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Co-op Resources & Communications
CSM
Quercus
Co-op Website
Utoronto email address
Welcome to Co-op!

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

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, and to welcome you to the community at UTSC’s co-op campus.

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 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
Essentials for Your First Year in Co-op

Choosing Your Co-op Program of Study (subject POS\(t\))

Admitted into co-op directly from high school

You’ll begin your studies at UTSC in 1 of 6 program areas in Arts & Science Co-op. These are:

1. Computer Science, Mathematics & Statistics Co-op
2. Humanities & Social Sciences Co-op
3. Life Sciences Co-op
4. Physical & Environmental Sciences Co-op
5. Psychological & Health Sciences Co-op
6. French Co-op

Once you’ve completed 4 Full Course Equivalents (FCEs), you’ll need to apply for a specific co-op subject POS\(t\) (or Program Of Study). A subject POS\(t\) is the co-op program you want to specialize or major in. You can complete a co-op specialist, a double major (one in co-op), or a co-op major and 2 minors.

Our programs are offered with Specialist and Major options only, which lead to an Honours Bachelor of Arts or Honours Bachelor of Science degree. No matter which degree type you choose, it will be comprised of 20 FCEs and, depending on the program, a minimum of 2 or 3 co-op work terms.

Typically, students request their subject POS\(t\) after 2 semesters of study (in their first year), or in April or July heading into second year. In co-op, there are 35 specific subject POS\(ts\) to choose from:

<table>
<thead>
<tr>
<th>Program Areas</th>
<th>Subject POS(t)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Areas</td>
<td>Subject POST</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Humanities &amp; Social Sciences</td>
<td>City Studies</td>
</tr>
<tr>
<td></td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>Health Studies – Policy</td>
</tr>
<tr>
<td></td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Linguistics</td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
</tr>
<tr>
<td></td>
<td>Psycholinguistics</td>
</tr>
<tr>
<td></td>
<td>Public Policy</td>
</tr>
<tr>
<td></td>
<td>Women’s &amp; Gender Studies</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>Molecular Biology &amp; Biotechnology</td>
</tr>
<tr>
<td></td>
<td>Neuroscience</td>
</tr>
<tr>
<td>Physical &amp; Environmental Sciences</td>
<td>Biochemistry Biological Chemistry</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
</tr>
<tr>
<td></td>
<td>Environmental Biology</td>
</tr>
<tr>
<td></td>
<td>Environmental Chemistry</td>
</tr>
<tr>
<td></td>
<td>Environmental Geoscience</td>
</tr>
<tr>
<td></td>
<td>Environmental Physics</td>
</tr>
<tr>
<td></td>
<td>Environmental Science</td>
</tr>
<tr>
<td>Psychological &amp; Health Sciences</td>
<td>Health Studies – Population Health Mental</td>
</tr>
<tr>
<td></td>
<td>Health Studies</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
</tr>
<tr>
<td>French</td>
<td>French</td>
</tr>
</tbody>
</table>

It’s important to note that admission into your Co-op subject POST isn’t guaranteed because there are specific course or grade requirements that must be met. 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 [2019-20 Calendar](#).

Requesting a subject POST outside of your current program area?
This may be possible, but you’ll need to check that you meet the specific requirements for that program. You can verify these in the [undergraduate program calendar](#). If you submit your request to transfer partway through your first year, the request won’t be considered until you have your 4 FCEs.

**Changing Your Co-op Subject POST**
If you have been admitted into a subject POST and change your mind about which co-op program you want, you’re able to request to change your subject POST. Once you’ve confirmed that you have the prerequisites, you can ask to transfer by requesting your desired subject POST on ACORN in either April or July.

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 consult with Academic Advising and/or your Program Advisor or Co-op Program Supervisor for assistance.
**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 term or 1.5 FCEs. The recommended full-time course load is 2.5 FCEs per term.

That being said, you 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 Program Advisor or an Academic Advisor to plan your path for success. Please also notify your Coordinator or the Co-op Office at askcoop@utoronto.ca so we can adjust your work term sequencing to best suit your situation.

Do co-op courses count towards my course load?
The co-op prep courses are completed in addition to the 20 credits required for your degree. In order to graduate, co-op students complete 20 credits along with at least 6 co-op preparation courses.

**Maintaining Your Co-op Status**

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.

**Glossary:**
- **GPA:** Grade Point Average: your average for the semester.
- **cGPA:** cumulative Grade Point Average: your overall average calculated on the basis of all courses taken so far.

Find out more about how these are calculated with the GPA calculator at [http://www.utsc.utoronto.ca/webapps/aacc-tools/GPA_calculator/index.cgi](http://www.utsc.utoronto.ca/webapps/aacc-tools/GPA_calculator/index.cgi)

**How do I Know my Status in 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.

Use this chart below to determine your standing in the co-op program. If you’re in good standing, you’ll receive emails from the office letting you know that you’re progressing to the next stage in the program.

For example, if you’ve successfully met the requirements to continue in co-op, you’ll be notified that you have been auto-enrolled in COPB51 or that you have access to our job board to begin applying for jobs.

