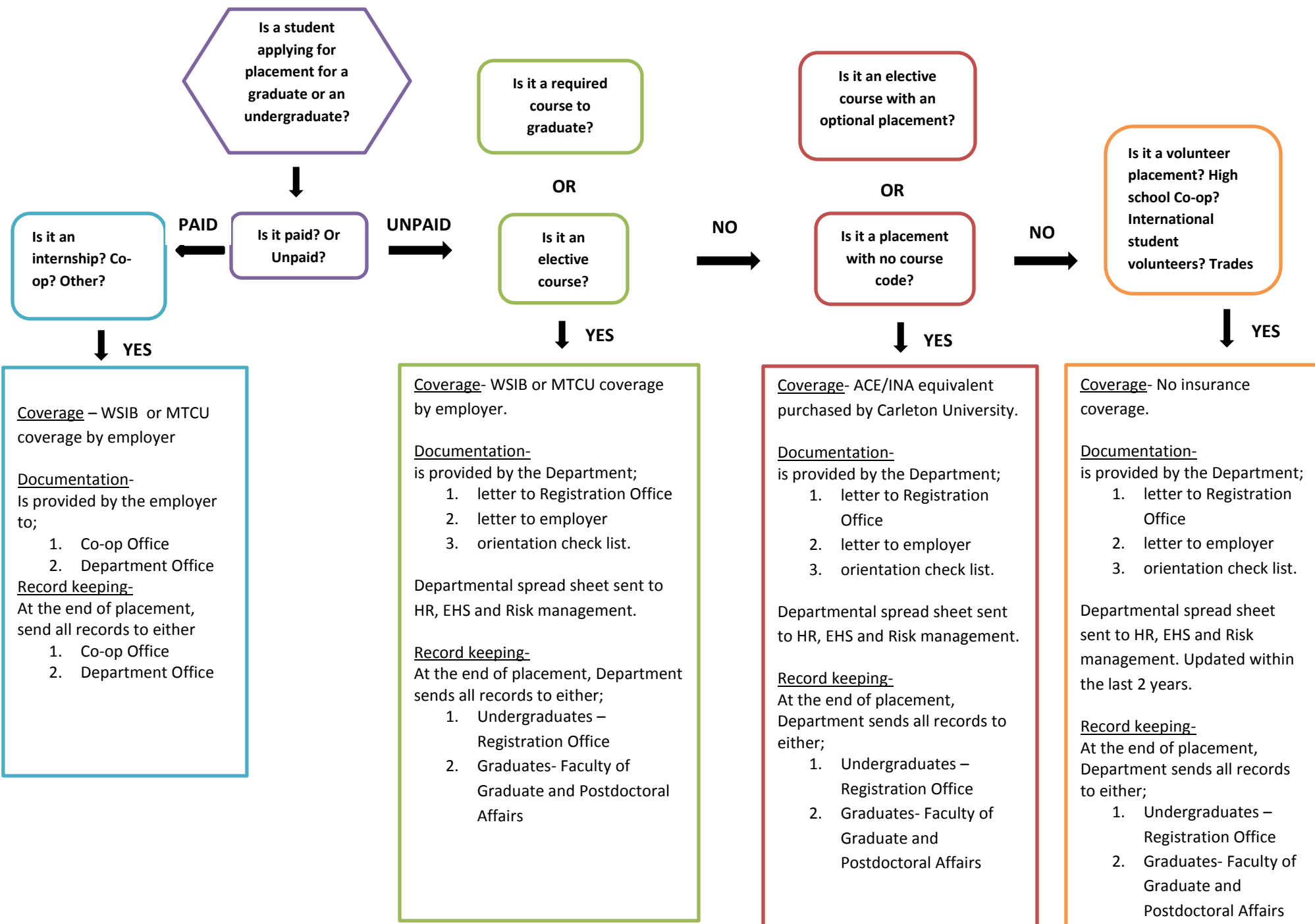


Unpaid / Paid Placement Flowchart



Coverage – WSIB or MTCU coverage by employer

Documentation-
Is provided by the employer to;

1. Co-op Office
2. Department Office

Record keeping-
At the end of placement, send all records to either

1. Co-op Office
2. Department Office

Coverage- WSIB or MTCU coverage by employer.

Documentation-
is provided by the Department;

1. letter to Registration Office
2. letter to employer
3. orientation check list.

Departmental spread sheet sent to HR, EHS and Risk management.

Record keeping-
At the end of placement, Department sends all records to either;

1. Undergraduates – Registration Office
2. Graduates- Faculty of Graduate and Postdoctoral Affairs

Coverage- ACE/INA equivalent purchased by Carleton University.

Documentation-
is provided by the Department;

1. letter to Registration Office
2. letter to employer
3. orientation check list.

Departmental spread sheet sent to HR, EHS and Risk management.

Record keeping-
At the end of placement, Department sends all records to either;

1. Undergraduates – Registration Office
2. Graduates- Faculty of Graduate and Postdoctoral Affairs

Coverage- No insurance coverage.

Documentation-
is provided by the Department;

1. letter to Registration Office
2. letter to employer
3. orientation check list.

Departmental spread sheet sent to HR, EHS and Risk management. Updated within the last 2 years.

Record keeping-
At the end of placement, Department sends all records to either;

1. Undergraduates – Registration Office
2. Graduates- Faculty of Graduate and Postdoctoral Affairs