



Global Development Studies  
**UNIVERSITY OF TORONTO**  
**SCARBOROUGH**

# IDS CO-OP STUDENT HANDBOOK



2022-2023 ACADEMIC YEAR

## **Using this Handbook**

**Important: the handbook is a working document and is subject to change without notice.**

The IDS Co-op Student Handbook comprises important information for students to be successful in the IDS Co-op program, such as policies and requirements for students at all stages and in all years of the program. Please note that it only contains information pertaining to the non-academic components of the program.

This Handbook was designed to ensure clarity and understanding of important components of the IDS Co-op program for students. It is each student's responsibility to ensure understanding of these policies. Please speak with the IDS Co-op Office if you have additional questions after reading the handbook.

The handbook is divided into two main sections: General IDS Co-op Information and Requirements, and Information and Policies Related to the Co-op Internship.

We hope that this handbook becomes an important piece of your IDS Co-op journey, and provides information to help you thrive in our program!

***Please note that these guidelines were prepared to assist in the understanding and administration of the International Development Studies Co-op Program at the University of Toronto Scarborough. The guidelines are consistent with the University of Toronto's Policies and Guidelines (detailed here: <https://www.viceprovoststudents.utoronto.ca/students/>), the University's commitment to fairness for all students, and academic integrity, detailed here: <https://www.academicintegrity.utoronto.ca/>. In case of discrepancy or disagreement between these program guidelines and the University's, the university policies and guidelines will apply.***

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## GENERAL PROGRAM INFORMATION, POLICIES, AND REQUIREMENTS

### 1. Overview of International Development Studies

The International Development Studies (IDS) programs at the University of Toronto Scarborough (UTSC) are housed within the Department of Global Development Studies (GDS). There are a variety of IDS programs, including major, minor, specialist, and Co-op specialist degrees. Each of these programs provide students with a critical understanding of international development issues through exposure to a variety of academic disciplines, cultures, and, in the case of the specialist co-op program, an overseas work experience in the field of international development. IDS programs are challenging and intended for bright and self-motivated students who are interested in both excelling academically and actively engaging in the pursuit of social justice around a number of issues and challenges presented as part of the Sustainable Development Goals and Agenda. IDS students take initiative, seek empowerment, are driven to solve social and environmental problems, understand the importance of teamwork and coordination, and are responsible and accountable. They have diverse interests that span the social sciences, humanities, and environmental science, all of which is underpinned by a strong sense of social responsibility.

The IDS Co-op Program reached its 35<sup>th</sup> year milestone in 2018. It remains one of the longest-running and best-recognized international development experiential learning programs nationally and internationally. Over the past 35 years, the IDS Co-op Program has developed working partnerships with 75 partner institutions, and placed over 300 students in over 65 countries. Graduating students move on to pursue graduate degrees in a number of fields including, law, medicine and academia and they are competitive in landing jobs in NGOs and INGOs across the globe.

#### **The specific objectives of the IDS program at UTSC are to:**

1. Provide a *broad understanding* of different development paths and of the complex set of international and domestic factors affecting their success and sustainability;
2. Develop *sensitivities* to and an *awareness* of the reality in developing countries – including their unique cultures, societies, political systems, economic structures, and their overall position within the global arena;
3. Provide *skills* and *opportunities* for IDS students to share their experience and insights, enhance their awareness of development issues at the university, and in the broader community, and promote work on development within Canada;
4. Develop *partnerships* with individuals and organizations in the Global South working in international development; and,

5. In the case of the **Specialist Co-op Program** - provide *practical work experience* in a different culture under the supervision of a Canadian or Southern non-governmental organization (NGO), research institute, multilateral organization, or private partner.

The IDS Co-op program is housed within GDS and the administration of the program is run by the IDS Co-op Office, separate from other Co-op programs at UTSC.

## 2. The Responsibilities of the IDS Co-op Office

The IDS Co-op Office is responsible for the administration of all aspects of the IDS Co-op program. This includes: Recruitment and Admissions; delivery of COPB30, COPB31, and COPB33; budgeting of Co-op administration, including awarding of IDS Co-op scholarships and awards; management and support of student professional work and well-being while on Co-op; and general oversight and delivery of all aspects of the IDS Co-op program throughout the period during which students are enrolled. Questions or concerns related to IDS Co-op should be directed to the IDS Co-op Office.

The IDS Co-op Office is not responsible for academic matters related to the student's IDS Co-op Specialist degree. Academic matters include: course selection and course requirements and assistance with research, including thesis research conducted while on Co-op. If you have questions that do not pertain to coop, please contact the Department Chair.

The IDS Co-op Office is not affiliated with the IDSSA (International Development Studies Students' Association) or the IDC (International Development Conference).

## 3. Important Contacts

GDS Staff Profiles: <https://www.utsc.utoronto.ca/GDS/staff>

Contact the IDS Co-op Office for questions related to:

- co-op program requirements, withdrawal requests
- preparation for co-op internship, including COPB33, training, and related documents
- questions and concerns related to co-op internship partners and locations
- assistance before, during and after the co-op internship
- any questions or concerns related to the administration of IDS Co-op
- assistance with professional development and future career advice

Via email: [ids-coop@utsc.utoronto.ca](mailto:ids-coop@utsc.utoronto.ca)

In-person: HL-410, Highland Hall

Contact the Program Coordinator for questions related to:

- program requirements
- assistance with course selection
- questions related to co-curricular opportunities
- questions related to exchange opportunities related to the program
- assistance with petition submissions and supporting documentation

Arifa Nitol, Program Coordinator  
Via email: [arifa.nitol@utoronto.ca](mailto:arifa.nitol@utoronto.ca)

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## 4. Overview of the IDS Co-op Program

The IDS Co-op program is a **5-year program**: 1 year of work + 4 years of academic studies.

Work terms are:

- 8-12 months in length
- With one organization
- In an international setting (usually, in the Global South)
- May or may not be paid via a stipend

IDS Co-op activities by year\*:

**Year 1** – All new students to the program are automatically enrolled in COPB30 – Passport to Placement. This course covers the fundamentals of Co-op preparation, including resumes, networking, interviews, and social media use.

**Year 2**- All students are automatically enrolled into COPB31 – Passport to Placement 2. In this Winter term course, students are given an overview of the Co-op process, including what to expect, and how to prepare, for Year 3.

NB: Students entering IDS Co-op after their first year at UTSC will complete *both* the Years 1 and 2 requirements in their second year at the university.

**Year 3** – All students are automatically enrolled in COPB33 – Passport to Placement 3.

In this full-year course, students will: prepare for the job application process, including mock interviews, have discussions with students currently on co-op and fifth year students, and cover letter writing. The Annual Retreat is held during this time. You will learn about partner organizations and receive available postings from them, including differing application processes. When possible, partners visit the class, in person or virtually. You will prepare for the work term, including but not limited to intercultural competency training, equity and diversity orientation, health and well-being, budgeting for your work term, and booking.

**Year 4** – Placement Year

**Year 5** – Final year: please see Section 17 regarding expected involvement

\*Note: Students entering IDS Co-op after their first year at UTSC will complete *both* the Years 1 and 2 requirements in their second year at the university.

### 4.1 IDS Co-op Quercus Page

The IDS Co-op Quercus site include all important policies, procedures, and forms pertaining to the non-academic components of the IDS Co-op Program. Students receive an invite to this Quercus course in September.

## 5. Maintaining Your Co-op Status

To remain in IDS Co-op, students must maintain a CGPA of 2.5 or greater.

Definitions:

SGPA: A sessional grade point average (SGPA) is the average of the grades in courses taken in the most recent semester (Summer, Fall, Winter).

CGPA: cumulative Grade Point Average: the average of the grades of all courses passed or failed at UofT (*This is what we look at in determining your eligibility to remain in Co-op*)

Notes:

Sessional and cumulative grade point averages are calculated at the end of each session and included on a student's academic record and transcript.