If you haven’t met the requirements to continue, you’ll be notified that you’ve been placed in a probation period or that you have been removed from the program.
<table>
<thead>
<tr>
<th>cGPA</th>
<th>Status</th>
<th>What does this mean?</th>
<th>Campus Resources/Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5 or higher</td>
<td>In Good Standing</td>
<td>Keep up the great work!</td>
<td>Need a little help with this? Take advantage of a number resources from the Academic Advising &amp; Career Centre (AA&amp;CC), including those designed to overcome academic difficulties.</td>
</tr>
<tr>
<td>between 2.3 - 2.49</td>
<td>On Probation</td>
<td>You have one semester to clear probation by achieving a cGPA of 2.5 or better in the next semester. 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.</td>
<td>To help boost your academics, you should take advantage of the online and in-person resources offered at the Academic Advising &amp; Career Centre (AA&amp;CC) including those designed to overcome academic difficulties.</td>
</tr>
<tr>
<td>below 2.3</td>
<td>Removed From Co-op</td>
<td>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 to the co-op program after being removed, keep in mind that any decisions to re-admit you are made on a case-by-case basis. The best person to speak with about your individual situation is the Academic Program or Co-op Advisor.</td>
<td></td>
</tr>
</tbody>
</table>

Eligibility for Work Term While on Probation

During a probation period, you won’t be able to apply for co-op positions (either through CSM or independently) until you have successfully cleared the terms of probation that were outlined in your notification e-mail/letter.
Seeking a Work Term While on Probation

If your co-op eligibility changes during your seeking term (for example, you move from being in good standing to being on probation) you won’t be able to view and submit any applications on the job board (CSM). This is to allow you time to focus on your studies.

That said, any pending applications will be honoured and, if you’re selected for an interview, you will be able to attend and receive offers.

You may also conduct an independent job search during this period. If you secure your own job while on probation and want to see if it can count as one of your work terms, please refer to guidelines relating to external job search activities in this document.

Permission to Complete a Secured Work Term While on Probation

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 you’ve successfully cleared probation.

Permission to Complete a Secured Work Term After Removal from Co-op

If your cGPA falls below 2.30 and you’re removed from the program, you won’t be able to view job postings or submit any applications. Any pending job applications will not be honoured. That said, if you’ve already secured a work term, you will be allowed to fulfil that commitment.

Voluntary Withdrawal From the Program

If you’re considering leaving co-op, know that we’d hate to see you go, and that we’d welcome the opportunity to work through any challenges you’ve been having.

If you still choose to leave, here are the steps you need to take.

It’s important to remember that your status on ACORN won’t change until this process is completed.

1. Fill out the Co-op Withdrawal Request form. You can pick up a hard copy of the form at the front desk in the Co-op Office. The form will be date stamped to indicate the date you initiated the withdrawal process.

2. Have your Program Supervisor sign the form if you’re in a co-op subject POST. If you’re not in a Co-op subject POST, you do not need to complete this step.

   Bring the completed, signed Withdrawal Request form to the Arts & Science Co-op reception desk in IC150 and leave it with the front desk staff. Incomplete forms will not be accepted.

3. When your withdrawal is finalized, we’ll inform the Registrar’s Office of the change, who will update your status on ACORN. If you’re in a Co-op POST, you’ll be moved into the equivalent non-Co-op Specialist or Major. If you withdraw from Co-op during the refund period for Category 2: Incidental Fees – Campus & Society Fees, the appropriate refund of Co-op fees for that term will be applied.
Withdrawal From the Program 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 and your colleagues in the program. 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 you won’t be permitted to drop out of co-op until after you’ve completed the work term. This helps maintain your and the program’s reputation with co-op employers so that they choose to continue partnering with us and offering opportunities for your fellow classmates.
Co-op Team of Support & Key Contacts

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 to set up an appointment or visit us in IC150. Our Operations staff at the front desk are happy to help you.

Up-to-date contact information for all the roles described below can be found on the Arts & Science Co-op website.

Student Development Coordinators
This dedicated team will lead your COPB50, COPB51, and COPB52 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, hone your interview skills, and refine strategies to land your co-op jobs.

Work Term Engagement Coordinators
When searching for jobs and while on work term, your Work Term Engagement Coordinators are your main points of contact. They’ll facilitate your job search and work term transition courses (COPB52, COPC98 and COPC99) 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.

Business Development Coordinators
Think of the business development team as your dedicated industry 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. They are an integral part of the co-op team’s success. You’ll likely meet them when you’re on a work term during your mid-term site visit with you and your employer.

Operations Staff
This team oversees many of the administrative elements of the office, including posting jobs, scheduling interviews, and extending job offers. They’re the team that keeps our operation running smoothly. They also support the staff, students, and employers if technical issues are encountered with our software systems.

Arts & Science Co-op Leadership Team
This team oversees the direction of the Co-op program. You might run into them at 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.

Program Advisor & Co-op Program Supervisor
Your Program Advisor and Co-op Program Supervisor are housed in your academic department. They can provide you with information on course planning, sequencing considerations, pre-requisites, subject POST, or work term report topics. Find out who is your Program/Advisor or Co-op Program Supervisor.
## Who to Ask – At a Glance

