



Policy Name: Co-operative Education Option Policy
Originating/Responsible Department: Co-op and Career Services
Approval Authority: Senate
Date of Original Policy: January 30, 2009
Last Updated: November 29, 2013
Mandatory Revision Date: November 29, 2018
Contact: Co-op and Career Services

Preamble

Co-operative education is based on the principle that academic study combined with alternating work periods is an effective method of professional preparation. Work periods at various points in the academic program allow students to acquire experience within their discipline. The Co-operative education program is a complement to the students' academic studies.

Academic regulations for co-operative education are found in the undergraduate and graduate academic calendars.

Policy

Where offered, co-operative education options are available to students registered in undergraduate and graduate degree programs and the designated fields, concentrations, specializations and streams within those degree programs.

All co-operative education options must be approved by Senate as a major modification to the program in question or an integral element of a proposed new program in accordance with Carleton University's Institutional Quality Assurance Process. A brief annual report on new and revised co-operative education options, together with any changes to procedures, will be provided to Senate for information and comment.

The 'co-op' designation may only be used with the approval of Senate and all proposals to Senate must have the written support of the Co-op and Career Services office.

Links to other related policies

Undergraduate Academic Calendar
Graduate Academic Calendar
Institutional Quality Assurance Process