

Module 1: Introduction to Your Co-op Journey

Reference Notes

Table of Contents

WELCOME	1
LEARNING OBJECTIVES	1
PRESENTATION OVERVIEW	1
1.1 INTRODUCTION TO THE CO-OP EXPERIENCE	2
WHAT IS CO-OP?	2
WHAT ARE THE BENEFITS OF PARTICIPATING IN CO-OP?	2
THINGS TO CONSIDER	2
CO-OP EXPECTATIONS	3
<i>Co-op Student Expectations</i>	3
<i>Co-op Office Expectations</i>	3
<i>Co-op Employer Expectations</i>	4
<i>Activity: Multiple Choice</i>	4
THE CO-OP DESIGNATION	4
CO-OP WORK/STUDY PATTERNS	5
CO-OP FEES	6
<i>Administrative Fees</i>	6
<i>Work Term Fees</i>	7
<i>Refund Policy for Admin Fees</i>	7
<i>Other Financial Considerations</i>	7
<i>Co-op Positions Are Paid</i>	7
THE CO-OP PARTICIPATION AGREEMENT	8
1.2 COOP1000	8
WHAT IS COOP1000?	8
<i>Completing the Course</i>	8
<i>Topics Covered in COOP1000</i>	9
WITHDRAWAL DEADLINE	9

ACADEMIC ACCOMMODATIONS	9
STUDENTS WITH DISABILITIES	9
TIPS FOR SUCCESS	9
WRAP UP	10
MOVING FORWARD	10

Welcome

On behalf of the Co-operative Education Office at Carleton University, welcome to COOP1000! Enrolling in this online unscheduled course represents the first step in participating in the co-op program at Carleton University and we are excited to work with you throughout your co-op journey.

In this module, we will review information about participating in the co-op program and set the stage for what's to come in the course. This module will be split into two sections:

1. Introduction to the Co-op Experience
2. Introduction to COOP1000

Learning Objectives

By the end of this module, you will be able to:

Section 1: Introduction to the Co-op Experience

- Examine how the expectations of the co-op program differ between students, employers, and the co-op office.
- Identify the various co-op work study patterns related to your co-op program
- Review co-op fees, drop dates, rules and regulations

Section 2: Introduction to COOP1000

- Explain the key deliverables of COOP1000
- Review the eight topics and learning activities in COOP1000
- Identify the key tips to succeed in a self-directed online unscheduled course

Presentation Overview

Before we begin, let's take a moment to orient you to the various features of the modules in COOP1000.

- Each module in COOP1000 will contain visuals on the screen and audio.
- The outline tab, on the left of the screen, displays an overview of the sections that will be covered in the module and an approximate estimate of how long it will take to review the content in each section.
- You can find a transcript of the audio by clicking on the "transcript" tab which is located beside the outline tab on the left side of the screen.
- At the bottom of the screen, you will find various navigation controls including a volume button, play/pause button, a seek bar that shows your progress on the slide, and next and previous buttons that allow you to navigate between slides in the module.
- At the top right side of the module, you will find the resources tab which will include a variety of resources to supplement the module. Some examples include:
 - **Module Reference Notes:** a downloadable transcript of the module content in a PDF file.

- **Toolkit:** additional resources, tip sheets, and infographics to expand on the content found in the module. Please note that some items in the toolkit will be specifically referenced in the slides of the module and these may be tested on the quizzes for each module.

1.1 Introduction to the Co-op Experience

In this section, we will discuss what co-operative education means, benefits and considerations to participating, and expectations.

What is Co-op?

Co-operative Education (co-op) combines traditional, in-class education with hands-on experience. Co-op students alternate between study terms at Carleton with four-, eight-, twelve- or sixteen-month work terms according to predetermined work/study patterns. We will review work/study patterns in more detail later in this module. Co-operative education programs involve collaborations between co-op offices, academic departments, and employers. The co-op program at Carleton is a large and structured program that works with thousands of students every year.

Let's review some benefits and things to consider about participating in the co-op program.

What Are the Benefits of Participating in Co-op?