<table>
<thead>
<tr>
<th>Question Topic</th>
<th>Who To Ask</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Job search preparation</td>
<td>Student Development Coordinator</td>
</tr>
<tr>
<td>• Co-op policies</td>
<td></td>
</tr>
<tr>
<td>• Co-op course questions about COPB50, COPB51, and COPB52</td>
<td></td>
</tr>
<tr>
<td>• Competing for a co-op position</td>
<td>Work Term Engagement Coordinator</td>
</tr>
<tr>
<td>• Job search process</td>
<td></td>
</tr>
<tr>
<td>• Co-op policies</td>
<td></td>
</tr>
<tr>
<td>• Work term preparation</td>
<td></td>
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<tr>
<td>• Employer or industry information</td>
<td></td>
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<tr>
<td>• Coaching and advice while on work term</td>
<td></td>
</tr>
<tr>
<td>• Academic planning for your degree and co-op work term sequence</td>
<td>Co-op Program Supervisor or Program Advisor</td>
</tr>
<tr>
<td>• Course selection</td>
<td></td>
</tr>
<tr>
<td>• Course exceptions and exemptions</td>
<td></td>
</tr>
<tr>
<td>• Course equivalents</td>
<td></td>
</tr>
<tr>
<td>• cGPA hurdles</td>
<td></td>
</tr>
<tr>
<td>• Graduation dilemmas</td>
<td></td>
</tr>
<tr>
<td>• Work term project topics &amp; evaluation (co-op program supervisor only)</td>
<td></td>
</tr>
<tr>
<td>• Changing your work term sequencing</td>
<td>Co-op Advisor</td>
</tr>
<tr>
<td>• Your status in the co-op program</td>
<td></td>
</tr>
<tr>
<td>• Additional work terms</td>
<td></td>
</tr>
</tbody>
</table>

## Campus Community

The co-op office partners with other student services areas on campus to support your success in the co-op program.

## Academic Advising & Career Centre

Need help with managing your academics and co-op priorities, planning your courses, or building your study skills? Meeting with an Academic Advisor or attending workshops offered by the Academic Advising and Career Centre can help you succeed in your academics and in co-op.

Location: AC213  
Phone: 416-287-7561  
[http://www.utsc.utoronto.ca/aacc/](http://www.utsc.utoronto.ca/aacc/)
Health & Wellness
Co-op job search can be challenging for many students and there may be a time when you feel overwhelmed and need support. The Health & Wellness Centre has trained counselling staff available Monday-Friday. They'll work with you to understand your needs and challenges and they'll help create a plan to ensure you have the support you need to be successful. The Health & Wellness Centre is located in the Student Centre (SL-270) and appointments can be made by phone, in person, by email or online.

Phone: 416-287-7065
Email: health-services@utsc.utoronto.ca
http://www.utsc.utoronto.ca/hwc/contact-us

AccessAbility Services & Accommodations
Students with diverse learning styles are welcomed in the Arts & Science Co-op program. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach us and/or the AccessAbility Services Office as soon as possible. We will work with you and AccessAbility Services to ensure you can achieve your learning goals in this course and succeed while conducting job search activities. Enquiries are confidential. The UTSC AccessAbility Services staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations.

Phone: (416) 287-7560
Email: ability@utsc.utoronto.ca
http://www.utsc.utoronto.ca/~ability/

International Student Centre
The International Student Centre (ISC) is here to provide you with all of the support and guidance you will need during your time at the University of Toronto Scarborough. Transition Advisors are available to assist you and answer any of the questions you may have. Immigration Advisors are happy to help you with your legal documents and Canadian immigration inquiries.

As a co-op student you will need to consult with Immigration Advisors regarding applying for your co-op work permit. This is also true if you are looking to study or work abroad.

Phone: 416 287 7518,
Email: isc@utsc.utoronto.ca
https://www.utsc.utoronto.ca/utscinternational/

Centre for Teaching and Learning – English Language Development Centre
English Language Development Centre (ELDC) aims to help students communicate more effectively for their academic needs; to confidently participate in classes, tutorials and campus life; and, to equip students with strategies and tools to participate actively in the academic community. Co-op students find support to:

- improve their academic communication skills and leadership potential
- improve their language skills quickly if English is a second language
• improve their communication skills in order to secure better co-op placements
• communicate more confidently

**Co-op Courses**

As part of the Arts & Science Co-op program, you’ll complete at least 4 co-op courses in addition to your 20 FCEs:

The following work term preparation courses are taken before you start to seek your first work term.

- COPB50: Foundations for Success in Arts & Science Co-op
- COPB51: Preparing to Compete for your Co-op Work Term

The following seeking cycle support courses are taken during the term right before your work term while you are competing for co-op jobs:

- COPB52: Managing your Job Search & Transition to Work
- COPC98: Integrating Your Co-op Work Term Experience
- COPC99: Integrating your Co-op Work Term Experience Part II (only required for programs with 3 work terms)

Other Codes:

- COPA codes are for co-op fees, not a specific co-op course
- COPC01, COPC03, COPC05, COPC13, COPC14, COPC20, COPC30, COPC40 codes are used for your co-op work term and depend on the program you are in

These courses are recorded as credit (CR) or no credit (NCR) on your transcript. No academic credit weight is given for these activities and no fee is charged.

You are automatically enrolled into these courses depending on your work term sequence and your standing in the program.

For more information our co-op courses, visit the [Undergraduate Calendar](#).
Co-op Fees

<table>
<thead>
<tr>
<th>Program Area</th>
<th>First-year Entry Fee Billed Per first 8 Semesters*</th>
<th>Second-year Entry Fee Billed Per first 6 Semesters*</th>
<th>Total Amount Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Domestic students</td>
<td>International students</td>
<td>Domestic students</td>
</tr>
<tr>
<td>2-work term Programs**</td>
<td>$473</td>
<td>$630</td>
<td>$665</td>
</tr>
<tr>
<td>3-work term Programs ***</td>
<td>$586</td>
<td>$781</td>
<td>$778</td>
</tr>
</tbody>
</table>

Note: You are billed for each semester that you are enrolled in any academic courses or on work term. You will see an initial fee assessed but this will be reversed.

