

# THE CO-OPERATIVE EDUCATION HANDBOOK FOR STUDENTS

U

1

2

3

4

5

6

7

8

9

## NEW CO-OP STUDENTS

SEPT / JAN / MAY

**Student Email:** H\Y7c!cd'c W Vt a i b]W\hYg'k ]h' gh XYbhg'j ]U'h Y]f' fgbUa Y"UghbUa Y4 gh XYbh'i ž "WJ Ya U] 'UWt'i bhg"7c!cd Udd' ]W\bhgžW\bx]XUhgžUbx' gh XYbhg'a i ghW\YW h\YgY'UWt'i bhg'cb U'fY[ i 'Uf'VUg]g"

**Information Session:** 'Gh XYbhg'k \c'd'Ub'hc'Udd'mhc'h\Y' 7c!cd'dfc[ fUa 'UfY'YbVt'i fU[ YX'hc'UhhYbX'U'Vt'!cd' ]bZcfa Uh]cb'gYgg]cb \Y'X'Uh'h\Y'VY[ ]bb]b[ 'cZYUW 'hYfa "

**Application Deadline:** Gh XYbhg'a i ghUdd'mhc'h\Y' 7c!cd'dfc[ fUa 'h'fci [ \ '7UfYYf@b\_ Vmh\Y'Udd' ]W- h]cb'XYUX' ]bY. H\Y'UghA cbXUmcZGYdhYa VYfž'Ubi Ufñz..... cf'A Um'

OCT / FEB / JUN

NOV / MAR / JUL

## RETURNING CO-OP STUDENTS

7c!cd'ghi XYbhg'W\b Udd'mhc'Vt'!cd'cVg'Ubm]a Y" Gh XYbhg'g\ci 'X'W\YW'7UfYYf@b\_ 'cb U'fY[ i 'Uf'VUg]gž Ug'gca YYa d'cmYfg'dcgh'cVg'U'mYUf' ]b UXj UbW" 7c!cd'7ccfX]bUhc'fg'dfcj ]XY'cbY!cb!cbY'Vt'UW ]b[ ž dfY!Ya d'cma Ybhd'fYdUfUh]cbžUbx'ZYXVUW'hc'gh XYbhg' Xi f]b[ 'h\Y'f'dUfh]W\Uhc]b ]b'h\Y'dfc[ fUa "' : cf'h ]g' fYUgcbž]h]g]a dcfhUbhghi XYbhg'\_YYd ]b'hc'i W'k ]h' h\Y]f' 7c!cd'7ccfX]bUhc'f'cb'Ub'cb[ c]b[ 'VUg]g"7ccfX]bUhc'fg' W\b'Ugg]ghghi XYbhg'k ]h' h\Y]f'c'V'gYUfVW'žVt'j Yf'YhhYf'gž fYgi a Yg'UbX' ]bhYfj ]Yk 'g\_]'g"7cbhUW'h'nci f'7ccfX]bUhc'f' hc'Vcc\_'Ub'Uddc]bha Ybh'

Hc'fYa U]b ]b'h\Y'dfc[ fUa žgh XYbhg'a i gha YYh'h\Y' Vt'!cd'dfc[ fUa 'Vt'bh]bi UbW'fYei ]fYa Ybhg" <https://>

OCT / FEB / JUN

DEC / MAY / AUGUST

# How to apply to the Co-op Program

f5dd`]W0h]cb`h]a Y`]bYŁ



Applications accepted 3 times a year

GYdHYa VYf`!` : U``GYa YghYf

Łbi Ufm!`K ]bhYf`GYa YghYf

A Um!`Gi a a Yf`GYa YghYf

\* **Deadline to Apply:** <https://www.ufv.ca/jobs/co-operative-education/>

\*\* **Check eligibility requirements:** <https://www.ufv.ca/calendar/current/General/COOP.htm>

†† Bck`nci`k`]``

hc`Udd`mZcf`nci`f`7c!cd`K`cf`\_`DYfa`]h

# 2 APPLYING TO CO-OP

## COMMUNICATIONS

HΛY'7c!cd'9X'c W'k ]''gYbX'U''c V]U'Ya U]''a YggU[ Yg' hc'nci f'l : J'9a U]''5W'ēi bh'HΛY'7c!cd'c W'k ]''U'gc' cb'mfYgdcbX'hc' ]bei ]f]Yg'gYbh'Zfca' nci f'ghi XYbh' UW'ēi bh' h' ]g'nci f'fYgdcbg]V] ]hmhc' W'YW' nci f'Ya U]'' UW'ēi bh'cb'U'fY[ i 'Uf'VUg]g"

