ARTS & SCIENCE CO-OP
STUDENT SUCCESS GUIDE
2017 - 2018
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WELCOME TO CO-OP!

On behalf of the team, welcome to the Arts & Science Co-op program at the University of Toronto Scarborough.

Without a doubt, I can confidently say that our students are among the best of the best at the University of Toronto. We’re proud to partner with you over the next few years to support your achievements.

This guide includes a selection of our best tips for your success, along with important program-specific policies and guidelines. Please take the time to read through this guide and acquaint yourself with the information provided. You’ll find many of the answers to questions you may have about the program.

As you progress through the Arts & Science Co-op program and enter the world of work, we’re sure that you’ll be an excellent ambassador of both the University of Toronto and the Arts & Science Co-op program.

We look forward to working with each of you and we wish you successful and rewarding co-op experiences.

Sincerely,

Susan Soikie
Director, Arts & Science Co-op
CHOOSING YOUR CO-OP PROGRAM OF STUDY (Subject POST)

All students follow one of the following options: a specialist program, a double major program or a major with 2 minors. These lead to a four-year degree which is comprised of 20 full credit equivalents, or FCEs.

In addition to completing the academic component of your degree, you’ll spend 8 to 12 months in jobs – called co-op work terms – that are relevant to your program of study.

For most programs, you’ll follow the same academic program of studies as your non-co-op peers. However, some programs have specific additional course and timing requirements that are detailed in the 2017 - 2018 Calendar.

**Glossary:**

*FCE: Full Credit Equivalent*

*Subject POST: Program Of Study. Typically chosen while going into second year, this is also known as your major, or specialization. Admission to subject POSTs isn’t guaranteed.*

**IN YOUR FIRST YEAR**

If you’ve been admitted into co-op directly from high school, you’ll begin in one of the following five program areas:

- Computer and Mathematical Sciences Co-op (3 work terms)
- Humanities & Social Sciences Co-op (2 work terms)
- Life Sciences Co-op (2 work terms)
- Physical & Environmental Sciences Co-op (3 work terms)
- Psychological & Health Sciences Co-op (2 work terms)

**IN YOUR SECOND YEAR**

Once you complete 4 FCEs, you must apply for a specific subject as your Program of Study (or as we call it at U of T, your subject POST). This is typically at the end of your first year, or after 2 semesters.

You’ll move from one of the 5 program areas into one of 32 Co-op program-specific subject POSTs (program of study):

<table>
<thead>
<tr>
<th>Program Areas</th>
<th>Subject POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer &amp; Mathematical Sciences</td>
<td>Computer Science – Comprehensive</td>
</tr>
<tr>
<td></td>
<td>Computer Science – Entrepreneurship</td>
</tr>
<tr>
<td></td>
<td>Computer Science – Health Informatics</td>
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<td></td>
<td>Computer Science – Information Systems</td>
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<tr>
<td></td>
<td>Computer Science – Software Engineering</td>
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<tr>
<td></td>
<td>Mathematics – Comprehensive</td>
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<tr>
<td></td>
<td>Mathematics – Statistics Stream</td>
</tr>
<tr>
<td></td>
<td>Statistics – Machine Learning &amp; Data Mining</td>
</tr>
<tr>
<td></td>
<td>Statistics – Quantitative Finance</td>
</tr>
</tbody>
</table>
| Humanities & Social Sciences | City Studies  
| English  
| Health Studies – Policy  
| History  
| Linguistics  
| French  
| Philosophy  
| Psycholinguistics  
| Public Policy  
| Women & Gender Studies |
| Life Sciences | Molecular Biology & Biotechnology  
| Neuroscience |
| Physical & Environmental Sciences | Biochemistry  
| Biological Chemistry  
| Chemistry  
| Environmental Biology  
| Environmental Chemistry  
| Environmental Geoscience  
| Environmental Physics  
| Environmental Science |
| Psychological & Health Sciences | Health Studies – Population Health  
| Mental Health Studies  
| Psychology |

**Want to request a subject POST outside of your current program area?**

This may be possible, but first you'll need to double-check that you meet the specific requirements for that program. You can verify these in the undergraduate program calendar.

*This is an important step:* if you don’t meet the minimum requirements, you won't be admitted to your subject POST after first year. This will impact your course selection ability, co-op course completion, and work term eligibility. If this applies to you, please contact your Student Development Coordinator.

**TRANSFERRING SUBJECT POSTS WITHIN CO-OP**

If you’re already in a subject POST and would like to request a transfer to a new one, it’s best to consult with academic advising and your program supervisor to ensure that you meet the prerequisites for your new subject POST.

Once you’ve confirmed that you have the prerequisites, you can request the transfer by selecting your desired subject POST on ACORN.

If you submit your request to transfer partway through your first year, the request won’t be considered until you have your 4 FCEs.

**COURSE LOAD**

You must be registered as a full-time student during all terms from the time that you begin until graduation, meaning that you need to be enrolled in at least 3 courses per semester or 1.5 FCEs. The recommended full-time course load is 2.5 FCEs per trimester.

That being said, some students may require an academic accommodation of a reduced course load. Fewer courses will mean some changes to your work term sequencing and degree progress — no problem! We recommend scheduling an appointment with your Student Development Coordinator to plan your path for success.
MAINTAINING YOUR STATUS IN CO-OP

Once you’ve attempted at least 3 FCEs — which includes failed courses — the Co-op Office and the Registrar’s Office will start assessing your eligibility to continue in Co-op at the end of each semester. We’ll be looking for a cGPA of 2.5 or greater since beginning your studies at the University of Toronto Scarborough (or in other Arts and Science divisions of the University).