**2-work term programs:
Humanities & Social Sciences, French, Life Sciences, and Psychological & Health Sciences

***3-work term programs:
Computer Science, Mathematics & Statistics, Physical & Environmental Sciences

Fees for Additional Work Terms

2-work term programs: Adding a 3rd work term to the sequence will result in an additional charge which is equivalent to the regular fee for a 2 work term program.

Both 2 and 3-work term programs: Any additional work term beyond 3 is assessed at the regular fee for 3-work term programs.

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 WorkTerm 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
Fee Refunds

During a term, any fee refund considerations will follow the refund schedule for ‘Category 2: Incidental fees – Campus and Societies Fees’ which is set by the Registrar’s Office. Fees paid in previous terms are not refundable.

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. [http://www.utsc.utoronto.ca/registrar/finances](http://www.utsc.utoronto.ca/registrar/finances)

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.

Maintaining Interest-Free Status While on a 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 CIFS) form by the deadline](http://www.utsc.utoronto.ca/registrar/finances).

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.
# Work Term Eligibility Requirements & Sequencing

## Work Term Eligibility & Requirements Before Your First Work Term

Are you ready to seek your first work term? Use this checklist/worksheet to help you figure out if you are on track to meet your co-op program and work term requirements.

If you answered yes to all of the questions below, you are eligible to start your first work term job search. If you answered No to ANY of the below items, please follow the instructions for next steps that you should take.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you in a Co-op subject POST?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(I will apply in April or July – visit <a href="https://www.utsc.utoronto.ca/aacc/choosing-your-program">https://www.utsc.utoronto.ca/aacc/choosing-your-program</a> for more information on how to request and accept your subject POST. Review the calendar to ensure you meet the minimum requirements to apply to the subject POST)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is your cGPA 2.5 OR higher?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(Great! You’re in good standing in the co-op program)</td>
<td></td>
<td></td>
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<tr>
<td>(If your cGPA is between 2.3-2.49 you are on co-op probation and will not be able to job search at this time. The Co-op Office will be in touch with you to discuss adjusting your work term sequence.) If your cGPA is below 2.3 you will be removed from the Co-op program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For International Students Only</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you applied for your co-op work permit? Your co-op work permit is different from your off-campus work permit or you study permit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshops are held in Fall and Winter semesters and are organized by the Co-op Office. If you missed these workshops, please call (416) 287-7518 or email the ISC (<a href="mailto:isc@utsc.utoronto.ca">isc@utsc.utoronto.ca</a>) to schedule an appointment with a licensed Immigration Advisor at the International Student Centre (ISC) in IC-350. Assistance is provided at no cost. More information is available on the ISC’s website: <a href="https://www.utsc.utoronto.ca/utscinternational/co-op-work-permit">https://www.utsc.utoronto.ca/utscinternational/co-op-work-permit</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have the minimum number of credits required for your first work term?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If you do not meet minimum credit requirements, your work term sequence will require adjustment. The Co-op Office will be in touch with additional information and options for your work term sequence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed or are you taking courses that are required to go on your first work term?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Not sure? Go to <a href="https://utsc.calendar.utoronto.ca/">https://utsc.calendar.utoronto.ca/</a>, find your program on the “Program List,” and Review your Co-op Work-Term and Program requirements or review the next page.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you do not have the required pre-requisites (academic and co-op courses) your work term sequence will require adjustment. The Co-op Office will be in touch with additional information and options for your work term sequence. You should schedule an appointment with an Academic Advisor or your Program Advisor/Supervisor for assistance with your course and work term sequence planning.</td>
<td></td>
<td></td>
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</tbody>
</table>
Special Considerations for International Visa Students

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

**NOTE:** Take care of these details early so that everything is in order well before you start seeking your first work term.

**STEP 1:** In the fall of your first year in Co-op, attend an information session co-hosted by the Co-op Office and the International Student Centre

**STEP 2:** Apply for your Co-op Work Permit
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 receive this letter, please contact us at askcoop@utoronto.ca.

Once you’ve applied for your work permit, it will take up to 4 months to be processed. At this time, the normal permit processing fee is not charged to co-op students. It will also take time after receiving a work permit to receive a Social Insurance Number (SIN).

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

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

Note your work permit’s expiry date
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.

Work Term Sequencing
Your work term sequence is your plan of action for your time as a co-op student. It is essentially a map of when your 2 or 3 work terms and academic requirements will be completed.

Work term sequences are determined after completion of COPB50., and are set based on your program of study, when you were admitted into the co-op program, your co-op program requirements, and the minimum number of work terms required for your program of study.

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.
Sequences assume you are:

- taking a full course load (2.5 FCE)
- studying each semester
- Completing 4-month work terms

If you're taking a reduced course load or taking a semester off, planning to participate in study abroad etc., please inform your B50 Coordinator. This will be taken into consideration when your work term sequence is created.

Your work term sequence is specially constructed so that it will always end on a 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.

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

Need some help planning your courses and how to meet your program academic requirements? Contact your Typical Work Term Sequences

Work term sequences are set based on a 4-month work term length. If you secure a work term longer than 4 months, it will be considered more than one work term. For example, an 8-month co-op job is considered two work terms.

**Typical Work Term Sequences**

Currently, all work term sequences are arranged as a series of a 4-month work terms, but employers are increasingly offering more 8-month opportunities. An 8-month work term is an opportunity to dive deeper into projects and gain depth in the learning experience. If you complete an 8-month work term, it will count as two work terms and we’ll adjust your work term sequence accordingly.