Courses taken for credit by degree students while registered at UTSC, FAS or UTM are normally included in UTSC grade point averages. Courses taken while registered at other institutions or other divisions or faculties of UofT are not normally included in grade point averages.

Students on academic probation will be removed from work term prep courses (COPB30, COPB31). Exceptions will be made for COPB33 for those who have completed at least 50% of the course. See Chair or IDS Co-op Manager for details. Students will be notified by the Registrar and the IDS Co-op office if they are on probation.

IDS Co-op in the UTSC Calendar: [https://utsc.calendar.utoronto.ca/section/International-Development-Studies-\(IDS\)-Co~op](https://utsc.calendar.utoronto.ca/section/International-Development-Studies-(IDS)-Co~op)

cGPA	2.5 or higher	Between 2.3-2.49	Below 2.3
<b>Status</b>	In Good Standing	On Probation	Removed from Co-op
<b>What does this mean?</b>	Keep up the great work!	Students have one semester to clear probation by achieving a CGPA of 2.5 or better in the next semester.	Students who have attempted at least three FCEs and have a CGPA of less than 2.3 will be removed

		<p>If, after one semester, sessional GPA is least 2.5 but CGPA is not 2.5 or higher, probation period will be extended for one more semester.</p> <p>After 2 semesters on probation, students are removed from IDS Co-op.</p>	<p>from the IDS Co-op program.</p> <p>Decisions about readmission after removal are made by the Chair on a case-by-case basis and only in exceptional circumstances.</p>
<b>cCampus Resources/Support</b>		<p>Need a little help with this? Take advantage of a number of resources, including Academic Advising and Career Counselling services (AA&amp;CC), and the Writing Centre.</p> <p>Students should also schedule a meeting with GDS Chair to discuss your situation and discuss strategies for improving your performance.</p>	<p>Take advantage of the Academic Advising and Career Centre (AA&amp;CC) to discuss strategies to improve your academic performance.</p>

5.1 Eligibility to Graduate While on Probation

**Students cannot graduate with the Specialist Co-operative Program in International Development Studies if they are on probation.** If a student is not in Co-op good standing (CGPA of 2.5 or higher) in their final academic year (i.e. Year 5), they are encouraged to take additional classes in a subsequent semester before graduating. Otherwise, students can opt to graduate with a Specialist Program in International Development Studies (non co-op program).

## 5.2 Eligibility for Work Term While on Probation

**Students must be in Co-op good standing (CGPA of 2.5 or higher) to begin their Co-op placement.** If a student is on probation at the end of Year 3, the student is advised to take courses during the summer session to try to improve their grades. Consequently, students concerned about their probationary status should apply to co-op positions that begin in the Fall term.

## 5.3 Leaves of Absence

Students may take a leave of absence from the University. Students should communicate this decision to the GDS Chair and the IDS Co-op Office so that the absence is accommodated and supported.

## 5.4 Minimum and Maximum Credits

Provincial requirements indicate that all students enrolled in a co-op program in Ontario must return to full-time status upon completion of their work-term.

*Before* going on a work term, students must have:

- a minimum of 14.5 credits; and
- less than 17.5 credits

*After* the work term, students must return to campus enrolled in a minimum of 2.5 credits.

Students entering the IDS Co-op program with transfer credits should speak with the GDS Program Coordinator or Program Manager as soon as possible to plan their academic schedule in consideration of these credit requirements.

## 6. Completion of COPB30, COPB31, and COPB33

COPB30, COPB31, and COPB33 are CR/NCR courses. CR/NCR courses are not assigned a grade, and as such do not count impact a student's GPA/GPA. Satisfactorily passing ("CR") is a requirement for eligibility to go on work term. Students with "NCR" in any of these courses are not eligible for co-op, and consequently will be removed from the co-op program.

Students entering Co-op in Fall 2021 will take COPB30 in Fall of Year 1, and COPB31 in Winter of Year 2.

The third-year course is COPB33 – Passport to Placement 3. This course is identical to the previous COPB31 – Passport to Placement 2, offered prior to Fall 2021.

**Students entering Co-op in Fall 2021 are required to take COPB30, COPB31, and COPB33. Students from previous years will only have registered in two Co-op courses. Students entering Year 3 in Fall 2021 will have COPB30 and COPB33 recorded on their transcript; previous years will have COPB30 and COPB31 recorded on their transcript. Please contact the IDS Co-op Office with questions about this.**

The IDS Co-op Office will automatically enroll all students into these Co-op courses. It is the student's responsibility to ensure that there are no conflicts in their course schedule or other responsibilities; attendance in these courses is required.

COPB30 is completed in the **Fall term of the student's first year** in the IDS Co-op program.

COPB31 is completed in the **Winter term of the students' second year** in the IDS Co-op program, or first year of the program for internal UTSC transfer students (e.g. those beginning Co-op in Year 2 of their UTSC studies).

COPB33 is completed in the **Fall and Winter terms of the student's third year** in the IDS Co-op program.

Students who do not successfully complete the required Co-op courses will automatically be removed from the IDS Co-op program.

Students cannot appeal to re-take COPB33 as this is a requirement for beginning the student's Co-op.

## 7. Financial Matters

### 7.1 The IDS Co-op Budget

The IDS Co-op Program has two separate budgets: the IDS Co-op Administrative Budget, and the IDS Co-op Budget.

#### 1. IDS Co-op Administrative Budget

This budget pays for the management and functioning of IDS Co-op program, including:

- Salary (in part) of Program Manager
- First year orientation and IDS courses (COPB30, COPB31, COPB33)
- Pre-departure training
- On-going support while on Co-op
- Debriefings upon return from Co-op
- Admissions process

- Relationship building with prospective and current partners
- Managing and updating all associated Co-op program policies

Sources of income: Co-op fees, support from Dean’s office, the Queen Elizabeth Scholarship administrative funds

More information about Co-op fees is provided in the next section.

IDS Awards/Scholarships:	Partner Contributions:
Visa costs	Sufficient support for modest living
Health insurance & immunizations	Examples of support: monthly stipend, free room and board, transportation support
Travel to/from Co-op destination	

## 2. The IDS Co-op Placement Budget

This budget provides support to all students embarking on their Co-op internship, and covers related expenses, including flights, health insurance, and vaccinations.

Sources of income: GDS endowment funds, grants, support from the Dean’s office

*Note that Co-op fees are NOT a source of income for this budget.*

IDS Co-op is fortunate to offer funding to all students for their Co-op experience. Funding provided is based on our Funding Formula:

**IDS CO-OP FUNDING FORMULA:**  
 IDS Awards/Scholarships + Partner Contributions = Funding for Co-op internship opportunities for all IDS Co-op students

In most instances, Co-op funding provides students with an ability to live modestly on Co-op placement. Students should budget additional personal funds if they intend to travel during their time, want emergency funding reserves, or have particular needs beyond the “modest living” provided. There are some Co-op locations where Co-op funding and partner contributions do not usually sufficiently cover modest living. Students are given opportunities (in COPB33 and through the third-fifth year retreat) to speak with past interns to better understand the financial requirements of each placement.

## 7.2 Co-op Fees

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 term, including: first year orientation, workshops, co-op courses, and pre-departure training sessions
- One-on-one office hours for assistance throughout the program
- Building relationships with existing partners and finding and securing new partnerships
- Conducting work site visits, especially for new Co-op internship opportunities
- Ongoing support while on Co-op
- Managing, implementing, and updating all policies associated with the IDS Co-op program

Students are billed for each term in which they are enrolled in any academic course or on a work term. You will see an initial fee assessed, but if you are not enrolled/on work term, this will be reversed. The fee schedule can be found online: <https://www.utoronto.ca/GDS/co-op-fees>.

Once a student pays their total fees, they will no longer be charged. Students entering from second year will pay greater fees per term, but the total fee is equivalent to students beginning in Year 1.

Because IDS Co-op fees support the administration of Co-op in real time, refunds are not available for previous terms. The IDS Co-op Office follows the financial deadlines set by the Registrar's Office. Students will only receive a refund or partial refund for the current term if they withdraw from Co-op by the set deadlines.