Benefits to participating in co-op include:

- Gain degree-related full-time experience
- Get paid
- Develop employability skills including job search skills and how to succeed in the workplace
- Apply knowledge gained from your studies at work and integrate experience from work terms into future academic courses
- Receive feedback on your work performance and reflect on your experience
- Learn more about your interests by working for different employers and/or within different roles within your field
- Build your professional network and gain experience and skills to help you secure full-time work after graduation

Things to Consider

As you begin your co-op journey, here are some things you should consider:

- Completing the co-op designation will lengthen the time it takes to complete your degree (usually by 1-2 terms). More information can be found in your work/study pattern.

- There is a cost to participating in the co-op program. We will review this in more detail later in this module.
- The co-op job search is a competitive process where you need to submit strong application documents (a resume, cover letter, and grades page) for job postings. Employers make the decisions on interview candidates and offers.
- The co-op office does not guarantee that every student will secure a position--we work with you to help you maximize your chances for success, but you are in control of your job search.
- The jobs posted to students are developed for co-op programs as a whole, and not for individual students. The selection of postings is subject to external factors including the labour market, employer needs, funding, etc.
- The co-op job search can be stressful because of the time investment required to submit quality applications, attend interviews, etc. while balancing a full course load. Therefore, you will need to manage your time effectively to ensure you balance the demands of your courses with the demands of your co-op job search

Co-op Expectations

In this section, we will review the expectations of co-op students, the co-op office, and co-op employers.

Co-op Student Expectations

As a co-op student, you are expected to:

- Review and follow the rules and regulations of the co-op program
- Keep your Co-op Student Advisor updated throughout their participation in the program
- Take ownership for your job search while accessing the resources offered by the co-op office
- Be open to different experiences, especially during difficult job search terms such as your first job search
- Conduct a self-directed job search in addition to applying to co-op jobs on the co-op job board (this will be discussed in greater detail in module 5)
- Complete all work term deliverables including the work term report and all check-ins
- Treat all co-op staff members and co-op employers with respect and professionalism
- Get in touch with your Co-op Student Advisor as soon as possible should you have any questions or concerns related to the job search or work term

Co-op Office Expectations

The co-op office is expected to:

- Provide support to co-op students throughout your participation in the program (including during COOP1000, during the job search, and while at work)

- Work closely with prospective and current employers to develop relevant co-op opportunities for co-op students
- Assist students in securing employment opportunities through job postings and employer networking events
- Maintain contact with co-op students throughout your participation in the program through emails, appointments, site visits, and check-ins
- Provide confidential service to students to support you with any difficulties that arise during your participation
- Work closely with academic departments to administer the co-op program, including reviewing continuation requirements such as GPAs and course registrations

Co-op Employer Expectations

Co-op employers are expected to:

- Complete all required documentation and ensure that the student's workspace is ready
- Orient the student to the work environment and provide an outline of their tasks and responsibilities
- Provide ongoing feedback and support to students throughout the work term
- Complete all check-ins including the site visit, email check-ins, and end of term evaluation
- Review the student's work term report to determine whether it is proprietary and/or whether it can be submitted to Carleton University

Activity: Multiple Choice

Select either student, co-op office or employer

1. Review the student's work term report to determine whether it is proprietary and/or can be submitted to Carleton University for grading
2. Assist students in securing employment opportunities through job postings and employer networking opportunities
3. Conduct a self-directed job search in addition to applying to co-op jobs on the co-op job board
4. Keep their Co-op Student Advisor updated throughout their participation in the program
5. Complete all check-ins including the email check-ins and end of term evaluation

The Co-op Designation

Completing all required work terms in the co-op program will result in receiving the co-op designation on your degree. This means that formal recognition of completing your co-op requirements will be included on both your degree and your transcript.

Completing the co-op designation involves successfully completing three or four work terms depending on your program. You can find more information about the number of work terms

required for your program by visiting the following link and selecting your program:

[Undergraduate Co-op Programs - Co-op.](#)

Co-op Work/Study Patterns

As mentioned, each co-op program has a specific work/study pattern that outlines the timing of work terms and study terms. Each work/study pattern has been developed with the applicable academic department in order to ensure that the work terms do not conflict with required courses. In addition, the patterns have been developed based on employer needs. For example, many accounting students complete work terms in the winter term due to tax season.