?YYd'nci 'd\cbY'bi a VYf' ]b'7UfYYf@]b\_ i d'hc'XUH'' HΛ ]g' ]g' ]ck' nci f'Vē!cd'Vē!cfX]bUhc'f'k ]''Vē!bhUW'nci 'cb' VY\U'ZcZ'hΛY'Ya d'cnYf

## APPLYING TO CO-OP

HΛY'7c!cdYfU]h] Y'9Xi W]h]cb'c W'Λ'c'Xg'cb' ]bY' Vē!cd' ]bZcfa U]h]cb'gYgg]cbg'Uh'hΛY'VY[ ]bb]b[ 'cZYj Yfm' gYa YghYf''Gh' XYbhg'UfY'YbVēi fU[ YX'hc' U'hY'bx'Ub'cb' ]bY' Vē!cd' ]bZcfa U]h]cb'gYgg]cb'UbX'Udd'mhc' hΛY'Vē!cd' dfc[ fUa 'Ug'gccb'Ug'hΛY'UXa ]gg]cb'fYei ]fYa Ybhg'UfY' a Yh''XYU'mghi XYbhg'g'aci 'X'Udd'mUZ'Yf'hΛY]f'gYVē!bx' gYa YghYf'Uhl : J'UbX'bc''UHYf'hΛUb'rk'c'gYa YghYfg' VYZcfY'hΛY'd'UbbYX' [ fUXi U]h]cb"

Gh' XYbhg'Z' '' ]b[ 'hΛY'UXa ]gg]cb'fYei ]fYa Ybhg'a i gh' Vē!a d'Yh'Ub'cb' ]bY'Udd' ]W]h]cb'Zcfa' h'fci [ \ 'hΛY'7YbhfY' Zcf'9l dYf]Ybh]U'UbX'7UfYYf'9Xi W]h]cb'g'f7'97'9ē'cb' ]bY' 7UfYYf@]b\_ 'gmghYa ''5h'hΛY'h]a Y'cZ'Udd' ]W]h]cb'ghi XYbhg' a i gh]U'gc' i d'cUX'Ub' i bc' V]U' hfUbgW]dh'UbX'U'fYgi a Y''

5dd' ]W]h]cbg'UfY'UWVdhYX' ]b'hΛY': U''Z'K' ]bhYfz'UbX' Gi a a Yf'gYa YghYfg''8YUX' ]bYg'UfY'dcghYX'cb'hΛY'Vē!cd' k YVg]hY''J ]g]h'hΛY'k YVg]hY'Zcf'XYH] ]g' [ufv.ca/jobs](http://ufv.ca/jobs)

5''7UbUX]Ub'V]h]nYbgzdYfa UbYbh'fYg]XYbhg'z'UbX' ]bhYfbU]h]cb'U'ghi XYbhg'Λ'c'X]b[ 'Uj'U' ]X'ghi XmdYfa ]hUfY' Y' ] [ ]V'Y'hc'Udd'mhc' hΛY'7c!cdYfU]h] Y'9Xi W]h]cb' dfc[ fUa ''

%'' 6Y'Ybfc''YX'Z' ''!h]a Y'UbX'fYa U]b'Ybfc''YX' **full-time** ]b'cbY'cZ'hΛY'UWXYa ]Wdfc[ fUa g'' ]ghYX' ]b' hΛY'UWXYa ]WVY'YbXUf' [ufv.ca/calendar/current/General/COOP.htm](http://ufv.ca/calendar/current/General/COOP.htm)

&''

# APPLICATION PROCESS

500

## CO-OP AND CAREER EDUCATION COURSE

# STUDENT/COORDINATOR ADVISORY MEETING

H\Y'a YYh]b[ g'UFY\Y'X']bX]j ]Xi U`m'Ghi XYbhg'a i ghi  
Vt'a d`YHr'h\Y\ca Yk cf\_ 'UVWj ]h]Yg'Ugg][ bYX'VYZcfY'hk c'  
XUng'df]c'hc'h\Y'a YYh]b[.