**The IDS Co-op office does not have access to student financial records.** Please direct questions regarding student accounts or payment of fees to University of Toronto Student Accounts at 416-978-2142 or [info.studentaccount@utoronto.ca](mailto:info.studentaccount@utoronto.ca). Students can also consult the University of Toronto Fees Schedule at [www.fees.utoronto.ca](http://www.fees.utoronto.ca) to see the co-op fees schedule.

## 7.3 Allocation of IDS Awards and Scholarships

During Year 3, students complete the application for IDS Awards and Scholarships, normally due in Winter term. The application is provided through the COPB33 Quercus site. The process for applying is discussed during class time.

Allocation decisions take into consideration eligibility requirements, cost of internship location, remuneration available to student from the partner organization, and funds available each

fiscal year, and ensures that all students receive adequate funding to cover most of their basic Co-op expenses, including travel and insurance.

While some awards are designed for particular students (e.g. Canadian citizens and Permanent Residents), there are awards available for all students.

## 8. International Students

International students are a valued part of the IDS Co-op community, and can expect the same levels of support as domestic students, including the availability of funding and scholarships for their Co-op terms. Below are answers to common questions regarding international students in the IDS Co-op program.

### ***Are there IDS Co-op placements for international students?***

Yes! The majority of our placement partners offer opportunities for all students, regardless of immigration status. There are exceptions to this (e.g. WUSC only accepts applications from Canadian citizens and permanent residents due to their funding restrictions), but the Co-op office works hard to ensure that there are placements for every student available.

### ***Is there funding available for international students on IDS Co-op placements?***

Yes! All students have access to scholarships/awards to support their international placement. The IDS Co-op office provides sufficient funding for airfare, vaccinations, health insurance, and visas. The partner organization is expected to cover modest living expenses. While some scholarships are not available to international students, all students are provided basic financial support for placement.

### ***Ontario residents receive a letter from the IDS Co-op office to extend their OHIP coverage. Do I need to do anything similar for my UHIP?***

No, you do not. UHIP will continue to be available to you up until the time you depart Canada for placement (if applicable). It will automatically be available to you when you return to Canada from placement. There is nothing you need to do. If you have additional questions regarding your UHIP status, contact Betty Liu at the ISC – [bett.liu@utoronto.ca](mailto:bett.liu@utoronto.ca)

### ***Is there anything I need to do for my student visa?***

**Yes.** Whether you are working in Canada or overseas, the Government of Canada does need to be aware that you are on a work term as part of your schooling. The work placement may not impact your student visa currently, but questions could be raised in the future if your degree indicates that you were on “Co-op”, signifying that you were working while studying. To eliminate any possible problems, it is advisable that you connect with an Immigration Advisor at the International Student Centre as soon as possible (e.g. at the start of Year 1). Information about ISC’s immigration services can be found here: <https://www.utoronto.ca/utscinternational/immigration>



International students should meet with an Immigration Advisor at the International Student Centre in Year 1 to determine any visa requirements associated with the Co-op. **Because these processes can be lengthy, students should connect with an Advisor as soon as possible.** Please visit <https://www.utsc.utoronto.ca/utscinternational/immigration> for more details and to arrange an appointment with an Advisor.

The IDS Co-op office is not trained in immigration and cannot provide advice on these matters.

## 9. Equity, Diversity, and Inclusion

Equity, diversity, and inclusion is a priority for the Department of Global Development Studies and the IDS Co-op Office.

GDS This priority extends to student travel. Students are encouraged to be in touch with the Department Chair or IDS Manager to report abuses. Students are also encouraged to seek advice and support from the Equity, Diversity, and Inclusion Office: <https://www.utsc.utoronto.ca/edio/>.

While Canadian laws protect all persons from discrimination, similar laws do not exist globally.

Students are encouraged to research the various potential placement destinations to determine whether they are appropriate based on individual needs, potential risks and any safety concerns. Please discuss any concerns with the IDS Manager or Department Chair.

### 9.1 Co-op for Students With Disabilities

We are committed to having Co-op options available to students with disabilities. This includes students with “mental health conditions, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorder (ASD), learning disabilities, chronic health conditions, concussions and head injuries, sensory disabilities, physical and mobility disabilities.<sup>1</sup>”

Students with disabilities are encouraged to speak with the Program Manager as early as possible, preferably by the Fall of Year 2. This will enable the Program Manager to work with the student and [AccessAbility Services](#) to locate either a Co-op location or job description that would best ensure that the student can thrive on their Co-op internship.

Alternatively, you can speak directly with the [AccessAbility services](#) who will connect with our office where required. In all cases, disclosure is optional. Student disabilities will not be disclosed to any employer or supervisor without your consent.

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<sup>1</sup> Taken from <https://www.utsc.utoronto.ca/ability/welcome-accessability-services>

## 10. Student Conduct

This section outlines the expected conduct of all students in our program, including communication, social platforms, and event attendance.

### 10.1 Professional Communication

The IDS Co-op Office expects that all faculty, staff, and students co-exist in a community that fosters respect in all interactions. Students can expect that the IDS Co-op Office communicates with all students respectfully and professionally. If students have a concern regarding their interactions with a faculty or staff member, students may bring their concern to the IDS Co-op Program Manager, Program Coordinator, GDS or the GDS Chair. They can also connect with the Equity, Diversity, and Inclusion Office.

Relevant policies can be found here: <https://www.utoronto.ca/edio/related-policies-agreements-and-guidelines>

Similarly, staff in the IDS Co-op Office, and GDS faculty, have a right to a respectful and collegial work environment. Communication with all staff and faculty should be professional and respectful at all times. While every effort is made to support our IDS Co-op students, staff and faculty prioritize activities to ensure timely attention to urgent situations. Students are reminded to begin co-op processes as early as possible (e.g. gathering visa letters, completing pre-departure forms, thesis research protocols). Urgent requests will be assessed on a case by case basis.

Important Notes on Staff Communication:

When e-mailing staff, students can expect a response within approximately 3 business days. Please note that generally, staff do not work on evenings and weekends.

If you are e-mailing for assistance with course selection/course advising or financial aid support, please include your Full Name and Student ID in the e-mail. This assists staff with quickly locating your student details in order to respond to your request as efficiently as possible.

If your circumstance is an emergency, please contact campus safety.

### 10.2 Use of Social Platforms to Communicate

The IDS Co-op office only uses e-mail for written communication with students. Although various platforms, including Microsoft Teams, Zoom, WhatsApp, Skype, and WeChat may be used for virtual meetings, IDS Co-op staff will not respond to messages received on these

platforms. These platforms should only be used when a meeting has been pre-arranged by a member of the IDS Co-op staff. Students should wait until the staff member initiates the call. If the student is experiencing technical difficulties, it is appropriate to use the chat function to communicate if it is at the time of the scheduled appointment.

### 10.3 Attendance at Events

The GDS and the IDS Co-op office arrange a variety of events to provide students with opportunities for professional learning and networking. Though attendance is not required, it is expected that IDS Co-op students will be actively engaged with the IDS Co-op community and regularly attend events. These events are organized to support the learning and professional development of our students both Co-op and non-coop and we expect that Co-op students will lead through active participation. A key objective of the co-op program is to establish networking opportunities for students. Such opportunities are made available through these events, and students are encouraged to take advantage of these spaces.

## 11. Confidentiality and Privacy

All faculty and staff at UTSC are bound by FIPPA, the Freedom of Information and Privacy Protection Act of Ontario. This includes the IDS Co-op office.

Students can expect that information shared with the IDS Co-op Office, either written or verbal, is kept confidential and private. However, students should be aware that there are exceptions to confidentiality, detailed below.

If a student indicates harm to themselves or others (either past, present, or future acts), or if any information provided causes the staff member to suspect harm or abuse to a minor, the IDS Co-op staff member is obligated by law to notify the police and/or the UTSC Community Safety Office.