Before we look at the specific work/study pattern for your program, let's review how to read work/study patterns using an example:

- The **top row** of the chart represents the year in which you are enrolled
- The **second row** represents the term (either Fall, Winter, or Summer)
- The **third row** lists when you will be working and studying
- At the bottom of the chart is a legend that corresponds to the letters in the third row
 - S represents study terms,
 - W represents work terms, and
 - O (or W/S) represents optional terms in which students have the option to either work or study.

Year	One			Two			Three			Four			Five	
Term	F	W	S	F	W	S	F	W	S	F	W	S	F	W
Pattern	S	S	O	S	S	W/S	S	S	W	W	W	W	S	

Within this work-study pattern, there are two (2) optional terms, one (1) in the summer of first year (only for unique situations where a student has secured their own position) and the other in the summer of second year. Note that in this work-study pattern there are a total of five (5) opportunities to complete the required four (4) work-terms. This means that a student with this pattern can either begin working in the summer of second year or in the summer of third year.

Here is some additional information about work/study patterns:

- Each pattern provides you with more opportunities than needed to receive the co-op designation (e.g. students that require 4 work terms typically have 5 opportunities to secure their 4 terms)
- If you enter the co-op program later in your degree, your specific work/study pattern may not have as much flexibility
- You can choose to complete extra work terms above what is required for the designation, if the work/study pattern allows and as long as you continue to meet all eligibility requirements
- Your specific work/study pattern will be available on mySuccess near the conclusion of COOP1000

Now that you have a sense of how work study patterns work, please **visit the link provided** and click on your degree to view your work-study pattern: [Work Study Sequences - Co-op](#)

Co-op Fees

In this section, we will discuss the fees associated with the co-op program at Carleton University. The fees that students participating in the co-op program pay serve as a partial contribution to offset some of the overall program costs. Carleton University is proud to be able to offer students the opportunity to participate in one of the best co-op programs in Canada, while working hard to ensure the program cost remains one of the lowest in the province.

Co-op program fees are broken down into administrative fees and work term fees and these are spread out over the course of the co-op program. Let's review each of these fees in more detail.

Administrative Fees

The first type of co-op fee is the admin fee. There is a total of 4 co-op admin fees, and they are charged on a predetermined schedule. The schedule of when your admin fees are charged depends on when you take COOP1000.

For students completing COOP1000 in the fall term:

- The first admin fee is charged when you register for COOP1000
- The second admin fee will be charged in the following winter term
- The third admin fee will be charged in the next fall term
- The fourth and final admin fee will be charged in the next winter term

For students who are taking COOP1000 in the winter term:

- The first admin fee is charged when you register for COOP1000
- The second admin fee is charged in the summer term
- The third admin fee is charged in the next fall term
- The fourth and final admin fee is charged in the winter term

Please note that you are required to pay all **admin fees** regardless of whether or not:

- A co-op position is secured
- The position is secured through the co-op office or through a self-directed job search

Work Term Fees

The second type of co-op fee is the work term fee. Work term fees are charged for every work term that is secured. The work term fee is charged once you accept a co-op position and are registered in the applicable work term course for that term.

Here is some additional information about work term fees:

- If you do not secure a work term, you are not charged a work term fee
- Based on your work/study pattern, you could choose to complete more work terms than needed for your designation, which will result in additional work term fees
- Depending on your work/study pattern, it's possible to be charged both an admin fee and a work term fee during the same term
- Work term fees are charged for all co-op work terms regardless of whether you secured the position through the co-op job board or through a self-directed job search

Co-op Fee Policy

Please note that students are responsible for paying their administration fees regardless of whether they are successful in obtaining work. For this reason, fees charged in previous terms are non-refundable.