Glossary:

**GPA:** the grade points earned in each full (1.0) credit course and one-half the grade points earned in each half- (0.5) credit course are added together and this total is divided by the number of full credits taken.

**cGPA:** calculated on the basis of all courses taken having a grade point value.

Use the chart below to determine your status:

<table>
<thead>
<tr>
<th>If your cGPA is</th>
<th>Your status in co-op is</th>
<th>What does this mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>equal to or greater than 2.5</td>
<td>in good standing</td>
<td>Keep up the great work!</td>
</tr>
<tr>
<td>between 2.3 – 2.49</td>
<td>on probation</td>
<td>Keep that cGPA at 2.5 or higher to remain in the co-op program.</td>
</tr>
</tbody>
</table>

If you have a cGPA between 2.30 and 2.49, you’ll be placed on probation.

Probation period: You’ll have one semester to clear probation by achieving a cGPA of 2.50 or better in the next semester.

Need a little help with this? Take advantage of a number resources from the Academic Advising & Career Centre (AA&CC), including those designed to overcome academic difficulties.

If, after one semester, you achieve a sessional GPA of at least 2.5 but your cGPA is not 2.5 or higher, your probation period may be extended for one more semester. After this second semester, if you haven’t cleared probation by achieving a cGPA of 2.5 or higher, you will be removed from co-op.

Eligibility for work term while on probation: If you’re on co-op probation, you may not apply for a work term until you have successfully cleared your probation.

However, if your cGPA falls below 2.50 after having secured a work term through the job search process,
You can complete the work term but can only participate in your next recruitment cycle after successfully clearing probation.

Your work term sequences will be adjusted accordingly by the Co-op office.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 2.3</td>
<td>removed from co-op</td>
</tr>
</tbody>
</table>

Students who have attempted at least three FCEs and have a cGPA of less than 2.30 will be removed from the Co-op program.

If you’d like to reapply, you can find more information in this document under the section called Leaving Co-op. To help boost your academics, you should take advantage of the online and in-person resources offered at the Academic Advising & Career Centre (AA&CC) including those designed to overcome academic difficulties.
CO-OP CONTACTS

ARTS & SCIENCE CO-OP TEAM
Here’s an introduction to our team and how our roles support your success. If you’d like to meet with anyone in person, feel free to reach out via email to set up an appointment or visit us in IC150. Our Operations staff at the front desk are happy to help guide you.

You will also hear from us via emails sent to your mail.utoronto.ca email address so please be sure to check it regularly.

Student Development Coordinators
This dedicated team will lead your COPD01 and COPD03 courses, laying the foundation for success in your co-op job search. With their guidance, you’ll develop your cover letter and resume for a competitive job search process, and you will hone the interview skills to land your co-op jobs.

- Christina Dixon
- Jamie Kunkel
- Michael Tacorda
- Monique Vanloo-Mve

Work Term Engagement Coordinators
When searching for jobs and while on work term, Andrea and Deanna are your main points of contact. They’ll facilitate your work term courses (COPD11, D12, and D13), and will provide additional in-person support during office hours and individual appointment times. During those times, you can get hands-on support with customizing your resume and cover letter, as well as advice on how to improve your interview performance.

- Andrea Lott
- Deanna Burrows

Business Development Coordinators
Think of the business development team as your dedicated co-op networking experts. As Co-op representatives, they’re out in the world every day, attending trade shows and networking events and telling prospective employers about the elite group of co-op students available at UTSC. You won’t likely see them around the office much, but they’re an integral part of the co-op team’s success.

- Cloveth Smith
- Danny Yoo
- Dave Fenton
- Margie Casallas
- Maryam Irshad
Operations Staff
This team oversees many of the administrative elements of the office: from posting jobs to scheduling employer interviews, they’re the team that keeps our operation running smoothly.

- Anil Sirju
- Alana Pitt
- Grace Pong

Arts & Science Co-op Leadership Team
This team oversees the direction of the Co-op program. You might run into them at careerSpark, co-op celebrations and events, or meet with them to discuss your status in the program, work permits, exceptions, or withdrawal from the co-op program.

- Dallas Boyer, Operations Manager
- Alison Kuepper, Business Development Manager
- Cynthia Jairam-Persaud, Student Services Manager
- Susan Soikie, Director

Program Advisor & Co-op Program Supervisor of Studies
For questions about program requirements (such as course sequencing, pre-requisites, subject POST, or work term report topics), please contact your Program/Course Advisor or Co-op Program Supervisor.

Questions about:

| Job search preparation | Contact your Student Development Coordinator or Work Term Engagement Coordinator |
| Competing for a co-op position | |
| Job search process | |
| Co-op policies | |
| Work term preparation | |
| Work term sequencing | |
| Employment coaching | |
| Employer or industry information | |
| Issues on work term | |
| Co-op course concerns | |

| Academic planning for your degree and co-op work term sequence | Contact your Co-op Program Supervisor or Program Advisor |
| Academic planning for your degree and co-op work term sequence | |
| Course selection | |
| Course exceptions and exemptions | |
| Course equivalents | |
| cGPA hurdles | |
| Graduation dilemmas | |
| Work term project topics & evaluation (co-op program supervisor only) | |
CO-OP COURSES

Over the course of your degree, you’ll complete at least 4 co-op courses in addition to your 20 FCEs:

COPD01: Navigating the World of Work
COPD03: Job Search Preparation
COPD11: Work Term Competition 1
COPD12: Work Term Competition 2
COPD13: Work Term Competition 3 (only required for programs with 3 work terms)

These courses are recorded as credit (CR) or no credit (NCR) on your transcript. No academic credit is given for these activities and no fee is charged. You’ll also see COPC codes on your transcript which are used to record your co-op work term.