## G][ bYX'VtdmcZ**THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS.**

- H\Y'7c!cdYfUh]j Y'9Xi WWh]cb'5[ fYYa Ybh]g'dUfh  
cZH\Y'7c!cd'UbX'7UFYYf'9Xi WWh]cb'Vti fgY'UbX'  
ghi XYbhg'k ]`VY'Ug\_YX'hc'fYUXzUbX'g][ b'h\Y'  
XcW'a YbhUh'h\Y'YbX'cZH\Y'Vti fgY''Ghi XYbhg'k ]`  
bchVY'UV'Y'hc'j ]Yk 'cV'dcgh]b[ gi bh]'h\Y'g][ bYX'  
U[ fYYa Ybh]g'fYhi fbYX'hc'h\Y'7ccfX]bUhc'f''

- DfcZYgg]cc'fb Xfg\_  
U[ b A  
cZH\Y'7\c f X'

a Vbh]g'fY' UVQA c R ° cXdc'f ° !i\ bYX'hh\Y'g]c]A cg]a \UF ji Yf

## UNSUCCESSFUL CANDIDATES







7c!cd'cV'Udd'jW]h]cbgi gi U'mfYei jfY'h'fY'XcW'a Ybhg.  
U'dcg]h]cb!gdYV' VWtj Yf'Y'h'fz'U'h'mc'fYX'fYgi a YzUbX'  
Ub'i bc' V]U'UWXYa ]WhfUbgW]dh'h'Y'a UbXU'c'fm7c!cd'  
UbX'7UfYf'9Xi W]h]cb'7ci fgY'j]bW'XYg'U'gYV]h]cb'cb'  
Vtj Yf'Y'h'f'UbX'fYgi a Y'5XX]h]cbU'fYgci fW'g'W]b'VY'  
Zci bX'cb'7UfYf@b\_i bXYf'fYgci fW'g' "

Gi Va ]hU'Vtj Yf'Y'h'f'UbX'fYgi a Y'V'm'h'Y'XYUX'j]bY'  
]bX]W]h]X'cb'h'Y'c'V'dcgh]b[ "7c!cd'cV'dcgh]b[ g'  
i gi U'mfYei jfY'nci 'hc'Udd'mj ]U'7UfYf@b\_cf']bX]W]h]X'  
]b'h'Y'c'V'dcgh]b[ "7cbgYei Ybh'z'nci 'a i ghi d'cUX'  
h'Y'fYei jfYX'XcW'a Ybhg]b]hc'7UfYf@b\_'fYzYf'hc'  
5dd']W]h]cb'DfcW'gg'cb'dU[Y' t

M'i 'W]b'Udd'm'hc'Ug'a Ubm'c'Vg'h'Uh]b]h'fYgh'nci 'j]b'nci f'  
UfYU'c'Zgi Xn'i Zgi W]V'ggZ' z'nci 'a i ghVY'k']'j]b[ 'hc'k'cf\_  
k\YfYj Yf'h'Y'c'V'fYei jfYg'z'UbX'Uh'h'Y'c' YfYX'f'U'h'c'Z'  
dUm'i'5dd']W]h]cbg'UfY'gh'c'fYX'j]b'nci f'UW'z'i bh' b'g'ca Y'  
W]gYg'z'nci 'a Um'VY'fYei jfYX'hc'Udd'm'cb'h'Y'Vt'a d'Ub'm'  
k'YVg]h'k' ]h'h'Y'j]b\_d'fcj ]XYX'j]b'h'Y'dcgh]b[ " b'h'g'  
W]gYz'k'Y'Ug\_'h'Uh'nci 'i d'cUX'U'Vt'dm'c'Z'h'Y'Udd']W]h]cb'j]b'  
nci f'7UfYf@b\_'UW'z'i bh' "

Znci 'bY'YX'Ugg]gh]UbW'k ]h'nci f'fYgi a Y'c'f'Vtj Yf'

## JOB INTERVIEWS

Ghi XYbhg'k \c'dUgg'h'Y'df]a UfmgY'YV]h]cb'j]b'h'Y'  
c'V'Udd']W]h]cb'dfcW'gg'UfY'j]b]h]X'hc'Ub'j]bh'fj ]Yk "  
9a d'cmYfg]bZcfa 'h'Y'7c!cd'9X'c' W'k\]W'g'h'XYbhg'  
h'Ymk'Ub]h'c'j]bh'fj ]Yk "h'Y'7c!cd'9X'c' W'k']'h'Yb'gYh'  
i d'Ub'j]bh'fj ]Yk 'XU'h'z'h]a YzUbX'c'W]h]cb"

H'Y'a UbXU'c'fm ]g'  
XYg]b]YX'hc'h'YUW'g'h'XYbhg'gi W]V'ggZ' j]bh'fj ]Yk ]b[ '  
h'YV]b]jei Yg'5XX]h]cbU'fYgci fW'g'W]b'VY'Zci bX'cb'h'Y'  
k'YVg]h' "

Bch'Y'h'Y'gh]UbXU'fX'\]f]b[ 'Vt'a a i b]W]h]cbg'dfcW'Xi fY.