Co-op Administration Fees

An administration fee charged for the **current** term will be refunded provided that the student has not committed to a work term and that withdrawal from the Co-op Program occurs by the term-specific deadlines below:

- The deadline to **remove the Co-op option** and receive a fall administration fee refund is **September 30**
- The deadline to **remove the Co-op option** and receive a winter administration fee refund is **January 31**
- The deadline to **remove the Co-op option** and receive a summer administration fee refund is **May 31**

To withdraw from the Co-op Program, a student must complete a "Request to Remove Co-op Option" form via mySuccess. [Learn how to access mySuccess forms here.](#)

Co-op Work Term Fees

A **non-refundable** fee is charged each time a Co-op student secures a work term. This fee is applied regardless of whether the position is obtained via the Co-op Job Board or via a self-directed job search. If a student chooses to complete extra work terms (i.e., more than is required for the Co-op Designation), the fee will still be charged.

More information about co-op fees can be found at: [Program Cost - Co-op](#).

Other Financial Considerations

- If you have an OSAP loan, please connect with the Awards Office for information about applying for interest-free status while on a work term. Click the following link for more information: [Co-op and Financial Aid - Awards and Financial Aid](#).
- Students are not able to draw on funds from scholarships or TA positions while they are on a work term
- Once registered in a work term course, you will be charged a U-Pass fee. If you do not need a U-Pass while on a work term, you can opt out. Click the following link for more information: [Opt-In and Opt-Out - U-Pass](#).

Co-op Positions Are Paid

Remember that co-op positions are paid. For an idea of what you can expect to make, please see the following link: [Salary Survey | Employers](#).

There are many factors that influence the rate of pay including: program, employer, available funding, the economy, years of experience, etc. The rates in this link are meant to be a general guide.

Example: If you were to make \$15 per hour for 35 hours of work per week for 16 weeks you could expect to earn \$8,400 per work term (before taxes).

The Co-op Participation Agreement

The Co-op Participation Agreement applies to all students participating in co-operative education program activities. This includes students enrolled in COOP1000, those participating in a co-op job search, and those currently on a co-op work term.

The Co-op Participation Agreement contains important information regarding how the co-op process works and how to maintain your eligibility to continue in the program. Please click on the following link to review the Co-op Participation Agreement: <https://carleton.ca/co-op/rules-regulations/co-op-participation-agreement/>?

Later in this course, you will be asked to agree to the terms of the Co-op Participation Agreement. It is important that you understand the Agreement, since any violation of its terms may result in removal from the Co-op Program

Conditions of Participation

As discussed in the [Co-op Participation Agreement](#), you must meet and maintain the eligibility requirements for the co-op option of [your program](#). Please click on the link to familiarize yourself with these requirements.

During the Job Search

The “during the job search” section of the [Co-op Participation Agreement](#) outlines the rules and regulations that are specific to participating in the job search and can shape the application strategy that works best for you. This section will review some of the key rules and regulations that apply to searching for a co-op job:

While there are many perks related to being part of the co-op program, it is important to remember that the co-op job search is a competitive process; especially for summer work terms and when looking for your first job. Your participation in the program does not guarantee that you will secure a position as there are a number of factors that can impact job postings including the labour market and employer needs. As such, it is important for you to take ownership over your job search, by creating an application strategy that fits your needs and goals as well as connecting with your Co-op Student Advisor for advice and support along the way.

Another important note is that you need to apply for positions that match with your work/study pattern. Your work/study pattern will be visible in mySuccess as you begin your first job search. When submitting applications, you are encouraged to submit tailored cover letters and resumes for positions that are of interest to you.

Once the application deadline for a posting has passed, the employer will decide which students they would like to invite for an interview. You are expected to attend all interviews you are invited to and should connect with our office if you have a scheduling conflict (such as a test, exam, or other mandatory course component).

If a job offer is made, you will have 2 business days to consider the offer, which may mean having to decide on the offer before hearing back from other applications and interviews. This is because the employer will want to fill the position promptly to meet their staffing needs.

You are able to decline 1 job offer per search term. Choosing to decline an offer means you are required to accept the next job offer that comes along. You must adhere to the 2-business day deadline for any offer.

Accepting a position verbally or in writing from the employer or the Co-op Office is considered to be a binding commitment. In many cases, you will not sign your official contract until closer to your start date; however, the expectation is that you honour your acceptance of the job offer. Once you have accepted an offer, you may not continue the job search or attend any further interviews.