**Sample: 2 Work Term Programs**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study COPB50</td>
<td>Study</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study</td>
<td>Study COPB51</td>
<td>Study COPB52</td>
</tr>
<tr>
<td>Year 3</td>
<td>Work</td>
<td>Work</td>
<td>Study COPC98</td>
</tr>
<tr>
<td>Year 4</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
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<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study COPB50</td>
<td>Study</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study COPB51</td>
<td>Study COPB52</td>
<td>Work</td>
</tr>
<tr>
<td>Year 3</td>
<td>Study COPC98</td>
<td>Work</td>
<td>Study</td>
</tr>
<tr>
<td>Year 4</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

2x4-month work terms OR 1x8 month work term
Sample: 3 Work Term Programs

12 – 16 Month Work Terms

Students will see opportunities for 12-month work terms. 16-month work terms are posted for Computer Science students. The duration of a work term is set by the co-op employer. A 12-month work term will count as 3 work terms and 16-month work term will count as 4 work terms.

Requesting Additional Work Terms

Students are able to complete more work terms beyond their program minimum. To do so, you can request to complete additional work terms by contacting the Co-op office. Requests to be sequenced to seek additional work terms will only be approved for fall or winter semesters. However, additional work terms found through an independent job search will be approved as an additional work term for fall, winter or summer semesters.

It’s important to note that additional co-op fees will be charged for each additional work term semester. If adjustments to your work term sequence results in additional work terms, refer to the Fees & OSAP section of this guide to get an understanding of the extra fees associated with these changes.

Planning for Your Work Term Sequence

Once you know your work term sequence, you should map out how you will meet your degree requirements knowing you’ll be away on work term in certain semesters. While you can consult with Academic Advising or your Program Advisor/Supervisor, there are a number of additional resources to help you with your co-op planning.

These include:
- Program Planning Worksheets
- Co-op Program: Work Term Eligibility Checklist/Work Sheet
- UTSC Calendar
- Consulting with Academic Advising or your Program Advisor/Supervisor
- Degree Explorer
Future Course Offerings

Requesting Changes to Your Work Term Sequence

While it’s expected that you follow the work term sequence received in COB50, you may prefer to adjust your assigned sequence based on your personal circumstances. These types of requests can be made at any time before you begin your first work term search course (COPB52).

The first step in making this request is to discuss your proposed new work term sequence plans with your Program Advisor/Supervisor or Academic Advising. After you have an understanding of the impact changes in your work term sequence will have on your course planning and graduation date, book an appointment with the Co-op Advisor. These appointments can be made at the Co-op Office by visiting the front desk or by emailing askcoop@utoronto.ca.

Impact of Dropping Courses on the 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, Program Advisor or an Academic Advisor. Please review your work term prerequisites to confirm your eligibility.

Impact of Deferred Exams on the 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 the Co-op Advisor or someone from the Student Services team.
**Competing for Co-op Jobs**

**The Co-op System and Job Board (CSM)**

CSM (Career Services Manager/SympliCity) is the system that holds co-op student records. It is used to view and apply to job postings, respond to interview requests, sign up for events, receive information/announcements about the co-op program and activities, and sign up for coaching appointments with Student Development and Work Term Engagement Coordinators. You will receive instructions at your uToronto email address on how to access this system when you first start in the co-op program.

**Authorization to Release Personal Information**

The first time you log in to 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.

**Co-op Hiring Process**

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. That includes other UTSC Co-op students as well as students from other universities if the employer chose to post with multiple schools.

The positions posted on CSM are with organizations that have partnered with the Arts & Science Co-op Office to hire co-op students. All roles have been vetted by our office and will meet co-op program requirements. For these reasons, we encourage you to use CSM as their primary source for co-op job postings.

**Independent Job Search**

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, please discuss this with your Work Term Engagement Coordinator.

At the time you have received an offer, you will need to submit the following information to your Work Term Engagement Coordinator for review and consideration by the department to determine if it will qualify as a work term.

- Position Title
- Company Name
- Start and end dates
- Duration of the work term (must be a minimum of 12 weeks and a minimum of 420 hours)
- Full job description
- Proof that this is full time work (minimum of 30 hours per week)
- Pay is at least minimum wage
- Address of the work location
- Name and contact information of your supervisor
  *note that a member of our Business Development Team will be in touch with this individual to verify and finalize details for the work term
- Confirmation that you have discussed this as a work term opportunity with your future employer
- Your rationale indicating why you would like this position to count as your work term and how this position relates to your program of study

Please note that if your work term is outside of Canada, additional documents will be required. Your Work Term Engagement Coordinator will advise you of this.
Upon receiving these details, the Co-op Office will review and determine whether your work term is approved. The Co-op office may connect with the employer as part of the approval process.

Entrepreneurial Work Terms
Entrepreneurial work terms are a possibility! However, these will require an in-depth review through the co-op office. Should this be something you want to consider, please discuss it with your Work Term Engagement Coordinator.

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:

- **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 COPB52, COPC98, and COPC99 courses can help to develop your job search savviness, and helps maintain your job search as a top priority.

- **Check CSM every day and apply to jobs frequently**
  Kick-start your job search process by regularly checking CSM from the moment that you get access to job postings. To secure a job, you need to apply to several positions, so increase your chances of being hired by applying to as many jobs as possible early in the semester. 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.

  Did you know: Half of the jobs are usually posted in the first month of the job search term, so it’s a prime opportunity to apply and secure a job quickly.

- **Communicate 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!).