After the deadline: 5b'Ya d'cmYf'k']'cb'm'Vt'b]h]U'h'  
h'Y'7c!cd'9X'c' W'#h'Y'Udd']W]h]Z'h'Y'W]bX'j]XU'h'  
\Ug'dUggYX'h'Y'df]a UfmgY'YV]h]cb'UbX'j]g]b]h]X'hc'Ub'  
j]bh'fj ]Yk "7cbgYei Ybh'z'Znci f'Udd']W]h]cb'\Ug'VY'Yb'  
i bgi W]V'ggZ' z'nci 'k']'bch'VY'bch] YX"

## JOB OFFER

æV'c' Yfg'Zc'a 'Ya d'cmYfg'hc'ghi XYbhg'a i ghVY'j]b'  
k'f]h]b[ 'UbX'Vt'b]h]b'h'Y'Zc'ck ]b[ .

%' 5'Vf]YZ'c'V'XYgW]dh]cb'ci h]b]b[ 'h'Y'a U]b'c'V'Xi h]Yg

&" K'cf\_g]h'Y'UXX'fYgg

3. K'cf\_]b[ \ci fg

4. 5b'Uggi fUbW'cZU'a ]b]a i a 'Ya d'cm'a YbhicZ'(&\$'  
\ci fg'Zc'f'h'Y'k'cf\_'h'Y'fa

)" GU'UfmXYh]j]g

H'Y'Ya d'cmYf'gYbXg'h'Y'k'cf\_'Vt'b]h]U'h]hc'h'Y'7c!cd'9X'  
c' W/h'Y'7c!cd'9X'c' W']bZcfa g'h'Y'Vt'!cd'ghi XYbhicZ'  
h'Y'c'V'c' Yf/h'Y'Vt'!cd'ghi XYbh'fYj ]Yk'g'h'Y'k'cf\_  
Vt'b]h]U'h]UbX'g]b]g'U'Y'h'f'c'ZU'W]dh]UbW'z'k\]W'j]g'h'Y'Yb'  
gYbhVUW'hc'h'Y'Ya d'cmYf"

Ghi XYbhg'UfY'Yl dYV]h]X'hc'UW]Vdh'Vt'!cd'c'V'c' Yfg'cb'U'  
fgh'Vt'a Y' fgh'gYfj Y'VUg]g" If a student has a concern

their co-op coordinator immediately. ZU'ghi XYbh'  
XYV]h]X'g'hc'X'fcd'ci hcZU'Vt'a dYh]h]cb'VY'Zc'fY'Ub'c' Yf'  
\Ug'VY'Yb'a UX'Yz'h'Y'ghi XYbh'a i gh]bZcfa 'h'Y'f'7c!cd'  
7ccfX]b]h]c'f]a a YX]U'h'm'

H'Y'Ya d'cmYf'z'h'Y'7c!cd'9X'c' W]z'UbX'h'Y'k'7c!cd'  
ghi XYbh'k']'U'\c'X'U'Vt'dm'c'Z'h'Y'k'cf\_'Vt'b]h]U'h]'  
Ghi XYbhg'a i gh'dfcj ]XY'h'Y'7c!cd'9X'c' W'k']h'U'Vt'dm'  
c'Z'h'Y'f'k'cf\_'Vt'b]h]U'h]'

CbW'nci \Uj'Y'UW]Vdh]X'U'7c!cd'c'V'c' Yf'Zc'a 'Ub'  
Ya d'cmYf'U'ci gh]UbX]b[ 'Udd']W]h]cbg'hc'Vt'!cd'dcg]-  
h]cbg'k']'VY'k']h'X'f'U'k'b"  
committing to the job; consequently, once you have  
accepted a position, you must not seek alternative  
co-op employment. i f'h'Y'fa c'fYz'nci 'W]bbch'Vt'a V]bY'  
U'7c!cd'k'cf\_'h'Y'fa 'UbX'U'k'cf\_]ghi Xmdcg]h]cb"

K \]Y'cb'U'7c!cd'k cf\_ 'hYfa žZ' '!hja Y'ghi XYbhghUhi g]g'  
a U]bhU]bYX" <ck Yj Yfžghi XYbhg'UfY'fYa ]bXYX'h\Uhih\Ymi  
UfY' bch[ i UfUbhYX'U'7c!cd'k cf\_ 'hYfa 'Zcf'h\Y'gYa YghYf'  
h\Ymk ]g\ 'h'k cf\_ "

To ensure full-time student status in the event that  
a student does NOT secure a co-op work term, it is  
recommended that students register for courses  
following the usual deadlines. ZU'ghi XYbhXcYg'gYW'fY'  
Vž!cd'Ya d'cna Ybh'h\YfYUZhYfžh\Yma UmXfcd'h\Y'  
Vž' f'gYg]b'k \ ]W' h\YmfY[ ]ghYfYX'k ]h'bc'dYbU'hmi'