For more information our prep courses, visit utsc.utoronto.ca/askcoop/co-op-preparation-courses.
WORK TERM ELIGIBILITY REQUIREMENTS

The number of required work terms varies by program. The list on page 4 outlines which programs have 2 or 3 work terms. Refer to the U of T Scarborough Calendar for specific academic course requirements prior to each work term.

In addition to your program-specific academic requirements, you must:

- successfully complete COPD01 and COPD03 before competing for your first work term
- have completed fewer than 18.0 FCEs before you begin your final work term

To be eligible for the first work term, you must be in good standing in the program, including being enrolled in an active co-op subject POSt and must have completed any other requirements specified by your program. To be eligible for later work terms, you must be in good standing in the program, have completed any requirements specific to the program, and have received a grade of CR (credit) on your earlier work term(s).

International Visa Students – Work Permits

If you’re studying on an international visa, you’ll require a co-op work permit from Citizenship and Immigration Canada (CIC) to begin a job search, get hired, and complete a work term. https://www.utsc.utoronto.ca/utscinternational/co-op-work-permit

It is important to take care of these details early so that everything is in order well before you start seeking your first work term.

You should attend an information session co-hosted by the Co-op Office and the International Student Centre prior to applying for your co-op work permit in the fall of your first year in the program.

Be mindful of the expiry date of your work permit; it will require an extension if it doesn’t last the full length of your study permit. Once you have applied, it will take at least 8 weeks to be processed. At this time, the normal permit processing fee is not charged to co-op students.

In addition to your application, you’ll need a letter from the co-op office stating that your work terms are part of your co-op program requirements. To make arrangements to have this letter printed, please contact us at askcoop@utsc.utoronto.ca.

It will also take time after receiving a work permit to receive a Social Insurance Number (SIN).

The Citizenship and Immigration Canada website provides up-to-date information and forms:

- Get a student work permit
- The Off-Campus Work Permit Program
- Applying for a Work Permit

Additional information and comprehensive details on regulations and assistance for International Students are available from the International Student Centre.
WORK TERM SEQUENCING

Glossary:

**Work Term Sequence:** This is the schedule that outlines when you should be studying and when you should be on a Co-op Work Term

**WORK TERM SEQUENCE**
You’ll be assigned a work term sequence after successfully completing your first co-op course, COPD01. In order to graduate within 4 years, your work/study sequences usually require that you are either working or studying (assuming 2.5 credits per semester) until you graduate.

Your work term sequence is specially constructed so that it will always end on a full-time study term. This not only gives you an opportunity to reflect on what you’ve learned over your work term, it also keeps us aligned with provincial regulations. Once the sequence is set, plan your studies in advance to meet all of your graduation requirements and follow your sequence.

Need some help planning this? Your Program Advisor can provide you with valuable insights and guidance.

Depending on your program, you’ll begin work after you complete 3, 4 or 5 study terms. Once work terms begin, they normally alternate with study terms until they’ve all been completed.

You must complete all of your required work terms before reaching 18.0 FCEs.

Having trouble selecting your courses? Contact your Co-op Program Supervisor or Program/Course Advisor.

**IMPACT OF DROPPING COURSES ON WORK TERM SEQUENCE**
Dropping a course may result in your work term being delayed. Before you drop courses, it’s a good idea to discuss the impact with your Co-op Program Supervisor and Student Development Coordinator. Please review your work term prerequisites to confirm your eligibility.

**IMPACT OF DEFERRED EXAMS ON WORK TERM SEQUENCE**
If you defer an exam, your course load will be reduced in the following semester. This may result in delaying your work term sequence and should be discussed with your Student Development or Work Term Engagement Coordinator.

**CHANGING YOUR WORK TERM SEQUENCE**
While it’s expected that you follow the work term sequence laid out for you during COPD01, we understand that life can throw some curveballs and, due to extenuating circumstances, you may need to request adjustments. These types of requests can be made during one of the 2 resequencing periods in April and July.

Submit a request by completing the Request to Change Work Term Sequence Form.

We will evaluate your request taking all factors into consideration, with an emphasis on academic requirements.
8-MONTH WORK TERMS
Currently, all work term sequences are arranged as a series of a 4-month work terms, but we’ve noticed that the employers are increasingly offering more 8-month opportunities. If you complete an 8-month work term, it will count as two work terms and we'll adjust your work term sequence accordingly.

12 – 16 MONTH INTERNSHIPS FOR COMPUTER & MATHEMATICAL SCIENCE STUDENTS
Students in Computer & Mathematical Science are able to pursue a 12-16 month work term but typically first complete a separate work term (4- or 8-months long, and not to exceed a total of 20 months on work term) prior to being eligible to seek 12-16 month opportunities.

After completing work with 3 different jobs, you will no longer be permitted to enter the co-op job search cycle.