The well-being and safety of students is of critical concern to the IDS Co-op office. If an IDS Co-op staff member is concerned for a student's health or well-being, they will connect with the appropriate UTSC staff on a strictly 'need to know' basis. This might include GDS Leadership, and appropriate UTSC offices such as the Community Safety Office, Sexual Violence Prevention and Support Center, Health and Wellness, and the Safety Abroad Office.

If there is an emergency while the student is on Co-op, the IDS Co-op Office may connect with the Safety Abroad Office, International Student Centre, Embassy or High Commission of Canada in the student's country of work, International SOS or other services if the student needs to be assisted with evacuation, the student's emergency contact as noted in their pre-departure documents, and the partner organization with which the student is working.

Under no circumstances will the IDS Co-op office disclose information to individuals claiming to be family/relations of the student. This includes in emergency situations. It is therefore critical that students on placement ensure that their emergency contact information is accurate with both the IDS Co-op Office and the Safety Abroad Office. This applies to all students, including those under the age of 18.

In the event that an IDS Co-op staff member is on leave or resigns their role, the person who is hired to resume their role will be privy to the confidential records of the student for the purposes of continuity of Co-op services. This includes all information the student provides to the Co-op office that are required for effective program delivery (e.g. contact information, Co-op location information).

## 12. Withdrawing from IDS Co-op

1. The steps for withdrawing from the IDS Co-op program are below. Arrange a meeting with the IDS Co-op Program Manager to discuss the withdrawal.
2. If a student wishes to complete the withdrawal, please provide full name and student numbers to the IDS Co-op Manager. The manager will contact the Office of the Registrar to complete the process.
3. The IDS Co-op Program Manager confirms with you via e-mail that you have been withdrawn.

NOTE: Formal withdrawal from the program is processed solely by the Office of the Registrar. If you drop the program on ACORN, you will be re-added back into the program by their office. Official withdrawal must be initiated by the steps outlined above.

Please be aware that we follow the deadlines set by the Finances Office (<https://www.utoronto.ca/registrar/financial-deadlines>). For a full refund for the current term, students must complete Step 2 above before the drop date of the term in which they intend to withdraw. Refunds are not available for previous terms.

## INFORMATION AND POLICIES SPECIFIC TO THE IDS CO-OP INTERNSHIP

### 14. General IDS Co-op Information

The Co-op internship is a minimum of 8 months in length. Co-op internships take place either outside of Canada or in northern Canada/remote areas of Canada. In addition to the work experience, students may also spend time conducting research for their thesis.

The term “Co-op internship” best defines the parameters of our program, which “consists of several co-op work terms back-to back...related to the student’s field of study”, as defined and referenced by CEWIL – Co-operative Education and Work Integrated Learning Canada ([https://www.cewilcanada.ca/What\\_is\\_WIL\\_.html](https://www.cewilcanada.ca/What_is_WIL_.html)).

At the time of writing, COVID-19 remains a global concern. Our program has traditionally sent students to various locations globally, and we are pleased that we have been able to resume this activity in 2022. We will remain flexible, cautious, and committed to student safety and well-being, in addition to providing quality Co-op experiences in the international development sector.

Any changes to policies regarding international travel will be communicated immediately to the IDS Co-op community. In the unlikely event that international travel is not possible, students with international employers will conduct their work remotely. We have had two cohorts successfully work remotely, and we are prepared to continue this if required.

More detail on these procedures and realities will be explained during the COPB33 third year course.

Please connect with the IDS Co-op Office if you have any questions or concerns regarding COVID-19 and IDS Co-op.

#### 14.1 Partner Organizations & the Application Process

The IDS Co-op program works to establish and maintain strong connections with a diversity of Co-op partners. These partners must demonstrate that they have the capacity to accept a student for an IDS Co-op position. This includes:

- providing a job description that details work that will ensure the student gains meaningful practical experience in the field of international development

- providing a supervisor that will support the student throughout their work experience
- providing orientation that includes job training, health and safety training, and an introduction to their new community
- support with locating affordable and safe housing, and reliable transportation to/from work
- covering student living expenses, either through a stipend or tangible living supports

Each year, possible positions and locations differ, dependent on availability from our partners. Students are encouraged to enter Year 3 with an open mind, understanding that all Co-op opportunities have been vetted as well as possible through a rigorous process that prioritizes quality experiential learning and student safety.

### Connecting with Partners

Students are introduced to possible partners in Year 3 during the COPB33 class, via in-class presentations, and job postings. These presentations are an important way for students to learn about the organization, and for the partners to connect with interested students. Application instructions for postings may vary according to the partner's practices. Students should not connect with partners directly unless instructed to do so. All information about how to apply will be provided to students in COPB33.

Co-op opportunities are not infinite in number. Just as in real life, students are encouraged to be flexible, realistic, and actively involved in activities in support of finding a placement. Engaging in the COPB33 course, applying to at least three Co-op opportunities, and remaining professional in their correspondence and interactions with the hiring partners is necessary in order to obtain a placement.

Interviews and hiring processes, deadlines, and decisions are exclusively made by the partner; the IDS co-op office is not involved in these processes or decisions.

Please refer to Section 14.3 - IDS Co-op Practices for Accepting, Rejecting, and Reneging Job Offers – to understand policies related to the acceptance, rejection, and renegeing of job offers. Students who decline a position, or choose not to apply for a minimum of 3 positions, cannot expect the co-op office to provide an alternative position for them.

The process and timelines for obtaining a placement are as follows:

3RD YR												4TH YR		5TH YR
SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT -SEPT	MAY-AUG	SEPT-APR
Resume Prep														
	Interview Prep													
		Partner Info Sessions												
			Pre-departure Training											
		Apply to Postings												
			Interviews											
			Offers											
				Retreat										
					Budgeting									
							Work term 8-12 mos							
												Return Debrief		

### 14.2 Finding Your Own Co-op Partner

Students wishing to propose their own Co-op internship must complete the *Finding your own IDS Co-op internship form*, available on the IDS Co-op Quercus site. Note that completing this form does not guarantee that this will be your Co-op placement, as the position and organization will be evaluated for suitability by the Co-op Office and GDS Chair. Students wishing to find their own position must be prepared for the extra work and time needed to complete this process. See Section 14 for more information regarding our partner vetting process.

The deadline for indicating that you will find your own placement: October of 3<sup>rd</sup> year. This deadline ensures that the student is still eligible for entering the conventional job application pool in case this possible Co-op opportunity is not successful. Students are welcome to submit this form before the deadline – the earlier the form is submitted, the sooner the process can begin.

### 14.3 IDS Co-op Practices for Accepting, Rejecting, and Reneging Job Offers

The IDS Co-op office works to ensure there are sufficient and suitable jobs available for all students in the third-year cohort, and to maintain good relationships with our partners. Partner organizations spend a lot of time and energy supporting our students for mutual benefit. To maintain a fair environment where all students have opportunities for positions, we have practices for accepting, rejecting, and reneging on job offers.

**Q. How long can I wait before responding to a Co-op job offer?**

A: If the organization specifies the date, this must be followed. Otherwise, students should get in touch with the organization within 3 business days of receiving an offer; if you need additional time, e-mail within 3 business days to thank the partner, and let them know you are reflecting on the decision. You should provide a response to them

within a week. (Remember, if you decline an offer, this ensures that another Co-op student has an opportunity to work with the organization).

***Q: Can I reject internship offers?***

A: It is assumed that students apply for positions that they are willing to accept. For this reason, it is strongly advised that students accept the first offer they are given. If a student declines a job offer, they may be in a position where they do not have a Co-op position. In this instance, it is the student's responsibility to conduct research to find another position. For all these reasons, an offer can only be rejected under exceptional circumstances; these should be discussed with the Program Manager and Chair.

***Q: If I have received an offer, can I continue to apply for other internships?***

A: No. The Co-op office works to ensure that all students receive one job offer. This would be unfair to students who have not yet received an offer.