Gh' XYbhg'a Umcb'mXfcd'Vž' f'gYg'k ]h'ci hdYbU'hmi]Zh\Ymi  
UfY'd'UWX' ]b'Ub'Uddfcj YX'Vž!cd'k cf\_ 'hYfa "

H\Y'Vž'a d'Yh'cf][ ]bU'h\i hZ'ca 'H\Y'7c!cdYfU'hj'Y'  
9Xi W]h]cb'UbX'K cf\_! bhY[ fU'hYX'@YUfb]b[ '7UbUXU.'  
FYW'i ]h]b[ '9h ]W] <http://cewilcanada.ca/common/>

***RecruitingEthics.pdf***

H\Y'gi W]ggZ' 'fYW'i ]ha Ybh'cZVž!cdYfU'hj'Y'YXi W]h]cb'  
gh' XYbhg'XYdYbXg'i dcb'h\Y'Vž''YW]j'Y'UW]j' ]h]Yg'cZ  
h\fYY'dUfh]Yg'!! h\Y' ]bhYf\ YX'R' bY h\Y' ! h\Y'Vž!cb'  
gh' XYbY ! h\ g' YU XY'YXi W]h]U US h]h]h]U'' b'

# 5

## THE CO-OP WORK TERM

5ZYf'nci \Uj Y UWWdhYX'hAY'Vt!cd'cV'c Yfz'hAY'7c!cd'  
9XC W'k j'Ui h.cfnY'hAY'5Xa [gg]cbgUbX'FYVt'fXg'  
c W'hc UWWdhnci f'fY[ ]ghfUh]cb'Zcf'hAY'fY'Yj UbhVt!  
cd'k cf\_hYfa "hAY'7c!cd'c W'k j'Ya Uj'hAY'Vt' fgY'  
fY[ ]ghfUh]cb'bi a VYf'f7FBt'hc'nci f'l : J'ghi XYbhYa Uj'  
UXXfYgg"

Mti 'a UmfY[ ]ghYf'h'fci [ \ 'A m' : J' i bh]'hAY'XUmWUggYg'  
ghUf'h'C bW' WUggYg'\Uj Y'ghUf'hYX'znci 'a i gh'fY[ ]ghYf' ]b'  
dYfgcb'cf'Vmid\cbY'" [https://www.ufv.ca/registration/  
deadlines/](https://www.ufv.ca/registration/deadlines/)

5XX]h]cbU'zgYa YghYf!VUgYX'ZYg'a UmUdd'n'i: cf'XY-  
hU]g]b'fY[ UfX'hc'Vt!cd'hi ]h]cb'ZYg'zd'YUgY'fYZYf'hc'hAY'.....  
5WXYa ]W'U'YbXUf" [https://www.ufv.ca/calendar/  
current/General/COOP.htm](https://www.ufv.ca/calendar/current/General/COOP.htm)

: cf'7c!cd'k cf\_hYfa g'zi dcb'fY[ ]ghfUh]cb'nci 'a i gh'  
k ]h'XfUk 'Zfca 'UbmiUWXYa ]WVt' fgYg'\Uj Y'U'fYUXm'  
fY[ ]ghYfYX' ]b" DfYdU]X'Vt' fgY'ZYg'k ]' VY'Udd' ]YX'hc'k UfX'  
nci f'Vt!cd'hi ]h]cb'" b'Vt'bgj' hU]cb'k ]h'nci f'7c!cd'  
7c!cfX]bU'hc'fznci 'a UmfY[ ]ghYf' ]b'cbY'UWXYa ]WVt' fgY'  
dfcj ]XYX'h' ]g'Vt' fgY'k ]' bch]bhYfZYfY'k ]h'nci f'k cf\_  
Xi hYg"

Znci 'UfY' i bUV'Y'hc'dUmnci f'hi ]h]cb'ZYg'nci 'a i gh'Vt'b-  
hU]V'h'Y'8YdUfha YbhZcf': ]bUbV]U'5]X'UbX'5k UfXg'UbX'  
UffUb[ ]Y'Zcf'U'hi ]h]cb'XYZYffU'"

7c!cd'ghi XYbhg'cb'U'Vt!cd'k cf\_hYfa 'h'Uh'\Uj Y'bch'  
fY[ ]ghYfYX'Vmi'h'Y'ZY'dUma YbhXYUX' ]bY'k ]' VY'fY[ ]g-  
hYfYX'Vmi'h'Y'7c!cdYfUh]j Y'9Xi W]h]cb'c W'"h'Ymk ]' VY'  
fYei ]fYX'hc'a YYhk ]h' h'AY]f'Vt!cd'Vt!cfX]bU'hc'f"