Work Term Sequence Options

Admission From High School

Humanities & Social Sciences, Life Sciences, Psychology & Health Studies

<table>
<thead>
<tr>
<th>Sequence A</th>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Study</td>
<td>COPD01 &amp; Study</td>
<td>Study or Off</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Study</td>
<td>COPD03 &amp; Study</td>
<td>COPD11 &amp; Study</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Work Term</td>
<td>COPD12</td>
<td>Work Term</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sequence B</th>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Study</td>
<td>COPD01 &amp; Study</td>
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<td>COPD03 &amp; Study</td>
<td>COPD11 &amp; Study</td>
<td>Work Term</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>COPD12</td>
<td>Work Term</td>
<td>Study</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
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</tbody>
</table>

Physical & Environmental Sciences

<table>
<thead>
<tr>
<th>Sequence A</th>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>COPD01</td>
<td>Study</td>
<td>COPD03 &amp; Study</td>
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<tr>
<td></td>
<td>2</td>
<td>COPD11 &amp; Study</td>
<td>Work Term</td>
<td>COPD12 &amp; Study</td>
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<tr>
<td></td>
<td>3</td>
<td>Work Term</td>
<td>COPD13 &amp; Study</td>
<td>Work Term</td>
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<td></td>
<td>4</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
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</tbody>
</table>
Computer & Mathematical Sciences

### Sequence A

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COPD01 &amp; Study</td>
<td>COPD03 &amp; Study</td>
<td>COPD11 &amp; Study</td>
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<tr>
<td>2</td>
<td>Work Term</td>
<td>COPD12 &amp; Study</td>
<td>Work Term</td>
</tr>
<tr>
<td>3</td>
<td>COPD13 &amp; Study</td>
<td>Work Term</td>
<td>Study</td>
</tr>
<tr>
<td>4</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

### Sequence B

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
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<tbody>
<tr>
<td>1</td>
<td>COPD01 &amp; Study</td>
<td>Study</td>
<td>COPD03 &amp; Study</td>
</tr>
<tr>
<td>2</td>
<td>COPD11 &amp; Study</td>
<td>Work Term</td>
<td>COPD12 &amp; Study</td>
</tr>
<tr>
<td>3</td>
<td>Work Term</td>
<td>COPD13 &amp; Study</td>
<td>Work Term</td>
</tr>
<tr>
<td>4</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

### Admission After First Year

If you are admitted to Co-op in the summer (i.e. you applied in April) you will complete COPD01 in the summer term. If you were admitted to Co-op in the fall (i.e. you applied in July) you will complete COPD01 in the fall (for 3 work term programs) or winter (for 2 work term programs)
CONSIDERING AN INTERNATIONAL WORK TERM?

Completing a work term abroad is an exciting opportunity for co-op students, with prior co-op representation hailing from companies in Mexico, England, the USA, Germany and Hong Kong.

While some international opportunities will be posted through CSM, most students have found jobs abroad through effective personal networking. If you think that working internationally is something that you would like to pursue, we’re happy to provide support and resource suggestions to assist with your job search.

Here’s a recommended timeline if you’re considering going abroad:

As soon as possible:
- ✓ Speak with your Student Development Coordinator about your interest in international work terms. They can provide additional support and resources to help you network and find jobs.

8-12 months before your anticipated work term:
- ✓ Start networking and seeking jobs. This allows for ample time to secure the necessary travel documents such as work permits, visas, passports, etc.

At least 8 weeks before your departure:
- ✓ Attend a mandatory international orientation session.
- ✓ Secure your travel documentation, including work permits, visas, passports, etc. This documentation is time-consuming and can often require a long wait time so you should begin the process at least eight weeks before your departure.

You’re strongly encouraged to complete your first work term in Canada so that we can provide our hands-on local support in case you need it. Once you have successfully completed a work term here, you’ll be well-prepared to confidently take on jobs abroad.
COMPETING FOR CO-OP JOBS

The hiring process for co-op jobs is similar to what you’ll find in the “real world”: jobs must be won in competition with all applicants for the position – which includes other UTSC Co-op students as well as students from other universities if the employer chose to post with multiple schools.

HOW TO SUCCEED IN YOUR JOB SEARCH

As partners in your success, we’ll make every effort to support you in your career training and job search. However, it’s important that you play an equally active role. Over the years, we’ve noticed a few common trends with our most successful students and have compiled them for you:

1. Actively attend and participate in your co-op courses
   We all know that life can get busy, but ensuring that you set time aside to attend the COPD11, D12, and D13 courses can help to develop your career-savviness, and helps maintain your job search as a top priority.

2. Make a habit of checking CSM
   Kick-start your job search process by regularly checking into CSM from the moment that you get access to job postings. There are many positions that are posted early in the term, so it’s a prime opportunity to get ahead of the pack and secure a job quickly. How often should you check and apply for jobs? We recommend checking CSM daily, if possible, and then applying to as many jobs in each week as you can.
   
   PROTIP: Half of our jobs are usually posted in the first month of the job search term!

3. Stay in touch with your Work Term Engagement Coordinator
   Your Work Term Engagement Coordinator is your point person for support, advice, and encouragement, so stay in close contact with them. The better they know you, the more they can help (and possibly even point you in the right direction for a new posting that you haven’t seen yet!).

4. Be available to meet in person
   You never know when you’ll be invited to attend an interview or a meeting, so it’s important that you stick around Toronto to be there in person. If it’s unavoidable and you know you’ll be out of town during your search, let your Work Term Engagement Coordinator know.