***Q: If I accept an offer, can I later on decide that I want to decline it?***

A: No. Once a student has accepted a position with an internship host obtained through the IDS Co-op office (either verbally or written), they shall not renege on this commitment, except for medical or family emergencies, or if they are forced to do so because of university/government orders.

***Q: What do I do if I have received an offer, but have not yet heard from my preferred position?***

A: This situation does occur every year as each organization has its own hiring timelines, which also differ each year dependent on organizational circumstances. Students are always encouraged to accept the position that they have been offered. In no circumstances should a student accept the first offer with the intention of renegeing on their acceptance if they are later offered their preferred choice.

***Q: What do I do if there are extenuating personal circumstances contributing to my decision-making?***

A: Please speak with the IDS Co-op Program Manager, who will discuss strategies with you. Health and well-being are of utmost importance, and no student will be penalized if they must decline a position due to personal emergencies/health-related reasons.

***Q: What should I do if I wish to quit my position once I've started working?***

A: Please see Section 15.9 of the IDS Co-op Student Handbook.

#### 14.4 Pre-Departure Orientation

Pre-Departure Orientation (PDO) begins in January of 3rd year, and is comprised of a variety of workshops that prepare third year students for the personal and professional realities of their Co-op experience. This includes: sexual health and medical training, health and well-being, safety



abroad protocols training, equity and inclusion training, accessibility training, and anti-racism training. It also includes the third-fifth year retreat.

Much of this training occurs within COPB33 class time. Additional training may occur during the exam study period of winter term (see Registrar's Office for academic dates).

PDO is a key component of the IDS Co-op Program. The purpose of the orientation is to provide students with the knowledge and understanding to safely and successfully undertake their Co-op.

All PDO training is mandatory. Further information regarding the attendance policy is provided in the COPB33 syllabus each year. In general, if a student is unable to attend a workshop, proper documentation must be provided (e.g. a doctor's note), and an alternative task will be determined by the Program Manager.

#### 14.5 Pre-Departure Documents

There are three main stakeholders involved in Co-op partnerships: the student, the partner organization, and the University. Signed documents are necessary to ensure that each stakeholder understands their responsibilities and the limits of liability; these documents are the foundation of all Co-op internships. No student may begin their Co-op until these documents are signed by all stakeholders as applicable.

These documents include:

##### **UTSC IDS Co-op Student Agreement**

Signed by the student, and GDS Chair

##### **UTSC IDS Co-op Waiver and Consent Form**

Signed by the student and their witness, acknowledges risks of undertaking the co-op placement.

##### **Student Declaration of Understanding: Workplace Safety and Insurance Board or Private Insurance Coverage for Students on Unpaid Placements**

Signed by the student; formalizes the WSIB coverage that the student is entitled to if required.

##### **UTSC IDS Co-op Partnership Agreement**

Signed by the partner organization representative, the IDS Co-op Program Manager, and the GDS Chair

##### **Pre-departure Checklist**

This is a checklist filled out and signed by each student and confirmed by the manager and then signed. It includes your emergency contact information and confirmation that you have completed all aspects of the Pre-Departure Orientation, and have returned all of the signed forms.

**UofT Placement Agreement**

Signed by the partner organization, the GDS Chair, and stored with the University of Toronto Provost’s Office

Templates of documents signed by students (UTSC IDS Co-op Student Agreement, UTSC IDS Co-op Waiver and Consent Form, and the Student Declaration of Understanding) are available by contacting the IDS Co-op Office. Students interested in components of the UTSC IDS Co-op Partnership Agreement and UofT Placement Agreement may schedule an appointment with the IDS Co-op Office.

All signed documents are maintained in the IDS Co-op Office.

**Summary of Required Co-op Agreement Forms**

<b>Agreement</b>	<b>Signed by Student</b>	<b>Signed by Partner</b>	<b>Signed by GDS</b>
<b>UTSC IDS Co-op Student Agreement</b>	Yes	No	Yes, by IDS Co-op Program Manager
<b>UTSC IDS Co-op Waiver and Consent Form</b>	Yes, plus a witness	No	No
<b>Student Declaration of Understanding: Workplace Safety and Insurance Board or Private Insurance Coverage for Students on Unpaid Placements</b>	Yes	No	No
<b>UTSC IDS Co-op Partnership Agreement</b>	No	Yes	Yes, by GDS Chair
<b>UofT Placement Agreement</b>	No	Yes	Yes, by GDS Chair
<b>Checklist</b>	Yes	No	No

## 15. Important Policies

### 15.1 Policy on Travel to Co-op Internship Site

Students book their own flights to their co-op site and are responsible for their itinerary. The student should contact their travel agent or airline regarding missed flights and connections. The IDS Co-op office does not provide transportation to airports; students must plan accordingly.

Questions related to a student's itinerary and ticket policies should be directed at the travel agent or the airline.

#### Travel Policy FAQs

*I don't wish to leave from Toronto to start my Co-op, because I am from another province/territory/country. Can my ticket be booked from this location?*

Yes, it can, but you will pay the difference in fare if the cost from a Toronto departure is less expensive than departing from your preferred location.

*What happens if I need to be evacuated?*

If the evacuation is due to a change in the Government of Canada travel advisory, the IDS Co-op Office will arrange for all flight changes, including all associated expenses.

If the evacuation is due to your health you will be responsible for all associated expenses. Make sure that you purchase health insurance that will cover the costs of health-related evacuations. This includes the return of your remains in the case of death.

*I am a WUSC or CUSO Co-op intern and they are purchasing my flight for me.*

WUSC and CUSO arrange for tickets for their interns. For students working with WUSC and CUSO, please ensure you understand their guidelines related to the above questions.

### 15.2 Policy on Travel during Co-op

Students may choose to travel during their Co-op internship, either for personal or professional reasons.

Students travelling for personal reasons should only do so during time off from their workplace. Vacation requests and amount of time spent on vacation must be approved by their organization supervisor, according to their contract and/or organizational policies.

Students sometimes travel as a component of their Co-op work. In these situations, the IDS Co-op Office expects that the organization will cover the costs of all expenses related to this travel, and assist the student with any documentation required (e.g. visa for travel outside of the country). If a student is concerned about travel as part of their work, they should speak with the Program Manager as soon as possible.

In all cases of travel outside of their host country, students travelling must:

- i) Update the Safety Abroad database, ROCA (for Canadian citizens only), and the IDS Co-op Office (via email to the IDS Co-op Program Manager) with their travel location, dates, and contact information
- ii) Ensure that they understand guidelines for travel according to their health insurance policy

### 15.3 Policy on Health Insurance

Students are responsible for identifying their own health insurance company and must confirm that they have attained appropriate medical insurance. Students are encouraged to speak to a health care professional (e.g. personal physician and/or travel doctor) for advice regarding important considerations for their health while abroad.

The IDS Co-op Office will not assist students with any health-related fees or bills, including health challenges arising on the student's work-term, not covered by their health insurance. There are no exceptions to this rule.

The IDS Co-op office cannot and will not offer advice nor consult on issues regarding health insurance policies. Students must ensure they fully understand their health insurance policy, including what is covered, what is not covered, and what to do in cases of emergency.

Health insurance is arranged by WUSC and CUSO for their interns. Students working with these two organizations should ensure they understand the policies arranged by their organization.

#### 15.3.1 Information Regarding Provincial Coverage and UHIP

Most provincial health policies (e.g. OHIP) require residents to notify the service office (e.g. Service Ontario) if they are residing outside of the province for more than six months. Students should visit the appropriate office to understand requirements. The IDS Co-op Office can draft a letter for students, if required. Students are responsible for writing the Program Manager to request this letter. Students may need to return to the same government service centre upon returning to Ontario; it is your responsibility to understand these requirements.

For international students, no activity is required. UHIP (University Health Insurance Plan) coverage will continue until the student departs Ontario, and once they return. Any questions regarding UHIP should be directed at the International Student Centre.

#### 15.4 Policy on Travel Insurance & Baggage Fees

The IDS Co-op office does not provide any support for travel insurance. If students are interested in purchasing travel insurance, they should conduct research and purchase individually. Students must understand the conditions of their ticket, including baggage limitations. The Co-op Office will not support students with additional costs, including baggage fees and preferred seating. We also do not support with travel to/from the airport.

