



Student Co-operative Education Responsibilities Agreement

Participation in the College of the North Atlantic Co-operative Education Program requires your full understanding of the terms and conditions that apply. Please read and sign this agreement for your co-op file. Work terms are an integral part of a co-operative education program, and a co-op diploma will be awarded to students who successfully complete work terms as articulated in their program structure.

1. To be eligible for a work term, a student must have a “clear standing” on his/her most recent transcript or be able to attain clear standing by writing one supplementary or one upgrading supplementary. *Clear Standing* – Students are in a clear standing when they have passed all courses and have attained a grade point average of at least 2.0. Since work term arrangements are often made in advance of the commencement of the work term and before current academic assessments are available, eligibility will be based on the most recent transcript. Once a student has been confirmed for a work term, this arrangement shall be honored regardless of academic standing. **NOTE:** Eligibility may change as a result of a new transcript being issued.
2. Resumes, transcripts and previous work term evaluations may be released to employers to be used as a measure of ability and can be a key selection criterion for co-op employment.
3. Students are encouraged to consider work term opportunities in a variety of geographical locations since positions are not always available in their immediate area. Relocation costs are generally the responsibility of the student.
4. Although the Co-operative Education Office makes every effort to locate sufficient numbers of work term opportunities, securing a position is ultimately the responsibility of the student. Therefore, students are also required to complete a personal job search and maintain a record of the same. Employment is not guaranteed. Students should not expect the income from a work term to make them completely self-sufficient.
5. Students are encouraged to apply for all program-relevant positions posted at the Co-operative Education Office; however, you should **only** apply on positions that you are willing to accept, keeping in mind that unplaced students will be required to submit job search information to determine eligibility for continuance in the program. If a job offer is made to a student on a competition that he/she has applied on, the student must accept the offer or take responsibility for finding his/her own work term.
6. Students securing their own work terms are required to submit a complete job description to the Co-operative Education Office for approval before accepting the position.
7. Upon accepting a work term offer of employment, students are required to fulfill this commitment. They are no longer eligible to apply for other work term positions.
8. While completing work terms, students are subjected to regulations of the employer, as well as regulations of the College.



9. Students are encouraged to read the general regulations for diploma programs as well as the Co-operative Education regulations.
10. Students enrolled in a co-operative education program must be registered for each work term and pay a tuition fee. This is an Administration Fee not a “placement” fee. Students with outstanding fees or who are not registered will not be able to participate in the work term process.
11. The College has no obligation to offer courses outside the normally scheduled semester to work term student who may have deficient courses.
12. On work terms, students are expected to use their email and internet access in a professional manner; this applies to accessing accounts directly on the worksite or via remote access. Email and internet are to be used in accordance with employer policy and regulations only and if found contravening this regulation, the Co-op Office will act in coordination with the organization’s protocol. If a student is deemed to use email and internet for reasons deemed inappropriate by the employer, the Co-op Office will support the employer’s actions. Please consult with your employer on the rules and regulations governing appropriate use of email and internet access. If in doubt, discuss usage policies and guidelines with your supervisor.
13. Students who have outstanding fees for the current semester are temporarily ineligible for a work term. If you have outstanding fees and attempt to apply on a work term, your application will be removed and the employer will not have an opportunity to consider your candidacy. Once your fees are paid in full, you will automatically become eligible for work term opportunities and then the Co-op Office will make best efforts to secure a work placement.
14. It is the student’s responsibility to ensure that they have secured all necessary documentation required for them to be employed on their work term. This includes, but is not limited to, passports and medical coverage for international work terms, Worker’s Compensation coverage and liability insurance if required for entrepreneurial work term. Students are advised that all work term related costs including relocation, transportation, equipment and supplies and insurance fees are not the responsibility of the Co-operative Education Office or the College.

I have read, understand, and accept the conditions listed above.

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to verify program objectives are met and to update your academic record. It will only be used for this purpose. Personal information will only be disclosed as required to do so by law. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the Associate Vice-President of Student Services at 709-643-7835. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

Student’s Name: _____ Student Number: _____

Program: _____ Campus: _____

Student’s Signature: _____ Date: _____