5. Read posting details and deadlines carefully
   Start a relationship with your potential future employer off on the right foot: apply on time, and don’t miss the application details. Make sure that you read each job posting carefully before you apply, taking careful note of the application method and deadline. We cannot accept or forward late applications to the employer.
6. **Be open-minded about the jobs you’re applying for**
   You may have a very clear vision of your dream job, but please keep in mind that building a career is a step-by-step process. You’ll need to prove your skills and build a portfolio of varied experiences first. To do this, we recommend that you cast your net a little wider: consider companies that you may not have heard of, look for jobs outside of the GTA, and read the full job description rather than just the title.

**A word on inactivity during the job search**
If maintaining a high level of activity is a challenge for you, it’s best to reach out to your Work Term Engagement Coordinator to help develop a job search action plan. If inactivity continues, they’ll reach out to you to discuss options to defer your work term.

**FINDING YOUR OWN WORK TERM**
From time to time, students choose to conduct an independent job search in conjunction with a search for a pre-approved co-op job on CSM. If this is an option that you’d like to consider, it’s best to make an appointment with your Work Term Engagement Coordinator to discuss your plans and get to know the requirements and process.

**AUTHORIZATION TO RELEASE PERSONAL INFORMATION**
The first time you log into CSM, you’ll be invited to complete the Co-op Student Agreement and Privacy Policy, which is your formal agreement to your responsibilities as a co-op student. The agreement authorizes us to provide your résumé, cover letter and academic history to co-op employers, and permits us to release previous mid-term evaluations, final evaluations and work term project evaluations to employers if requested.
THE INTERVIEW PROCESS

Receiving an invitation to attend an interview is one of the most exciting elements of Co-op. There’s a few guidelines that you’ll need to adhere to in the interview process, which we’ve outlined below.

SIGNING UP FOR INTERVIEWS
When an employer has invited you to an interview, you’ll receive a notification through CSM. Log in there to sign up for a date and time.

Our expectation is that you attend all interviews that you’re invited to. That being said, if you’re experiencing challenges meeting your interview requests, consult with your Work Term Engagement Coordinator for alternate plans or next steps.

MISSING OR RESCHEDULING INTERVIEWS
Professional etiquette—both inside and outside the co-op office—dictates that you should keep your commitments. In the co-op context, this means attending all scheduled interviews until you have accepted an offer of employment.

If you know that you can’t attend an interview due to a direct conflict with a class or exam, please inform your Work Term Engagement Coordinator as far in advance as possible. Remember to include your availability so that we can investigate the possibility of rescheduling the interview.

Remember:
As a U of T co-op student, you’re an ambassador of both the program and of the university. As such, our employers expect the utmost in responsibility and professionalism from you. Missing an interview not only jeopardizes your own reputation, but also puts the co-op program and the university in a poor light.

As a result, if you miss an interview without prior notice, you may lose access to the CSM job board or be withdrawn from the co-op program.

REQUEST TO WITHDRAW YOUR CANDIDACY AFTER AN INTERVIEW
In particular circumstances, it may be possible to withdraw your candidacy for a position after you have completed the interview. These types of requests are evaluated on an individual basis.

Here are a few examples of when the request would be approved:
• if the role described in the interview is significantly different than the job description
• if additional requirements are outlined during the interview that you don’t meet (for example, access to a vehicle, significant location change, etc.)

If, after having interviewed, you no longer would like to be considered for a position, contact your Work Term Engagement Coordinator as soon as possible (no later than 24 hours after the interview) to discuss the situation.
RECEIVING A JOB OFFER

You’ve achieved a job offer – congratulations!

In co-op, we facilitate the offer process on behalf of employers by forwarding the offer details to you, which typically include your start and end dates, terms of employment, and salary. In some cases, you may be asked for references, be required to sign a confidentiality agreement or will need to complete additional documentation such as security clearance, a background check or immunization records.

If an employer offers you a position directly and not through the co-op office, you should promptly thank them. Let them know you’ll need to liaise with the co-op office but will respond to their offer within 24 hours. Be sure to share the circumstances of the offer (i.e., was the interview the result of an external job search?) with us before accepting the position so that we can properly evaluate it and ensure that it meets the provincial requirements for academic credit.

ACCEPTING YOUR OFFER

Once you’ve received an offer, you’ll have 24 hours (or 1 business day) to accept it through the co-op office – either verbally, via email or otherwise. Once you have accepted your offer, you’re expected to uphold this commitment.

Why 24 hours?

This is to support our employers’ business timelines. They have interviewed several students and need to wrap up the hiring process quickly. Often delaying your acceptance means that other students are waiting longer for an offer, etc. This turnaround time is also reflective of the preferred times expected in the external job search.

If you’d like to request more than 24 hours to decide, or if you have other questions about the job offer, you should schedule a discussion with your Work Term Engagement Coordinator.

Changes to the position or employment terms?

It’s our goal to help you land high-quality co-op jobs. To do this, we have vetted all of the positions posted in CSM to ensure that they meet our co-op standards.

If significant changes to the position or employment terms have been made since the posting, we’d recommend that you discuss your offer with your Work Term Engagement Coordinator before making your decision. From there, you may be granted some flexibility to reject the job offer if we determine that extensive changes have been made.

About rejecting job offers

Should you reject two job offers during one job search cycle without good reasoning (i.e. significant change to the original posting), you will be required to undertake an independent job search and will not be permitted to apply for further positions posted by the Co-op office.
**What to do with your formal offer**

Before the start of your work term, you should receive a formal letter of offer from your employer that outlines the terms of employment.