# RESIGNATION OR TERMINATION

ZU'gri XYbhVtbg]XYfgfYg][ b]b[ 'Zfca U'Vt!cd'dcg]-  
h]cbZ'kY'gri XYbha i ghVtbgj 'hk ]h' h'Y'Uddfcd]UHY'  
7c!cd'7ccfX]bU'rcf' 'hU\_]b[ 'U'Vt]cb''h'Y'7c!cd'  
7ccfX]bU'rcf'k ]''h'Yb'fYj ]Yk 'h'Y'Ya d'cma Ybhg]h U]h]cb'  
UbX'XYHYfa ]bY'Uddfcd]UHY'U'Vt]cb''

Zh'Y'Ya d'cnyf'h'Yfa ]bUHYg'h'Y'Ya d'cma YbhVtbfU'Vt'  
dfYa Uhi fY'nz'h'Y'gri XYbha i gh]bZcfa 'h'Y]f'7ccfX]bU'rcf'  
]a a YX]UHY'm'h'Y'7c!cd'7ccfX]bU'rcf'k ]''h'Yb'fYj ]Yk '  
h'Y'VfV'a ghU'VW'g'gi f'fci bX]b[ 'h'Y'HYfa ]bU]h]cb'UbX'  
XYHYfa ]bY'Uddfcd]UHY'U'Vt]cb''

: U]i fY'hc ]bZcfa 'h'Y'7c!cd'c W'a UmfYgi 'h]b'h'Y'  
gri XYbhg]Yi di 'g]cbZfca 'h'Y'7c!cd'9X'dfc[ fUa ''

# CREDITS AND GRADUATION

9U'Vt'Vt'a d'YHY'Z' 'i]h]a Y'7c!cd'k cf\_'h'Yfa 'jg'k cf'h'  
g]l 'VfYX]hg''h'c XYHYfa ]bY ]Znci '7c!cd'VfYX]hg'Vt'i bh'  
h'ck UfXg'nci f'U'Vt]X'Ya ]WfYei ]fYa Ybhgz'd'YUgY'Vt'bgj 'h'  
nci f'U'Vt]X'Ya ]WUXj ]gcf''

H'Y'7c!cdYfU]h]j Y'9Xi W]h]cb'XY[ fY'Y'XYg][ bU]h]cb'  
fYei ]fYg'h'Y'Vt'a d'Yh]cb'cZU'a ]b]a i a 'cZ&Z' 'i]h]a Y'  
k cf\_'h'Yfa g'Zcf'X]d'ca U'UbX'' Z' 'i]h]a Y'k cf\_'h'Yfa g'  
Zcf'XY[ fY'Y'dfc[ fUa g''h'Y'Vt!cd'XY[ fY'Y'XYg][ bU]h]cb'  
X]gd'UmYX'Ug''

# PROJECT APPROVAL AND FINAL EVALUATION

K cf\_'h'Yfa g'fYdcf'hg'k ]''VY'Yj U'i UHYX'U'Vt'fX]b[ 'hc'h'Y'  
Zc''ck ]b[ 'V]h'Yf]U.

%: '7cbh'bh'fY'Yj UbW'hc'h'Y'X]gW'gg]cb'hc'd]W'Yb[ h''

&'': Cf[ Ub]nU]h]cb.'7'YUf']b]h'cXi V]h]cb/gYh]b[ 'ci h'h'Y'  
Wb]fU'hc'd]W]h]cb'f'ei Ygh]cb'f]g'g'h'Ya U]h]W]l d'cg]h]cb'  
cZ]XYUg/Vt'bW'g]cb''

3. 7f]h]W]f'Y' Y'V]h]cb.'h'YfY'g'lc'i 'X'VY'[ ccX'Yj ]XYbW'  
cZfY' Y'V]h]cb'cZ'h'Y'Yi dYf]YbW''M'i 'UfY'Yi dY'VfYX'  
hc'XYa cbghf'UHY' ]bg][ \hg'UbX'Uk UfYbYgg'cZk \Uhi''  
\_bck 'YX[ Y'nci 'Vt'b]f]Vi h'YX'hc'h'Y'k cf\_'h'Yfa '  
fU'Vt]X'Ya ]W]h]cb' f'gYg'z'd'fc'Y'V]h]cb'U'V'Yi dYf]YbW'Y'h]W]z'  
UbX'\ck 'h'Y'Yi dYf]YbW'\Ug'\Y'dYX'nci 'hc'XYj Y'cd'  
\_bck 'k YX[ Y'UbX'Vt'a dYh'Yb'V]Yg''