It is your responsibility to obtain and pay for any documents required for a work term, including security clearances, police checks, and/or work permits/visas. In addition, participating in the co-op program may limit your ability to participate in international academic exchanges.

Looking for a co-op job while balancing academics and personal commitments is demanding and can come with its challenges. Remember, your [Co-op Student Advisor](#) is here to support you through this process. Once you begin your first job search you will be enrolled in the Job Search Support Hub Brightspace course which is packed full of resources, videos and tailored workshops

to support you. Most importantly, your [Co-op Student Advisor](#) is available to support you with resume and cover letter writing, interview practice and creating your job search strategy. They are your go-to if you want to review your options related to job offers and discuss potential implications of declining a co-op job offer.

During the Work Term

Once you accept a job offer, your employer will be in touch to gather initial information, prepare a contract, and discuss details such as your start date and working hours. Your specific start and end dates and hours of work are set by your employer. Note, your employer is not obligated to accommodate requests for vacation or time off during a work term. Any desired time off should be discussed with your employer and your Co-op Student Advisor to ensure that your plans comply with co-op regulations and your employer's needs.

During a work term, you are permitted to take a 0.5 credit so long as it is officially classified as an online unscheduled course according to [Carleton's Public Class Schedule](#) or is offered during the evening. ALL course components (lectures, labs, tutorials, etc.) must start no earlier than 4:00 pm. Co-op students are not able to ask their employer for special permission to attend a daytime course. This rule applies regardless of whether you work remotely, or whether your work hours are flexible. **Note that non-compliance will result in being de-registered from all daytime course(s) during the work term**

The Co-operative Education office will register you in a co-op work term course in Brightspace for each 4-month work term you complete. The work term course contains information about the deliverables for the work term including the work term report and site visit or check-in. In addition, you will be registered in the optional Work Term Support Hub in Brightspace that contains many additional resources.

The work term report is the main deliverable for each work term. You must achieve a passing grade on the work term report in order to pass the work term and continue in the co-op program. The specific guidelines to follow for writing your report can be found in the work term course. It is important to note that your supervisor must review a copy of your report to determine whether or not it contains confidential information that cannot be released to Carleton before it can be submitted.

Co-op site visits are scheduled for students on their first work term Approximately halfway through the work term by a Co-op staff member. A site visit is a 20-30-minute casual conversation between you and a Co-op staff member, held virtually or by phone during regular business hours (Monday-Friday 8:30-4:30 EST). The purpose of the visit is to learn more about the work you are doing and your overall experience in your work term so far. Your work supervisor does not attend this meeting, they are sent a check in email halfway through the term to provide feedback and a final evaluation form a month before the end of your work term.

Students who are not completing their first work term will receive an email check-in from their Co-op Student Advisor. You do not need to wait for your site visit or email check-in to connect with your Co-op Student Advisor with any questions or concerns that you have about your work

term.

Scenario #1

Now let's take a look at how the Co-op Participation Agreement applies to two scenarios:

As part of his first co-op job search, Ghassan applied to many co-op positions and was excited to receive 3 interviews; including one at his "dream company". After completing the first the first 2 interviews for other roles, he receives a job offer for one of them. While he's excited to have an offer, the deadline to respond to this offer is 2 days before his interview with his dream company. What are some factors that Ghassan should consider in this situation? What would you do?

Here are some things to consider:

- The Co-op Participation Agreement states that you may decline one job offer per term.
- Ghassan must decide on his offer within 2 days, which is before the interview with the dream company
- Declining a position means Ghassan would need to accept the next offer he receives. What if he doesn't receive another offer?
- It's recommended that he connect with his Co-op Student Advisor to discuss his decision, the level of risk he is comfortable with, and whether the co-op office has additional information about the other role.
- Since this is Ghassan's first job search, he will have additional work terms in the future. With experience under his belt he'll be able to be more selective in what he applies for in future job searches.

