

Co-op & Internship Student Handbook

A Guide for Participation in the Co-op & Internship
Program at the University of Regina

Contents

PLEASE NOTE THAT SOME ASPECTS OF THIS DOCUMENT REFER ONLY TO THE CO-OP PLACEMENT PROCESS. INTERNSHIP STUDENTS DO NOT NEED TO READ THOSE SECTIONS PERTAINING TO THE MATCH PROCESS.

IT IS CRITICAL THAT ALL INTERNSHIP AND CO-OP STUDENTS ARE AWARE OF THE POLICIES AND PROCEDURES SURROUNDING RECRUITING ETHICS

Section One: Schedule for the Recruitment Process

Section Two: Policy and Procedures

- A. Recruiting Ethics**
- B. Co-op & Internship Policies**
- C. Other Work Opportunities**
- D. “On Own” Status**
- E. Information for Visa Students**

Section Three: Resumes

Section Four: Interviews

Section Five: Work Term/Internship Information and Responsibilities

- A. On the Job
- B. Work Term Policies and Information
- C. Harassment and Discrimination Prevention Policy
- D. Job Site Visit
- E. Evaluation and Exit Interview

Section Six: Work Term Reports

- A. Communicating Your Ideas
- B. Topic
- C. Format
- D. Evaluation of Work Term Reports

Section Seven: Frequently Asked Questions

Section Eight: Forms

SECTION ONE

Schedule for the Recruitment Process

Specific dates for each of the following deadlines change from semester to semester, so please refer to the Student Schedule (online or paper format). You are responsible for meeting all deadlines.

Application Deadline

11:59 pm on the appropriate date (see Student Schedule) is the deadline for new students to apply to Co-op/Internship. The same deadline applies to students who are on a double academic term or who need to apply for re-admission to Co-op (i.e. students returning from travel or a semester off campus). All applications are reviewed by the Faculty Co-ordinators, whose decisions are reported in letters you will be emailed from our office can pick up at the front desk. Applications can be submitted online from the Co-op Web Site.

Admission Interview (for new students)

When you apply to the Co-op or Internship program for the first time, you'll be interviewed by Career Centre staff about your interest in the program, what degree of commitment you're prepared to make, and what kind of jobs you're looking for. **Co-ordinators will reach out to you to set up an Entrance meeting when you submit your application.**

Pre-Employment Workshops

These compulsory virtual workshops, conducted by the Co-op/Internship coordinators, will give you useful information on resumes, interview skills, and the Co-op/Internship program in general.

Bring in Rough Draft of Resume

If you have not yet gone on your first workterm, please email your resume (using our guidelines) to your coordinator. Your coordinator will review and email you a revised version. Please submit your resume in MS Word.

Return to a Previous Employer

If you indicated on your Return-to-Campus form (required when returning from a work term) that you were planning to return to a previous employer but have not yet received confirmation, let us know so we can contact your employer for you. If the employer cannot make a firm offer at this time we recommend that you submit applications on Resume Day.

Job Descriptions Available Online

All job descriptions are posted on our web-based job board (Career Connect), which provides you 24 hr access to all our postings. You will use the same user name and password as your U of R email/UR Courses.

Resume Day

By this date you must have your resume portfolio—which includes cover page, resume, and transcript—prepared and approved. In Career Connect you will upload your documents to our account. Electronically, you will apply to all jobs you are interested in. Jobs on this day will close at 11:59 p.m. Be sure to fill out a Default Co-op Cover Page.

Begin Checking Career Connect For Interviews

After employers review the resumes they have received, they tell us which students they would like to interview. Check your Career Connect account to see if you have been invited to an interview. Interviews will appear under the "Interview" tab in Career Connect. Please review the invitation to note the location of your interview.

Interview Weeks

These are the weeks that have been set aside for employers to interview students for the Match (first round of hiring), either in person in our offices or by telephone, video conference, or virtually.

Match/Post-Match Information Session

If you are going out on your first work term, you must attend this session. It will give you an overview of the Match process, including how to rank employers, what a #1 rank from employers means, and what to do after the Match, whether or not you get a job.

Ranking Day

All first work term Co-op students are required to attend a Match/Post-Match Information Session. At this session you will be shown how to rank online through your Career Connect account. All rankings must be completed by 12:00 noon of the next day.

Match Day

A computer program matches the student and employer rankings. Results are posted on your Career Connect account. You must accept employment with the company you are matched with, and you must register for and complete the entire work term.