#### 15.5 Policy on Immigration

Students are responsible for researching and understanding immigration requirements of the country where they will be on Co-op. Immigration requirements and policies change; students should not assume that regulations that applied for past IDS Co-op students will be the same for them.

The IDS Co-op Office cannot offer any immigration advice and has no influence on decisions made by immigration offices.

The IDS Co-op Office will provide students with letters of support, if required. Students are responsible for asking the Program Manager for this letter.

#### 15.6 Emergency Procedures & Safety Abroad

**All students are required to register with the Safety Abroad Office and International SOS prior to departure. Training and reminders about this will be sent to each student as part of PDO and in their pre-departure checklist.**

##### 15.6.1 Student Responsibilities

The Safety Abroad Office (SAO), located within the Centre for International Experience, has robust emergency procedures that ensure all students on international activity have access to 24/7/365 support. The IDS Co-op office follows the guidelines and policies of the SAO to support student emergencies. To ensure that these processes can be followed accurately to support students quickly and in the best way possible should an emergency arise, students must:

- complete the mandatory SAO training prior to their departure for Co-op
- understand this training, including what to do in case of emergency, and ask questions if clarity is needed
- keep both the SAO Register and the IDS Co-op Office updated with the student's emergency contact information, including a number where the student can be reached at all times, including when the student travels
- for Canadian students, keep the Registration of Canadians Abroad (ROCA) database updated with their contact details, including a number where the student can be reached at all times, including when the student travels

Although the SAO and IDS Co-op office cannot guarantee student safety and security, the emergency procedures ensure that students can be supported as well as possible in the event of an emergency. Students cannot expect to be supported in emergency situations if they do not abide by these requirements.

Students are also responsible for understanding what to do in case of emergency in their local environment.

#### 15.6.2 Emergency Protocols

The IDS Co-op office works with the Safety Abroad Office in the Centre for International Experience to support students in cases of emergency.

If a student is in an emergency situation and requires immediate assistance, they should:

- connect with the appropriate authority/services in their current location
- call Campus Safety (416-978-2222) or International SOS:

<https://safetyabroad.utoronto.ca/in-an-emergency/>

Campus Safety and [International SOS](#) will both connect the student with the Safety Abroad Office, if applicable. The Safety Abroad Office will call the IDS Co-op Program Manager, if the support is required. If the Program Manager is unavailable or on vacation, the Safety Abroad Office will call the GDS Chair.

Students should note that the IDS Co-op Office and its staff do not monitor their e-mail or telephone after hours, on weekends, or on holidays. Even during the work day, students cannot expect an immediate response. **For emergency situations, students should connect with Campus Safety or International SOS, both available 24/7/365 days per year to ensure a prompt response time by the appropriate personnel.**

Students must ensure that they have access to a telephone with sufficient credit to make a call to the appropriate services in cases of emergency. The following emergency pamphlet is

provided to all students and provides additional clarity on emergency procedures. This pamphlet is also available on the IDS Co-op Quercus website. Students are encouraged to print a copy or save it onto their phone for quick reference.

**Your Safety, Your Responsibility**

The IDS Coop Office and the University of Toronto Safety Abroad Office provides resources for assistance, but your safety is ultimately your responsibility. Be sure to:

- When you first arrive, be sure to know what to do in case of emergency: where is the local hospital? how do you contact police? where is your nearest embassy and what is their contact information?
- Download the International SOS app before departure and use it in case of emergency
- Have the personal number of your local supervisor saved in your phone, to use in case of emergency outside of working hours
- Have the Campus Police Emergency Hotline and International SOS numbers saved in your phone
- Be sure you understand your health insurance, and keep any important information (e.g. contact information & policy number) on you at all times

Keep the IDS Coop Office, Safety Abroad Database (<http://www.safety-abroad.utoronto.ca/>), and ROCA database up to date with your emergency contact information


Always have sufficient credit on your phone for an emergency call

**IN AN EMERGENCY...**


1. CALL YOUR LOCAL SUPERVISOR AND GET YOURSELF TO SAFETY.
2. CALL SAFETY ABROAD VIA THE CAMPUS POLICE EMERGENCY HOTLINE: +1-416-978-2222
3. CONTACT INTERNATIONAL SOS: +1-215-942-8478 OR CHAT VIA THEIR INTERNATIONAL SOS APP ON YOUR PHONE

**Other Safety Tips:**

- Follow local advice on how to keep safe and secure
- Refer to your notes on risk mitigation from the COPB31 pre-departure training and workshops
- Monitor local newspapers; remain vigilant and aware throughout your time in your new community
- Don't go out alone, especially at night
- Be sure someone always knows of your whereabouts and your contact details, especially after working hours



## UTSC IDS COOP EMERGENCY PROCEDURES



Global Development Studies  
**UNIVERSITY OF TORONTO**  
SCARBOROUGH

#### YOUR PRIVACY

Your privacy is very important to the university and the IDS Coop Office. We will only use your emergency contact information in cases of emergency.

Note that faculty and staff are obligated by law to disclose certain information if your personal safety is of concern. If the Coordinator suspects that you are in distress with risk of harm, a Health and Wellness Case Coordinator will be contacted for advice and support. The Health and Wellness Case Coordinator may contact you.

Your emergency contact information will also be used if there is an emergency that requires your physical removal from your location (e.g. sudden political unrest).



#### MENTAL HEALTH & WELL-BEING

International SOS offers mental health and well-being counselling to all UofT students. Contact them using their app or at +1-215-912 8226.

MySSP offers mental health support to all UofT students. Download the app or call +1-416-380-6378.

For concerns related to sexual violence, you can contact the Sexual Violence Prevention and Support Centre: +1-416-978-2266 or svpscentre@utoronto.ca

The IDS Coop Office is happy to assist you, but should not be your first point of contact in cases of emergency.

The Safety Abroad Office is available 24/7, 365 days per year. If immediate assistance is needed, get yourself to safety, and call +1-416-978-2222.

Be sure to have enough phone credit to make this international call; you can leave a message and they will call you back!

#### Consular Services

In the event that your passport is lost or stolen, contact the nearest embassy/consulate of your country of citizenship.

For Canadian citizens, be sure to register with ROCA (the Registration of Canadians Abroad) and keep the registry updated with your contact details. They will contact you in cases of emergency. For non-Canadian citizens, contact your nearest embassy to inquire if they provide similar assistance.

[www.travel.gc.ca](http://www.travel.gc.ca) is a great resource for all students regarding health & safety tips from Global Affairs Canada

#### YOUR HEALTH

The IDS Coop helps students attain health insurance for their time on coop. It is important to note that the Coop office does not manage your health insurance. Any questions related to your health insurance, including how to submit a claim and if a procedure is covered, should be made directly to your insurance provider.

You should always carry with you your insurance policy number and the process for contacting your insurance provider in case of emergency. Many insurance companies require their authorization prior to any medical procedure. *They might not reimburse your claim if you do not follow their procedures, so be sure that you clearly understand them. If in doubt, ask the insurance company!*

#### For Work-Related Injuries

If you are injured while you are at work, the Ministry of Training, Colleges, and Universities provides workplace health and safety insurance for all students, through Chubb Insurance.

If you are injured while at work, you must:  
1) Make the claim with your health insurance company, as explained in your health insurance policy.

2) E-mail the IDS Coop Program Manager to request the insurance form for work-related injuries. You do not need to disclose to the Coordinator the nature of your injury.

### 15.7 Policy on Co-op Locations

A meaningful IDS Co-op placement takes place in locations substantially distinct from the Toronto setting in which students live and work. An important part of learning to be an IDS professional is gaining experience working and living in a different political and cultural context from one's own. For this reason, the IDS Co-op office does not provide internships located within Canada, unless they are undertaken in an Indigenous community and/or in northern Canada.