When you receive it:

1. Sign and date it immediately
2. Make 2 copies
3. Return the original (signed) offer letter to the employer and email a PDF copy to askcoop@utsc.utoronto.ca

**RECEIVING A JOB OFFER OUTSIDE OF YOUR SCHEDULED WORK TERM PERIOD**

If you receive a job offer outside of your scheduled work term, we’ll consider altering the work term sequence to allow acceptance of the employment offer on the basis that you:

a. discuss your situation with your Student Development Coordinator before accepting, and
b. ensure that you meet the minimum requirements for a work term.

**DEFERRING A WORK TERM**

If you’ve undertaken an active job search and haven’t secured a position, you can request to defer your work term to the following semester.

*For example: if you’re scheduled for a summer work term and are unable to secure a position following an active job search, you can request to apply for positions for the subsequent fall work term instead.*

Provided that your deferral is approved, you’ll then develop a plan of action with your Work Term Engagement Coordinator designed to support your success during the next available job search cycle.

However, if you haven’t engaged in an active job search, you won’t be permitted to defer your work term and will have an alternate work term sequence set by the Co-op Office. This could impact your academic progression through the program or delay your graduation date.
GOING ON A WORK TERM

You’ve made it! Your work terms are the entire reason that you’ve put in so much effort since starting in the program. Remember – even though you’re off-campus, we’re still here for you. If you have any questions or need some guidance along the way, you can check in with your Work Term Engagement Coordinator for advice and support.

In the meanwhile, here are a few guidelines to help you be as successful as possible:

1. **Follow the terms & conditions of your employment**
   While on work term, you must abide by the terms and conditions outlined in your employment contract or letter of offer and by your supervisor. Remember, if you have any questions, check in with your Work Term Engagement Coordinator.

2. **Be at work when you’ve committed to being there**
   A big part of professionalism is building trust with your supervisor and the rest of your work team. In a new work environment, the first steps to accomplishing this is being where you’ve committed to be: at work well rested, on time and for the duration of your work day. Punctuality and attendance are key.

3. **Stay in touch with your Work Term Engagement Coordinator**
   It’s important that you immediately report any concerns, problems or changes in work term circumstances or personal information so that we can help you successfully navigate any challenges. Remember: it’s our goal to support your success and can work with your supervisor to resolve issues that may arise.

4. **Be excellent at the job you have right now**
   It takes time to work your way up to your dream job. To get there, you need to prove that you have what it takes – and often, this will occur in other types of roles. By doing a great job at the one you’re currently in, you’re not only building the experience that you need, but also solidifying professional references that you can use to get closer to your career goals.

5. **Ask questions**
   Employers tell us that the best co-op students aren’t afraid to ask thoughtful questions or take initiative to propose solutions to challenges that they encounter. By asking questions and taking note of the answers, you’ll show that you’re engaged in your work, and you want to learn more about your job and how it fits into the bigger operational picture. This makes you a better employee!
TAKING COURSES WHILE ON WORK TERM

While on work term, your number one priority is your employer. Because of this, picking up a course while working can prove challenging for even the most accomplished students’ work/life balance, creating competing demands for your attention and energy. This is why we strongly advise that you dedicate 100% of your energy to on-the-job success.

However, if you’re still considering taking a course while you’re on work term, you should only consider courses that are offered outside of your work hours.

How can I request to take a course?
You can request to take a course during a work term by submitting the Course While on Work Term Request Form by the deadline specified on the website. Once you’ve submitted it, we will seek approval from your employer and the Manager of Student Services.

If this request is approved, your coursework must not interfere with your work term commitments. This means that you should not request any time off to study, attend classes, or write exams.

Note: You may not take more than 0.5 FCEs while on work term.

GETTING FIRED OR QUITTING
We’ll investigate any situations where students are fired their work term. During this time, you will not be able to seek another work term.

- If you were dismissed without cause and are permitted to continue in the co-op program, we will work with you to develop an action plan to support your future success.
- If, after our investigation, we conclude that you were dismissed with cause, the work term will be recorded on your transcript as a failed work term which may result in your removal from the program.

Considering quitting?
Check in with your Work Term Engagement Coordinator first to see if you can resolve the situation first. If there’s no resolution to be seen, you’ll need approval from the Director or a designate to submit your resignation. Quitting your work term without prior approval will result in a failed work term and removal from the co-op program.
WORK TERM PERFORMANCE & GRADING

Program faculty, the co-op office and your employer will evaluate your work term. Based on this evaluation, a grade of CR (credit) or NCR (no credit) will be recorded on your transcript.

We will use 3 methods of evaluation during each work term:

1. the site visit and mid-term evaluation;
2. the final evaluation; and
3. the work term project.

SITE VISITS
If you’re in a 4-month work term, we will contact your employer after about 7 weeks to arrange for a site visit with a Business Development Coordinator.

Typically lasting 30 – 45 minutes, this meeting provides you and your supervisor an opportunity to review your performance with the Coordinator. It also allows you a chance to discuss your work term goals, highlight any needs or concerns, clarify direction for the final report and discuss options for your next work term.

Don’t have a site visit booked by halfway through your work term? Contact your Work Term Engagement Coordinator to arrange one.

WORK TERM EVALUATION
Both you and your and supervisor will complete a mid-term and final evaluation which will be emailed to you midway through and at the end of your work term. Some organizations have their own evaluations and in most cases, these evaluations can be submitted instead of (or in addition to) our final evaluation form.

Submission of both the midterm and final evaluation is mandatory to meet the program’s graduation requirements, and you must receive a passing evaluation from your employer to be eligible for subsequent work terms and/or graduation.