- **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.

- **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.

- **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 your co-op jobs will help you build towards that role. You’ll need to prove your skills and build a portfolio of varied experiences first. To do this, we recommend that you consider each opportunity and even companies that you may not have heard of, look for
Out of the GTA, and read the full job description rather than just the title.

**Out-of-Sequence Work Terms**

If a student secures a work term outside of their set work term sequence, they can request for the Co-op Office to consider the position as a formal work term. In order for this to be considered, the job would have to be approved as a suitable work term experience (please refer to the external job search section) and the student would have to meet the academic work term prerequisite requirements noted in the calendar for their Co-op subject POST. The Co-op Office will then determine how to proceed with completion of Co-op work prep course requirements.

**What Happens if I Don’t Secure a Work Term?**

If you’ve undertaken an active job search and haven’t secured a position, you’ll automatically be entered to seek into the next semester.

An active job search includes:

- consistent engagement and application to positions on CSM, externally, or both throughout the semester;
- communication with your WTEC providing updates on your situation; and
- attending interviews requested.

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.

If you haven’t engaged in an active job search, you won’t be permitted to seek in the next semester 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.
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 or Work Term Engagement Coordinator about your interest in international work terms. They can provide additional support and resources to help you network and find jobs.
- Review information on the Safety Abroad Website and UTSC’s International Student Centre

**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.
- Complete your portion in the Safety Abroad Database so that the Dean’s Office and the University’s Safety Abroad Office has up-to-date information about where you will be.

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.

Before applying for work terms outside of Canada, check the acceptance guidelines and requirements with the Co-op Office. Completion of an Interest in an International Work Term Form is required and students are responsible for becoming familiar with the resources outlined below.

1. **Travel Advisories and Visas**

   When embarking on a job search abroad, it’s important to understand the necessary travel documents and visas required to enter and work in a particular country. You should also be familiar with travel advisories and if your work term would be approved based on its location.

   Travel Advisories: Arts & Science Co-op programs at the University of Toronto Scarborough will typically support Co-op work terms to countries with a Level 1 “Exercise normal security precautions” or Level 2 “Exercise a high degree of caution” travel advisory. [https://travel.gc.ca/travelling/advisories](https://travel.gc.ca/travelling/advisories)

2. **Host Country: Required Travel Documents and/or Visas**

All students are responsible for making sure that their necessary travel documents/visas are in order for entry and/or working in the host country. Canadian Citizens/Permanent Residents can visit this Canadian Government website for more information about visa requirements [https://travel.gc.ca/travelling/advisories](https://travel.gc.ca/travelling/advisories).

You may wish to explore the International Experience Canada (IEC) option to secure a VISA/work-permit (for certain countries) if you are a Canadian Citizen or PR of Canada: [http://www.cic.gc.ca/english/work/iec/eligibility.asp](http://www.cic.gc.ca/english/work/iec/eligibility.asp)

International students with study permits for Canada must also ensure these are current and valid to be able to re-enter Canada upon return.

3. **Pre-Departure Training & Documentation**

In addition to regular preparation for a work term, there are specific pre-departure activities and documentation required by co-op students, the work term employer, and the co-op office.

Co-op students going abroad for their work term complete a mandatory Safety Abroad workshop, delivered by U of T’s Safety Abroad Office. Other workshops may be required depending on the location of your work term. A Co-op Coordinator will advise you of additional workshops and documentation needed. [https://www.studentlife.utoronto.ca/cie/safety-abroad-workshops](https://www.studentlife.utoronto.ca/cie/safety-abroad-workshops)

4. **Preparing for a Work Term Search or a Work Term outside of Canada**

The Co-operative Education and Work Integrated Learning (CEWIL) Canada provides resources for all students in co-op programs at Canadian universities and colleges who are interested in a work term outside of their current province of study, or outside of Canada. The resources on the CEWIL website will help you prepare for work terms in your area or in other parts of Canada. For co-op students looking for co-op work terms outside of Canada, these resources will help you find an international work term, transition into your new position and country, and prepare to return home when your work term ends. [https://www.cewilcanada.ca/cgi/page.cgi/workingoutsidecanada.html](https://www.cewilcanada.ca/cgi/page.cgi/workingoutsidecanada.html)
**Interview Process**

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

**How Will I Know When I Have an Interview Request?**

You receive updates on the status of job applications in CSM, including whether a job you have applied for is interviewing candidates, and when an employer has invited you to an interview.

Log in to CSM to sign up for a date and time. Spots are available on a first come first serve basis. If the times or dates available don’t fit with your schedule due to a direct conflict with a class or exam, please notify the Operations Team (at askcoop@utoronto.ca) as soon as possible. We will contact the employer to inquire about alternate dates. To help with this, please provide your availability so that we can investigate the possibility of rescheduling the interview.

**Signing Up for 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.

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.

**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.

**What do I do if the Job I Interviewed for Doesn’t Match the Job Description?**

Should the job described significantly differ from the one described on the job description, please inform your Work Term Engagement Coordinator so that the department is able to work with the employer to clarify requirements.

These types of requests are evaluated on an individual basis.
If, after having been interviewed, you no longer wish to be considered for a position, contact your Work Term Engagement Coordinator within 24 hours to discuss the situation. Withdrawing your candidacy can only take place 24-48 hours after the interview.

**What to do if an Employer Contacts Me Directly?**

While employers post their jobs through the co-op office, they may choose to contact you directly to schedule interviews or make offers. When they do, please keep the Co-op Office updated so that we can keep your records up to date and help you through the process. You can email askcoop@utoronto.ca.