Exceptions are made for students with extenuating circumstances. If you feel that you have an extenuating circumstance, please contact the IDS Co-op Program Manager for a discussion.

Undergraduate University of Toronto students are unable to participate in international activity in locations categorized as Risk Level 3 or higher by the Government of Canada. Specifically, students cannot participate in university-sponsored activities in locations assessed to be Risks level 3 ("avoid non-essential travel") and Risk level 4 ("avoid all travel"). More information regarding these advisories is available on the government's website:

<https://travel.gc.ca/travelling/advisories/risk-levels-and-travel-advisories>



If the risk level changes while the student is on Co-op, the Safety Abroad Office will connect with the student to determine the best course of action. In most instances, the student will be removed from the location when it is safe to do so.

Government of Canada Travel Advisory Levels	
Level 1	Exercise normal security precautions
Level 2	Exercise a high degree of caution
Level 3	Avoid non-essential travel
Level 4	Avoid all travel

### 15.8 Communication During Co-op

Students are expected to be engaged with the IDS Co-op office during their time on Co-op. Specifically, students must ensure the completion of four work term reports, and the mid- and final-evaluation reports completed with their supervisor. Please see Section 16 for more details.

Students must also communicate with the Program Manager at least once per month. The Program Manager will send out a sign-up sheet to facilitate these meetings.

Communication between the IDS Co-op Office and the student is through the UToronto e-mail. Please ensure that you are checking this throughout your time on Co-op. If you are in an area with slower internet services, where checking multiple e-mail can be cumbersome, it is recommended that you use e-mail forwarding features to ensure you do not miss an important e-mail from our office or the University.

All information pertaining to these requirements, including templates for the reports and evaluations, are located on the IDS Co-op Quercus website.

These requirements comprise the minimum communication required of students on Co-op. Additional communication is welcome and encouraged, especially if students are experiencing challenges.

### 15.9 Housing Arrangements While on Co-op

Students are ultimately responsible for locating their accommodation while on placement. However, recognizing the challenges in finding housing in a new environment, the IDS Co-op Office requests that each partner organization assist students with locating suitable housing in a safe environment, and with available transportation to the work site. Every organization handles this differently. For example, some organizations provide accommodation as a component of the stipend; others take students on a tour of various locations, and the student decides where they wish to live. Students should expect housing to be modest, but safe.

If a student does not feel comfortable in the living situation provided by the employer, they are welcome to leave and locate their own accommodation. Students are to ensure that their chosen housing fits within their budget, and that they understand local laws related to signing

and breaking rental agreements. The partner organization should be able to help with this.  
**Important: Make sure you understand any agreement before signing.**

The IDS Co-op Office cannot provide advice on choosing housing because each local context differs; we rely on our partner organizations for support here. Previous Co-op students are a great resource; we recommend connecting with the student who most recently lived in your location.

In the event of unsafe or uncomfortable in your housing situation:

- In emergency situations, call the Safety Abroad Office via UTSC Campus Safety (416-978-2222) or International SOS (+1 215 942 8226), and local emergency services in-country
- In non-emergency situations, students can leave and find new housing. If students require support in discussing this with the partner organization, or if discussing this with their organization is uncomfortable, contact the IDS Co-op Program Manager to discuss how to navigate the situation.
- Connect with campus services depending on the nature of the concern, including:
  - For issues related to equity, discrimination, and racism, the student can contact the Equity, Diversity, and Inclusion Office: <https://www.utsc.utoronto.ca/edio/>
  - For issues related to sexual violence and assault, the student can contact the Sexual Violence and Support Centre: <https://www.svpscentre.utoronto.ca/>
  - For issues related to mental health and well-being, the student can use the MySSP services from Health and Wellness: <https://www.utsc.utoronto.ca/hwc/my-ssp-app>
  - For issues related to accessibility, the student can contact AccessAbility Services: <https://www.utsc.utoronto.ca/ability/>
  - For issues requiring an immediate response, the student should contact Campus Safety (416-978-2222) or International SOS (+1 215 942 8226).

### 15.9 Ending a Co-op Internship Early

Students are expected to abide by the policies signed in their agreement, including Section IV: Responsibilities of the IDS Student. Students on Co-op are employees of their organization. Similar to any job, students should abide by the set policies and expectations of the organization, including: maintaining appropriate working hours as directed, completing tasks assigned, and communicating in a professional manner. If an instance arises where a student is dismissed, or desires to end their Co-op internship early, the following policies apply.

#### 15.9.1 Getting Dismissed

The IDS Co-op office assumes that all students will perform tasks to the best of their ability, respecting local customs and laws. If a conflict arises, the Program Manager will work with the organization and the student to attempt to remedy the situation. However, the decision to

dismiss a student is ultimately up to the hiring organization. If a student is dismissed, two scenarios apply:

*If the student is found to be dismissed with just cause*, the student will be automatically removed from the IDS Co-op program and will be unable to retain any fees paid. This decision would not be taken lightly, and would involve a decision-making body that includes: the IDS Co-op Program Manager, the GDS Chair, a representative from the Office of Student Experience & Well-being, and a representative from one other Co-op office at UTSC (Arts and Science or MIB). In this case, the student is responsible for all additional fees resulting from their early departure, including flight change fees.

*If the student is found to be dismissed without just cause*, the amount of time the student has worked with their organization will be applied to their total Co-op hours. If these hours are less than eight months, the IDS Co-op office will assist the student in finding an alternative Co-op option. If the hours are eight months or greater, the student will be deemed to have successfully completed their Co-op. In this case, the program would cover the costs of changing the flight to an earlier departure.

#### 15.9.2 Quitting a Co-op Internship

Students voluntarily embark on Co-op internships; students have the agency to leave their Co-op internship at any time. Completing an IDS Co-op internship in a different context, away from home, for a significant length of time, will inevitably create personal and professional challenges for all students. The IDS Co-op program is structured so that students are as prepared as possible for these challenges prior to their internship. **If challenges arise while on Co-op, the student is encouraged to speak with the IDS Co-op Program Manager as early as possible.** The Program Manager can work with the student to determine next courses of action to mitigate the concerns, which may include the Program Manager speaking with the student's Co-op supervisor.

Depending on the nature of the concern, the student may wish to connect with an office/centre at UTSC for appropriate support and/or guidance:

For issues related to equity, discrimination, and racism, the student can contact the Equity, Diversity, and Inclusion Office: <https://www.utsc.utoronto.ca/edio/>

For issues related to sexual violence and assault, the student can contact the Sexual Violence and Support Centre: <https://www.svpscentre.utoronto.ca/>

For issues related to mental health and well-being, the student can use the MySSP services from Health and Wellness: <https://www.utsc.utoronto.ca/hwc/my-ssp-app>

For issues related to accessibility, the student can contact AccessAbility Services: <https://www.utsc.utoronto.ca/ability/>

For issues requiring an immediate response, the student should contact Campus Safety (416-978-2222) or International SOS (+1 215 942 8226).

Students may connect with the above services *before or instead of* connecting with the IDS Co-op office. The IDS Co-op Office works with these offices, and may also connect students with their services. If one of these offices recommends that the student be removed from their Co-op location and/or work setting, the IDS Co-op office would follow the advice of the office and support the student in their departure.

In this instance, the amount of time the student has worked with their organization will be applied to their total Co-op hours. If these hours are less than eight months, the IDS Co-op office will assist the student in finding an alternative Co-op option. If the hours are eight months or greater, the student will be deemed to have successfully completed their Co-op.

Students must connect with the appropriate service or personnel before making the decision to leave their Co-op. A student who chooses to quit their Co-op without the advice of these professional services will be deemed to have forfeit their Co-op, and the student will be automatically removed from the IDS Co-op program. Students can appeal this decision by writing to the IDS Co-op Program Manager. In this instance, the appeal would be brought before a decision-making body that includes: the IDS Co-op Program Manager, the GDS Chair, a representative from the Office of Student Experience & Well-being, and a representative from one other Co-op office at UTSC (Arts and Science or MIB).