Scenario #2

Natalia submitted applications over many months with the goal of securing any co-op opportunity for their first work term. After attending a few co-op interviews, they were excited to accept an offer about a month before the work term was set to begin. One week later, they received an email from an employer they had previously interviewed with letting them know that another position had opened up and they would like to offer them the role if they're still available. This position is more in line with Natalia's career interests and goals and also pays more per hour than the role they accepted. They have not yet signed a contract with the employer. What are some factors Natalia should consider before they respond to the second job offer? How would you handle this?

Here are some things to consider:

- Even though Natalia has not signed a contract they have made a commitment to that employer by accepting the offer of employment. In many cases, the formal contract is only created closer to the position is set to begin because of things like security clearance

- If they accept the second offer, they run the risk of being removed from the co-op program. Backing out of a commitment to an employer is a violation of the Co-op Participation Agreement.
- Natalia can politely decline the second offer of employment and see if it is possible to complete the position with them in a future term
- It's recommended that they connect with their Co-op Student Advisor to discuss the situation including the potential consequences should they choose to accept the second offer. Some examples include burning a bridge with the initial employer and being removed from the co-op program.

1.2 COOP1000

What Is COOP1000?

COOP1000 is a 8 module, 8-week, online unscheduled course designed to assist students entering co-op for the first time with employability skills. COOP1000 is designed to help you develop a foundation for the skills you need to participate in the competitive co-op job search process and to transition successfully into your co-op work terms.

Completing the Course

To successfully complete COOP1000 with a grade of SAT you must:

- Review all eight modules
- Complete all quizzes with a grade of 70% or higher on each quiz
- Receive a grade of SAT on your Module 3 assignment (resume and cover letter assignment)

Specific information about these deliverables including descriptions and due dates can be found in the course outline and assignment description on the main course page. Please take the time to review this information and add it to your calendar.

In order to continue in the co-op program, students must achieve a grade of SAT in COOP1000 and continue to meet the eligibility requirements for their program (including the minimum CGPA and the course registration requirement).

Topics Covered in COOP1000

Please download the **following infographic** for a brief overview of the topics that will be covered in COOP1000.

Withdrawal Deadline

Similar to other academic courses, if you no longer plan to complete COOP1000, you must formally withdraw from the course through Carleton Central by the drop deadline. This date is included in the course outline for your reference. Students who do not drop the course by the

deadline will receive a grade of UNS (unsatisfactory) on their transcript.

Academic Accommodations

You may need special arrangements to meet your academic obligations during the term because of disability, pregnancy, or religious obligations. Please review the course outline and contact your Co-op Student Advisor with any requests for academic accommodation.

Students with Disabilities

Students with disabilities requiring academic accommodation must register with the Paul Menton Centre for Students with Disabilities. More information can be found at the following link: [Paul Menton Centre](#).

After registering with the Paul Menton Centre, you can make an appointment to meet with your Co-op Student Advisor in order to discuss your needs within the first few weeks of the course.

In addition, please note that:

- All six modules are online and can be completed at your own pace and are all open at the beginning of the course
- Each module contains a downloadable reference notes document that contains all the content from the module in an accessible format
- Quizzes must be completed by the specific deadline, but they do not have time limits

Tips for Success

COOP1000 is a self-directed online unscheduled course that requires you to take initiative to get the most out of the course and stay on top of the various deliverables.

Here are some tips for maximizing your success in an online course:

1. Review the course outline thoroughly and note all key dates in a calendar or planner
2. Create a schedule or plan to complete each module and all deliverables
3. Minimize distractions while viewing the modules and completing the quiz
4. Do not leave the quizzes and assignment to the last minute in order to account for the possibility technological issues
5. Engage in the content presented in the modules and complete the activities and exercises
6. Ask questions on the discussion board or email your Co-op Student Advisor
7. Regularly check your Carleton email and the announcements page in the course

Wrap Up

In this module, we reviewed detailed information about the co-op program and COOP1000. We hope that you find the course to be a valuable learning experience and that it equips you with the skills to maximize your success in the co-op program.

Moving Forward

You can now proceed to watch module 2 and then complete the first quiz, which tests material from both module 1 and module 2.