbox"/> member of a visible minority group I require special assistance by reason of a disability <input type="checkbox"/> yes <input type="checkbox"/> no If “yes”, what special assistance is required?: _____</p>
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