#### 15.10 Change in GOC Travel Advisory

If the Government of Canada travel advisory for the student's Co-op location changes to be Risk Level 3 or higher, the student will be removed from their location when and if it is safe to do so. The program will cover all costs for changing the flight to an earlier departure. The IDS Co-op office will provide the appropriate support to ensure that the student can complete their Co-op. The support offered will depend on the individual student's situation and the nature of the travel advisory change. For example, if there is a threat of natural disaster, the student may be removed from the location, returning once the threat has cleared, whereas in the event of acts of war, the student will be permanently removed from the country, and could be assisted in finding a new Co-op, or completing their work remotely.

In all instances, the IDS Co-op Program Manager will work with the Safety Abroad Office to determine the best course of action, with student's safety and security as the highest priority.

##### 15.10.1 Choosing to remain in the country

In the event of Section 15.10 being enacted, if a student is a citizen or permanent resident of the country where the Co-op is undertaken, the student may be given the option by the University to remain in the country. If the student chooses to stay, they forego financial and other assistance from the IDS Co-op department. Although the student should have a return

flight already scheduled, the Office will not assist the student in any other monetary ways including, but not limited to, living expenses, flight changes, new flight bookings, and new health insurance, if applicable. In this case, students should ensure that they have appropriate health insurance for their extended stay.

### Co-op Internship FAQs

#### *Where will I live?*

The organization is responsible for assisting the student in locating safe and affordable living. In some cases, the organization provides the student with housing suggestions; in other cases, housing is provided for the student.

#### *What if I don't feel comfortable in my housing situation?*

Please review Section 15.9.

#### *How will I get to work?*

The organization is responsible for providing the student with a tour of their community in the first week of their arrival. This should include an explanation of the best way to travel to work. The organization is not responsible for covering the costs of this transportation; students should budget accordingly.

#### *Will I have vacation time?*

Due to the length of these Co-ops, it is expected that students will be given vacation time. If students are not allotted any vacation time, the student should discuss this with the Program Manager.

#### *What are my working hours?*

The student's work schedule is determined by their supervisor. Students should be aware that in some countries, the work schedule is different than normal business hours in Canada. Students may be expected to work more or less hours than in Canada (notably, in some countries, the work week is 6 days, with a 1-day weekend). If students are concerned about their hours of work, the student should voice these concerns to the Program Manager.

#### *Can I extend my Co-op?*

If a student wants to extend their Co-op, they must first speak with their supervisor to determine if this is possible. If it is possible, the student should discuss this with the Program Manager. The *Extension Declaration Form* must be signed by all three stakeholders: the

student, the organization, and the IDS Co-op Office. The student is responsible for any costs related to extending the internship, including changes to their flight.

*I have been robbed. Will the IDS Co-op assist me with any related expenses?*

The IDS Co-op Office does not help with any expenses related to theft. If students are placed in a vulnerable situation due to lack of funds, they should contact the Safety Abroad Office who might be able to provide limited support to students in emergency situations, depending on the circumstances. In all instances, follow the advice of your supervisor and local authorities. You may also want to connect with your home insurance and/or travel insurance to see if you have coverage. A reminder that the Co-op office does not cover either of these forms of insurance.

*My laptop/telephone/etc. has broken. I need a new one for my work/thesis research. Can the IDS Co-op assist me?*

The IDS Co-op Office does not provide students with hardware, including laptops and telephones. This situation is similar to if a student broke their hardware while in Canada.

*What do I do if I become sick?*

The organization is responsible for providing the student with a tour of their community in the first week of their arrival, which should include the nearest hospital or clinic. You may also call International SOS which can provide you with a list of recommended hospitals or clinics near you. Ensure you understand your health insurance policy, and call the Safety Abroad Office if you feel you need additional support. Your organization may also be able to support you – connect with your supervisor or your after-hours emergency contact (which will be provided in week 1). If you need to take sick days, ensure that you arrange this with your supervisor.

*Can friends/family visit me?*

Yes. You are expected to still be meeting the requirements of your work.

*May I return to Canada/my home country during my time on Co-op?*

Students may return to Canada/their home country if their travel time is part of pre-determined holidays set by the organization. If the student has extenuating circumstances, such as sickness or death in the family, the student should connect with their supervisor who can provide appropriate accommodations to this request. If the student does not feel that their accommodations are being met, they should speak with the Program Manager.

*What do I do if I get into legal trouble?*

Students should immediately call the Safety Abroad Office, and their nearest embassy/consulate.

## 16. Reporting While on Co-op

There are 6 reports that students must ensure are completed during their Co-op: 4 reflection reports, and 2 employer evaluation reports. The timeline for these is outlined below. More specific details are available on the IDS Co-op Quercus site.

### Before Co-op begins:

- 1 reflection report, completed by the student

### At the end of month 2:

- 1 reflection report, completed by the student

### At Mid-Point:

- 1 reflection report, completed by the student
- 1 employer evaluation report, completed by the employer

### At End Point:

- 1 reflection report, completed by the student
- 1 employer evaluation report, completed by the employer

Students are responsible for ensuring that these reports are completed at the appropriate time. The pre-work term goal setting report **must** be completed before you commence your Co-op placement.

## 17. Fifth Year Responsibilities

Students entering their fifth year are expected to participate in 3 key activities:

### 1) Poster presentation

Students prepare a poster showcasing their co-op placement work and thesis research if they initiated this research during their placement. The template for the poster is provided by the IDS Co-op office in the August prior to the student's fifth year. The poster is due the day prior to the student's presentation to the COPB33 class. These details are sent via e-mail in August by the Program Manager.

### 2) Fall debriefing session

All students must attend the debriefing session facilitated by the Program Manager in the Fall. The 2023 debriefing session will be held, on Friday, September 15.

### 3) The 3<sup>rd</sup>-5<sup>th</sup> Year Retreat

Fifth year students are expected to attend the fifth-year retreat and participate in its delivery. One fifth year student manages the organization of this event, through employment with the work-study program. Students interested in this opportunity should locate the IDS Co-op Office work-study positions available on CLNx.

In addition, students must complete their thesis, which is a requirement of the IDS Co-op Specialist degree. Questions regarding the thesis should be directed to the GDS Chair, the thesis supervisor, or the IDSD01 course instructor. The IDS Co-op Office does not manage the thesis requirement of the Co-op degree.

## 18. Other Helpful Departments

Academic Advising and Career Centre:

<https://www.utsc.utoronto.ca/aacc/academic-advising-career-centre>

AccessAbility Office:

<https://www.utsc.utoronto.ca/ability/welcome-accessability-services>

Anti-Racism and Cultural Diversity Office:

<https://antiracism.utoronto.ca/>

Canadian Association for the Study of International Development:

<https://casid-acedi.ca/>

Centre for International Experience:

<https://studentlife.utoronto.ca/department/centre-for-international-experience/>

Equity, Diversity, and Inclusion Office:

<https://www.utsc.utoronto.ca/edio/welcome-equity-diversity-and-inclusion-office-utsc>

Health and Wellness:

<https://www.utsc.utoronto.ca/hwc/health-wellness-centre>

International Development Conference:

<http://www.utoronto-idc.org/>

International Development Studies Students' Association:

<https://www.facebook.com/IDSSA.UTSC/>

International Student Centre:

<https://www.utsc.utoronto.ca/utscinternational/>



Office of Student Experience and Well-Being:

<https://www.utsc.utoronto.ca/studentaffairs/leading-student-experience-choice>

Safety Abroad Office:

<https://safetyabroad.utoronto.ca/>

Sexual Violence Prevention and Support Centre:

<https://www.svpscentre.utoronto.ca/>

Student Housing & Residence Life:

<https://utsc.utoronto.ca/residences/student-housing-and-residence-life>

Toronto Pan Am Sports Centre:

<https://tpasc.ca/>

UofT Travel Clinic:

<https://studentlife.utoronto.ca/service/travel-immunizations-and-education/>

UTSC Library:

<https://utsc.library.utoronto.ca/>