In cases where work term performance evaluations are marked as “unsatisfactory”, we’ll investigate with you and your employer to determine if an action plan can be developed to improve future work terms. In more extreme situations, final work term evaluations marked as unsatisfactory may include withdrawal from the co-op program.

WORK TERM PROJECTS
Due date: the last day of the academic term (August 31, December 31, or April 30)

Depending on your program, your project may be a written report, an oral presentation, a poster presentation, or combination of these (i.e. a written report and oral presentation). Program-specific guidelines are summarized on the Arts and Science Co-op website.

It’s often best to have your work term project topic reviewed and approved by your workplace supervisor and academic program evaluator at least 6 weeks prior to the deadline date (which is approximately at midterm evaluation/visit time). This will ensure that you don’t accidentally share any confidential information in the project.
As with all your other academic work, you must ensure that your work is properly referenced. Plagiarism can result in removal from the co-op program and suspension from the University.

**Late or missing projects**
Unless you’ve previously arranged for an extension with your Program Supervisor, late or missing projects will not receive credit for the work term.

**Projects for 8, 12 or 16 month work terms**
Are you a student on a work term of 8 months or longer?

You may be required to submit a report/project after the first 4 months and then another after the completion of 8 months. Refer to your work term report guidelines prior to submitting your report to the co-op office.

**Failure of work term project**
If you don’t pass your work term project, you’ll have a chance to submit a rewritten version. This is due within 2 weeks of having received the failed project notification by email from the co-op office.

If you receive this email, you’ll need to pick up your report form the co-op office, meet with your program supervisor to discuss the feedback, and then submit your revised report to IC150 within 2 weeks.

**PEER NETWORKING SESSIONS**
In the semester following your work term, you’ll be invited to participate in networking sessions with junior co-op students. In these sessions, you’ll share your co-op experiences with your peers and provide valuable insights to junior students who have just entered the program.
FEES & OSAP

HOW MUCH ARE MY FEES?
Domestic students in a 2-work term program pay $3584, and those in a 3-work term program pay $4440. International students pay $5040 or $5896.

Entered co-op from high school?
You will be billed in each of the first 8 semesters that you are either enrolled in academic courses or on a work term.

Entered the program in your second year?
Your payment schedule will be slightly different. You will be billed in each of the first 6 semesters that you are either enrolled in academic courses or on a work term.

FEES FOR 2017/2018

<table>
<thead>
<tr>
<th>Program Area</th>
<th>First-year Entry Fee Per Semester Billed</th>
<th>Second-year Entry Fee Per Semester Billed</th>
<th>Total Amount Billed</th>
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<td>International students</td>
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<tr>
<td>2-work term Programs</td>
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<td>$630</td>
<td>$597</td>
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<tr>
<td>3-work term Programs</td>
<td>$555</td>
<td>$737</td>
<td>$739</td>
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</tbody>
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Note: If you are not on a work term or are not enrolled in any academic courses, you will not be required to pay co-op fees.

2-work term programs include: Humanities & Social Science, Life Sciences, Psychological & Health Sciences

3-work term programs include: Computer & Mathematical Sciences, Physical & Environmental Sciences

WHAT’S THE FEE FOR?
These co-op fees are used to offset the costs of running the program and help us offer you services that are key to your success, including:

- Advising and preparing you for your co-op work terms through classes, networking events, mock interviews, and more
- One-on-one office hours for assistance during your job searches with our Work Term Engagement Coordinators
- Building relationships with reputable employers who post new and recurring positions with the program
- Monitoring the quality and suitability of the jobs that come through our office, as well as conducting work site visits while you’re on the job
**OSAP**

**APPLICATIONS**
It’s recommended that you apply early for OSAP. Please refer to the campus Financial Aid resources for the most up-to-date information and deadlines.

**OSAP ELIGIBILITY FOR CO-OP STUDENTS**

**During study terms**
You’re eligible for OSAP during semesters that you’re registered as a full-time student and are attending classes.

**During work terms**
When you’re planning to go on a work term, you must apply for the correct number of weeks of funding. This is an important step; you’ll want to avoid overpayment caused by receiving funding during an incorrect study period.

Here’s an example of some study/work term combinations:

**Scenario 1: Fall study session, winter work term**
Yohan will be a full-time student attending classes on campus during the fall term and will be on work term in the winter term.

1. Yohan will apply for OSAP for the fall term only (approximately 17 weeks).
2. To keep the loans in good standing while not in classes, Yohan will complete a *Continuation of Interest-Free Status form* at the beginning of the winter session.

**Scenario 2: Fall work term, winter study session**
Andrew will be on a work term during the fall term and will return to full-time studies for the winter term.

1. At the beginning of the Fall session, Andrew will complete a *Continuation of Interest Free Status form* to keep the loans in good standing while not enrolled in classes.
2. Andrew will apply for OSAP for the winter session only (January to April; approximately 17 weeks).

**Scenario 3: Fall and winter study sessions**
Jane will be a full-time student enrolled in classes during both fall and winter terms.

1. Jane will apply for OSAP for a full academic year: approximately 34 weeks.

If you don’t go on a co-op work term as planned, you can amend your OSAP application but it’s critical that you let the Financial Aid & Awards Office know about your plans. They can help to steer you in the right direction and keep you in good financial standing as you cycle from work term to study term and back again.

If you need any additional support, you can book an appointment with a financial aid counselor through eService.
MAINTAINING INTEREST-FREE STATUS WHILE ON WORK TERM

OSAP is interest-free as long as you are a full-time student, which is considered to be a 60% course load (or 40% course load for students with a permanent disability). This means that as long as someone is enrolled full-time, their loan won’t go into repayment mode and their interest won’t begin to accumulate.