If you are contacted by a potential employer directly with an interview request please:
1. Schedule the interview with the employer
2. Provide the Co-op Office with the interview details. Please let us know which job the interview is for, the date, time, location and format of interview (phone, in-person, skype etc.)

If you are contacted with a job offer, please either:
1. Confirm the offer details and if you have no concerns about accepting the offer, happily accept OR
2. Thank the employer and inform them you will need to consult with your Co-op Coordinator before making a decision.

Either way, please don’t delay to inform your Work Term Engagement Coordinator of the details.

If you are contacted for an interview or an offer for a position that was found outside of the co-op job search process, there are some additional steps that need to take place to verify and approve the role as a suitable co-op work term and learning opportunity.

**To do this please provide your Work Term Engagement Coordinator with the following items:**

- job offer
- job posting
- why you want to have this position as your work term This information will be reviewed for approval.
Receiving a Job Offer

You’ve received 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 you are contacted for an interview or an offer for a position that was found outside of the co-op job search process, there are some additional steps that need to take place to verify and approve the role as a suitable co-op work term and learning opportunity. (see page #)

Receiving a Job Offer Outside of Your Scheduled Work Term Period

If you receive an offer for a job that falls outside of your scheduled work term, we’ll consider changing the work term sequence to allow you to accept the employment offer on the basis that you:

a) Discuss your situation with your Work Term Engagement Coordinator before accepting, sharing the following information:
   - Position title
   - Company
   - Duration
   - Pay
   - Job description
   - Start and end dates
   - Location
   - Supervisor name and contact information

b) Ensure that you meet the minimum requirements for a work term.

If you meet all academic requirements but are missing a co-op requirement, the co-op office will evaluate your case to determine modified requirements to enable you to proceed with the job offer.

Deciding on a Job Offer

Accepting Your Offer

Once you’ve received an offer, you’ll have 1 business day to decide on the job offer. If you have questions about the offer or want to consult with a Work Term Engagement Coordinator as part of your decision-making process, you can schedule an appointment with them using CSM. WTECS are available weekdays during business hours for consultation.

Changes to the position or employment terms?

It’s our goal to help you secure 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 interview, we recommend that you discuss your offer with your Work Term Engagement Coordinator before making your decision.
Declining Job Offers
Students are able to reject up to two job offers during their time in co-op without good reasoning. An example of good reasoning is a significant change to the original posting. Once you have rejected two offers, you will not be permitted to apply for further positions posted by the Co-op office and may be required to undertake an independent job search.

Preparing for Your Work Term: 7 Important Steps

You’ve successfully secured a co-op work term — congratulations! Now that you’ve accepted a job offer, here are 7 things to keep in mind:

1. Formal Offer Letter from Employer
   We will have notified your employer of your acceptance and they will be in touch with you about a formal offer letter and confirming details of your first day. If you don’t receive this information, please let us know or reach out to your supervisor to confirm the start time and where you should report on your first day of work. Employers can take anywhere from 1 to 6 weeks to get this letter to you via your utoronto email address or, in some cases, to the mailing address indicated on your resume. When you receive it, please follow the instructions given by the employer and email a copy of the signed letter to the co-op office for our records.

2. Your Outstanding Applications and Interview Requests
   If other employers that you had applied with request to book an interview with you, we will advise them you’re no longer available for the upcoming work term. That said, sometimes co-op employers contact students directly. If this happens, please thank the employer for considering you and let them know you have already accepted a job offer for the upcoming work term. If you’d like, you could let them know you’d be happy to consider working with them in the future.

3. Dropping Courses for the Upcoming Semester
   You can drop your courses once you see your work term recorded on your Academic Record on ACORN.

4. Taking Courses while on Work Term
   While on work term, your priority lies with your employer. You can take up to 1 course/0.5 FCE while on work term, provided the course is not during work hours and your completion of the course work, exams etc. will not interfere with your work term commitments. You should not request any time off or an adjusted work schedule to study or attend classes. You only have a short time with each employer and shouldn’t jeopardize opportunities by having too many demanding priorities.

5. Health/Dental Coverage
   When you’re on work term, you’re not automatically covered by the SCSU Health and Dental benefit plan. If you require insurance coverage, contact the SCSU directly for details on plan enrolment, dates and costs. Details on the plan can be found at www.scsu.cs/health/

6. Athletic Membership
   Do you want to use the athletic facilities on campus or participate in intramural sports while on work term? You will need to enroll in a Non-Registered Student Membership with the Department of Athletics & Recreation. More information can be found at www.utsc.utoronto.ca/athletics/students

7. OSAP while on Work Term
If you receive OSAP funding, connect with the Financial Aid Office to complete the Continuation of Interest Free Status (CIFS) form so that you do not accrue interest on your OSAP load during your Co-op work term.

Your Work Term

First Day of Work & Tips for Success

You’ve made it! Your work terms are the entire reason that you’ve put in so much effort since starting in the program.

The impressions you leave at the workplace have a significant impact your success on the job, your future and the University. Remember, you’re an ambassador of the Arts & Science Co-op program and of the University of Toronto.

While you’re on a work term, 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.

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. That includes staying for the entire duration of the work term(s). Remember, if you have any questions, please 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 have 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**
   After working with you while job searching, your Work Term Engagement Coordinator would love to know how you are doing while on work term and offer any support or advice to help you succeed at work. Keep in touch while you are on work term and share your experience.