4. BYi h'GhYdg.'9i d'U]b'U'bm] Udg]'b'nci f'\_bck 'YX[ Y#  
g\_]g'UbX'k \UhZ'hi fY'Yi dYf]YbW'f'Vt'i f'gYg'z'  
Wf]h] W]h]Yg'z'k cf\_'Yi dYf]YbW'z'd'fc'Y'V]h]cb'nci 'bY'YX' ]b'  
cf'XYf'hc'U'Vt]Yj Y'nci f'W]fY'Yf[ cU'g''

)'' E i U]h]mcZk f]h]b[ .G'mY. [ fUa a Ufz']h'YfU'Vt'  
]b]h''[ ]V']h]mcZYi dfYgg]cb''

# FINAL PERFORMANCE EVALUATION BY SUPERVISOR

H'Y'k cf\_'d'U'W'gi dYfj ]gcf'k ]''VY'Yj U'i U]h]b[ 'h'Y'  
gri XYbhg'dYfZcfa UbW'U'h'Y'YbX'cZ'h'Y]f'Vt!cd'k cf\_'  
h'Yfa ''Gri XYbhg'k ]''fY'W]j Y'h'Y'

UbX'gi Va ]h]h'hc'h'Y]f'gi dYfj ]gcf''h'Y'gri XYbh'  
g'lc'i 'X'a Y'Yhk ]h' h'Y'gi dYfj ]gcf'hc'X]gW'gg'h'Y'  
ci h'Vt'a Y'cZ'h'Y'Yj U'i U]h]cb''

I dcb'Vch' d'Uf]h]Yg'U[ fY'Y]b[ 'cb'h'Y'Vt'bh'bh'g'z'h'Y'Zcfa '  
a i gh'VY'g][ bYX'V'm'h'Y'gi dYfj ]gcf'UbX'h'Y'gri XYbh''h'Y'  
Zcfa 'a i gh'VY'gi Va ]h]h'YX'V'm'h'Y''Ugh'A cbXU'mcZ'h'Y''Ugh'  
a cb'h'cZ'h'Y'k cf\_'h'Yfa ''

## WHERE ARE CO-OP JOBS USUALLY LOCATED?

7c!cd'cVg'a UmVY'Uj U]'UV'Y'Ug'WcgY'Ug'h'Y'I : J'  
Wla di g'cf'UM'cgg'7UbUXU/]h'XYdYbXg'cb'nci f' Y'X'cZ  
ghi Xnžnci f' ]bhYfYghgž'UbX'nci f'gYbgY'cZUXj Ybhi fY"  
A cghghi XYbhg'UFY'd'UWX' ]b'h'Y': fUgYf'J'U'YmUbX'k ]h' ]b'  
h'Y'A Yhfc'J'UbVti j Yf'UFYU"

D'YUgY'fYZf'hc'h'Y' "': YYg'UFY'd'UmUV'Y'  
Uh'h'Y'VY[ ]bb]b[ 'cZYUW'k cf\_'h'fa 'UbX'UFY'gi V'YVh'  
hc'W'Ub[ Y"

## HOW DO I SIGN UP FOR CO-OP ED?

Mti 'Wlb'Udd'mitc'h'Y'7c!cd'9X'dfc[ fUa 'Ubmh]a Y"  
<ck Yj YfžUdd' ]W]h]cbg'UFY'cb'mfYj ]Yk YX'UZhf'h'Y'Udd']-  
W]h]cb'XYUX' ]bYg'cb'h'Y'Ugh'A cbXUmicZ'h'Y'a cbh' ]b'  
GYdhYa VYfž'Jbi Ufnž'UbX'A UmYj YfminYUf"

## WHY DO I HAVE TO PAY TUITION FEES



## HOW MANY WORK TERMS CAN I TAKE IN A ROW?

HY'a Ul ]a i a 'bi a VYf'cZVtbgYW hj Y'Zi '!h]a Y'k cf\_'  
hYfa g'mci 'Wb'hU\_Y]g'Zci f'f% 'a cbh'gt'Ug'cb[ 'Ug'hk c'  
UFY']b h\Y'gi a a Yf"

## HOW MANY WORK TERMS CAN I TAKE ALL TOGETHER?

HY'a Ul ]a i a 'bi a VYf'cZk cf\_'hYfa g'U'XY[ fYY'Wt!cd'