As a Co-op student, U of T considers you to be in full-time attendance while out on your work term; therefore, you’re entitled to continue interest-free. But you have to let the lender, the National Student Loans Service, know that you’re still a student.

To do this, complete a Continuation of Interest-Free Status (or CFIS) form by the deadline.

QUESTIONS?
Questions about your student account or payment of fees should be directed to Student Accounts at 416-978-2142 or info.studentaccount@utoronto.ca.
GRADUATION REQUIREMENTS

Co-op programs require at least eight 4-month terms of full-time study, and the satisfactory completion of two or three 4-month work terms, as specified by the particular program.

To maintain good standing in Co-op, maintain eligibility for a work term and to receive certification for work term completion upon graduation, you must:

• Meet all of the normal requirements for the Honours BA or BSc
• Follow the course of studies outlined for your program;
• Complete the non-academic requirements and any other prerequisites for the work term required by your program;
• Complete co-op course requirements (COPD01 and COPD03) prior to your first work term;
• Complete COPD11 when seeking your first work term;
• Complete COPD12 when seeking your second work term;
• Complete COPD13 when seeking your third work term (if required);
• Maintain a cGPA of at least 2.50. This is higher than the cGPA required to fulfil Honours BA or Honours BSc requirements in other non-co-op programs
• Receive a passing evaluation for all work term performance evaluations and work term projects;
• Register as a full-time student during study terms (defined as a course load in each study term of at least 1.5 FCEs and normally 2.5 FCEs);
• Return to studies after each work term; and
• Remit co-op fees as charged by the University.
LEAVING CO-OP

VOLUNTARY WITHDRAWAL
If you’re considering leaving co-op, please speak with your Student Development Coordinator or Work Term Engagement Coordinator before making any final decisions. We’d hate to see you go and would welcome the opportunity to work through any challenges you’ve been having.

If you still choose to leave, here are the steps you’ll need to take:

1. Fill out the Co-op Withdrawal Request form.
2. Have your Program Supervisor sign the form;
3. Bring the completed, signed Withdrawal Request form to the Arts & Science Co-op reception desk in IC150.
4. When you’re there, schedule an appointment to meet with the Dallas Boyer, Operations Manager to discuss the reasons that you would like to leave the program.
5. Bring your completed, signed form to your meeting. It’s important to note that your status on ACORN will not change until this discussion has been held.
6. When the Operations Manager finalizes your withdrawal, we’ll inform the Registrar’s Office of the change, who will in turn update your status on ACORN. You will also be given a copy of your withdrawal form for your records following this meeting.

Withdrawal while on work term
Each year, we dedicate significant resources to building employer relationships and developing jobs for co-op students. In short, we’re doing the networking for you. For this reason, if you’re currently on a work term or have already accepted an offer from a co-op employer, we need you to honour your commitments and won’t be permitted to drop out of co-op until after you’ve completed the work term.

REMOVAL FROM THE PROGRAM
While it’s our goal to help each student reach graduation with a resume full of successful, solid work experiences, we recognize that sometimes things just don’t work out. Removal from the program is often a last-resort decision that can occur for a variety of reasons outlined throughout this guide.

Process
The process varies depending on the reason for removal, however rest assured that you’ll receive notification of a probationary period in the case of a low cGPA. A meeting will be set up with you and a co-op manager to talk about the situation prior to any decision being made.

Probation
You’ll receive notification from us if you’re placed on probation. While on probation, you won’t be able to apply for a work term until you have successfully cleared it by following the steps outlined in your notification email/letter.
I want to stay in the program but need some academic help. Who can I speak with for additional resources?
Frequent communication with our team can help prevent problems before they arise. If you’re concerned about your grades or your future in the program, check in with your Student Development Coordinator or Work Term Engagement Coordinator. They’ll help to point you in the right direction.

If I’m removed from co-op, can I reapply to the program?
Any decisions to re-admit you to the program are made on a case-by-case basis. Keeping in mind that any delays to your work term sequencing can affect your graduation date, the best person to speak with about your individual situation is the Operations Manager, Dallas Boyer, at boyer@utsc.utoronto.ca.
CO-OP RESOURCES

Blackboard
When registered in COPD01, COPD03, COPD11, COPD12 and COPD13, this is where you’ll find your course-related information and where you’ll submit and view grades for your assignments.

UTSC Arts & Science Co-op LinkedIn Group
Join the LinkedIn group to receive tips and resources useful for your job search and also notification of upcoming activities.

University of Toronto Calendar
Please refer to the calendar for program and course requirements, academic policies and university dates.

Career Services Management System (CSM)
What do I use CSM for?

- sign up for events and workshops
- complete job simulation assignments
- view job postings
- apply for jobs
- receive interview requests
- maintain your contact information
- schedule appointments
- see announcements from the program including events and special information
- access documents and tip sheets.

The contact information that’s listed in CSM is what we’ll use to communicate with you, so remember to check CSM and maintain your contact information regardless of whether you’re seeking a work term.

If you’re updating your contact information in CSM, don’t forget to also update it in ACORN as well! (And vice-versa.)

How will I access it?
During your first semester in Co-op, you’ll receive your username and temporary password for CSM via your uToronto email.

Checked these resources and can’t find what you are looking for?

Contact the co-op office at askcoop@utsc.utoronto.ca or call 416-287-7260