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. Showing you can handle the work you’ve been given can lead to additional projects or more complex tasks.

5. **Ask questions + take notes**
   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!

**Completing A Course While On Work Term**

Transitioning to the work place takes some adjustment as you get to know your new team, your supervisor and how the organization works. While on work term, your number one priority is to your employer. Because of this, picking up a course while working can prove challenging. We strongly advise that you dedicate 100% of your attention and energy to on-the-job success, however if you are considering taking a course while on work term, you should only consider courses that are offered outside of work hours or online. You should not request any time off or an adjusted work schedule to study or attend classes.

**Work Term Performance & Grading**

Program faculty, the co-op coordinators and your employer/supervisor 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 mid-term evaluation;
2. the final evaluation; and
3. the work term project and ongoing reflections

**Site Visits**

The site visit meeting provides you, your supervisor, and the Business Development Coordinator an opportunity to discuss how the work term is progressing so far. Typically, the Business Development Coordinator meets with you and your supervisor individually for about 20-30 minutes. The goal is to make sure that your term is going well, the role you’re in is what was expected, and that you have all the support you need to succeed.

Work term visits take place in person, via Skype, or by phone with a member of our Business Development Team.

Their timing is typically:

**4-month work terms**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approximate visit timing</strong></td>
<td>October – December</td>
<td>February – March</td>
<td>June - July</td>
</tr>
</tbody>
</table>

**8-month work terms**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall/Winter</th>
<th>Winter/Summer</th>
<th>Summer/Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approximate visit timing</strong></td>
<td>December - January</td>
<td>April - May</td>
<td>August - September</td>
</tr>
</tbody>
</table>

Visits are arranged between the Business Development Coordinator and your work term supervisor. Once the meeting is set, you’ll be copied on a confirmation email outlining the meeting date and time.
If you don’t have a site visit booked halfway through your work term (by the 2nd month for 4-month terms, or by the end of your 3rd month for 8-month terms) please contact askcoop@utoronto.ca to arrange one.

Remember, we’re here for you throughout your term. If you have any concerns while you’re working, you don’t have to wait for the site visit. If your work term isn’t going as planned, please reach out to your Work Term Engagement Coordinator.

What happens at a site visit meeting?

At this meeting, a member of Arts & Science Co-op’s business development team comes to your work location to meet with you and your supervisor. These meeting are held separately to discuss your work term performance so far, plans for the rest of the term, and your feedback on the work term opportunity/organization.

Meetings are typically 20 minutes long.

How do I prepare for my site visit meeting?

Prior to the meeting, make sure that you complete the online self-evaluation independently (your supervisor should not be present). This evaluation is an opportunity for you to measure your own progress in a self-reflective way, and will allow opportunity for dialogue between yourself and your employer about your strengths or any areas of further development.
Work Term Evaluation

Both you and your 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.

Getting Fired, Quitting, or Ending a Work Term Early

We’ll investigate any situations where students are fired from 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 (NCR) which may result in your removal from the program.

Considering Quitting or Ending a Work Term Early?

Contact your Work Term Engagement Coordinator before taking any action like quitting a co-op job or deciding to end your work term earlier than agreed to.

You are an ambassador of the University of Toronto and it is important that you conduct yourself with integrity and professionalism to present yourself and the University in the best light possible. This includes upholding the commitment you made to the employer when you accepted the co-op job offer.

If you’re having difficulty on your work term, we want to help you resolve the situation. 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 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.

Consulting with your Work Term and Co-op Program Supervisor on Project Topics
It is 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. This will ensure that you don’t accidentally share any confidential information in the project and ensure you are selecting an appropriate topic.

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 the Co-op Office and your Program Supervisor, late or missing projects will not receive credit for the work term.

Projects for 8, 12, or 16 Month Work Terms
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.

Rewriting Your 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 will need to review the feedback received and reach out to your Program Supervisor to discuss the feedback, and then submit your revised report to IC150 within 2 weeks.

Presentation Dates
Poster and oral presentations typically take place in the 4th week of each term: in May, September and January.
After Your Final Work Term

Requests for Additional Work Terms
Please refer to the Work Term Sequencing section of this guide.

Supporting & Mentoring Junior Co-op Students
In the semester following your work term, you’ll be invited to present to junior co-op students. These sessions are a great opportunity to build your leadership skills and share your co-op experiences with your peers. You’ll provide valuable insights to junior students who have just entered the program. There are other opportunities available to mentor junior students, please discuss these with your Work Term Engagement Coordinator.

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 preparation course requirements (COPB50 and COPB51) prior to your first work term;
• Complete COPB52 when seeking your first work term;
• Complete COPC98 when seeking your second work term;
• Complete COPC99 when seeking your third work term (if required);
• Complete minimum COPC/number of work terms
• 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.
Co-op Resources & Communications

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

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

Announcements & Events
As mentioned earlier in this guide, CSM is the system used for posting jobs and scheduling interviews. It is also a key communication tool to keep you connected with the Co-op Office.

CSM is where you can also:
- Receive announcements from the Co-op Office
- Sign up for events and workshops
- Schedule appointments with your Student Development or Work Term Engagement Coordinators

Quercus
Quercus is the campus’ learning management system. When registered in co-op courses, this is where you’ll find your course-related information and where you’ll submit and view grades for your assignments.

Co-op Website
Our website is a great place to find many resources and the contact information of Co-op Office staff who can help you.

uToronto email address
Please be sure to check your utoronto.ca email address on a regular basis. That is the address that the Co-op Office will use to communicate with you.

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