# 7 CONTACT US

---

# 8 IMPORTANT EXTERNAL LINKS

[www.ufv.ca/calendar/current/](http://www.ufv.ca/calendar/current/)

[www.ufv.ca/registration/deadlines/](http://www.ufv.ca/registration/deadlines/)

<https://itservicesdesk.ufv.ca/TDClient/52/ITServicesPortal/>

[my.ufv.ca](http://my.ufv.ca)

[www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents](http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents)

[www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents](http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents)

# 9 LEGAL DISCLAIMER

---

Ug'k YVdU[ Y WbHJ]bgYI hYfbU""]b\_g"9I hYfbU""]b\_g'UFY' 'UVY'X'UbX'UFY'dfcj ]XYX'Zcf'h'Y'Wb'j'Yb]YbW'cZH'Y' i'gYf'D'YUgY'bc'h'U'h'h'Y'7c!cd'9X'c' W'j'g'bch' fYgdcbg]V'Y'Zcf'h'Y'Wb'hYbhg'cZYI hYfbU'k'YVdU[ Yg"

]g'bch]bhYbXYX'Ug'U'Y[ U'mV]bX]b[ 'XcW'a'Ybh'zbcf']g' ]h]bhYbXYX'hc'UVf]X[ Y'Ubm]f][ \hg'cf'fYgdcbg]V']h]Yg' YghUV']g\YX'Vm'Uk'cf'h'Y'cj'Yf]f]X]b[ 'f]g]X]W]cb'cZH'Y' I' b]j'Yfg]hmcZH'Y': fUgYf'JU'Ym'6cUfX'cZ; cj'Yfbcfg'UbX' h'Y'A' ]b]g]fmcZ5Xj'UbWX'9Xi'W]h]cb"'h'Y'1: J'7c!cd' 9X'c' W'fYgYfj'Yg'h'Y'f][ \h'hc'W]Ub[ Y'Ubm]dfcj' ]g]cb'cf' fYei ]fYa'YbhUhUm]h]a'Y"

# THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS

---

NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

Hk]g'U[ fYYa Ybhci h]bYg'hY'df]bVdU'hYfa g'UbX'Vt'bx]h]cbg[ c] Yfb]b[ 'ghi XYbhgYbfc''YX']b'h'Y'7c!cdYfUhj] Y' 9Xi W]h]cb'Dfc[ fUa 'Uhh'Y'I b]j Yfg]hmicZ'h'Y: fUgYf'J'U'Ym' h]g'Vt'bg]ghYbhk ]h' h'Y'UWVYX]h]cb'gh'UbX'UfXg'ci h]bYX' Vm'h'Y'7c!cdYfUhj] Y'9Xi W]h]cb'UbX'k cf\_! bhY[ fUHYX '@Ufb]b[ '7UbUXU'f'9K @'

## I understand:

%" 5Xa ]h'UbW' ]bhc'h'Y'dfc[ fUa 'fYei ]fYg'h'Y'gi W'VggZ' `Vt'a d'Yh]cb'cZ'h'Y'7c!cd'UbX'7UfYf'9Xi W]h]cb'7ci fgY' UbX'h'Y'ghi XYbh'Vt'cfX]b'Urcf'UXj ]gcfma Y'h]b[ ""

&" DUFh]VdU]cb'fYei ]fYg'UW]j Y'c'V'gYUfV' h'fci [ \ '7UfYf@]b\_ž'h'Y'7Ybh'fY'Zcf'9l dYf]Ybh]U'UbX'7UfYf'9Xi W]h]cb'g' cb']bY'XU]UVUgYž'h'Y'dfYdUfU]cb'cZ'c'V'Udd']W]h]cb'XcW'a Ybhgž'U'h'Y'bx'UbW'U'h'c'V']bh'fj ]Yk gž'Vt'a d'Yh]cb'cZ' k cf\_ 'h'Yfa g]b'UW'V'fX'UbW'k ]h' i b]j Yfg]h'fY[ i 'U]h]cbg'UbX'h'Y'k cf\_ 'Vt'bfUW'V'UW'V'd'U'V'Y'Ya d'cm'Y'Yj U'i U]h]cbgž' UbX'h'Y'di bV'h' U'UbX'g'U]h]gZ'U'V'c'f'm'Vt'a d'Yh]cb'cZ'k cf\_ 'h'Yfa 'fYdcf'hg''

3. 5''Vt'!cd'ghi XYbh'g'a i g'hc'V]U]b'U'Gc'V]U'' bgi fUbW'Bi a VYf'Z'fca 'GYfj ]W'7UbUXU'UbX'Vt'j YfU[ Y'h'fci [ \ 'h'Y'

---