Copy of Placement Letter

If you were placed at the Match, a copy of the letter sent to the employer confirming acceptance of your job placement along with other pertinent information will be emailed to you.

Post-Match: Continue Placement Activities

If you want a placement but have not been matched, continue to check Career Connect for more job opportunities posted with different deadlines. Jobs are posted as they are received at the Co-op Office. Check daily for new postings. If you find your own job, please provide your coordinator with a job description for approval. The placement process continues until the first week of the next semester or until all students have been placed.

SECTION TWO

Policies and Procedures -Apply to Both Internship and Co-op Students

A. Recruiting Ethics

Employer Responsibilities

- Respect our schedules for job postings, interview arrangements, job offers, etc.
- Make sure up-to-date, online corporate information and accurate job posting data is available.
- Provide reasonable notice of candidates to be interviewed and of interview cancellations.
- Follow our Co-operative Education & Internship policies and procedures.
- Do not discuss job offers/rankings with candidates before, during, or following an interview.
- Do not provide candidates with information on other companies.
- Do not seek a candidate's assessment of another candidate.
- Provide rankings and offers (as applicable) in accordance with our published schedules.

- Do not submit multiple job rankings/offers unless prepared to honour multiple acceptances.
- Honour all job/student matches, and do not withdraw accepted offers or rescind offers of employment.
- Confirm all job offers in writing to the student and to the Co-op Office.
- Do not turn a Co-op/Intern assignment into a full-time position, thereby encouraging a student to settle for less education.
- Do not expect Co-op schools to recruit students on its behalf.
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment legislation.

Student Responsibilities

- Follow Co-op/Internship policies and procedures as outlined in the following section.
- Provide employers accurate and appropriate information about qualifications and interests.
- Apply only for the jobs in which you have a genuine interest.
- Notify the Co-op/Internship Office, well in advance, if interviews must be rescheduled or cancelled.
- Be well prepared for interviews.
- Do not discuss or mislead employers about their ranking and job offer intentions.
- Do not provide information to employers on other students or employers.
- Honour your acceptance of placement as a contractual agreement with the employer.
- Honour your employer's relocation policy (if applicable).
- Respect the employer's confidentiality policies.
- Notify the Co-op Office of any problems while on work term.

Institution Responsibilities

- Inform students, employers, and other interested parties of its policies and procedures.
- Provide equal services to all students and employers.
- Accommodate employers' reasonable requests for job posting, interview space and presentation facilities.
- Provide students with accurate and approved information (including promotion materials and salary and benefits) on all recruiting employers.
- Follow ethical and legal guidelines in providing student information to employers.
- Notify the employer of any hiring limitations before interviews.
- Notify employers of any students who, after being hired, do not achieve an academic level high enough to allow them to continue in the program.
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment legislation.

B. Co-op/Internship Policies

1. Students submit a resume consistent with Co-op/Internship guidelines.

We have done extensive research, including a survey of participating Co-op/Internship employers, to develop a resume format that our employers endorse. Following our resume guidelines will maximize your opportunity for an interview and placement. Resumes that do not meet the standard may be removed from the placement cycle and may not be included until necessary changes are made.

2. Students submit their resumes electronically on Resume Day. Students who are not interested in any of the jobs posted on our web-based job board (Career Connect) but who are interested in continuing in the placement cycle must contact their Co-op Co-ordinator.

Resumes are sent electronically to our employers the day following Resume Day. Timelines cannot be flexible. Submission of one resume indicates that you are participating and actively seeking employment. Inactivity will result in removal from the placement cycle (“On Own” status).

3. Once selected for an interview, the student must attend.

Employers invest a significant amount of time, energy and money to interview students. Once you submit a resume for a job, you have indicated your willingness to accept an interview. Not attending an interview reflects poorly on you and the Co-op/Internship Program. If between Resume Day and Match Day you decide to return to a previous employer, check with us before accepting an offer. We can then reschedule with any potential employers that were expecting to interview you.

Missing an interview without sufficient reason may result in your removal from the placement cycle (see “On Own” status) and/or Program. A condition for remaining in the Program may include writing a formal letter of apology to the affected employer.

4. Students must rank only those positions which they are willing to accept if they are offered them. Do not rank a company that you are indifferent about working for.

You should be selective in applying for positions, and you are expected to show genuine interest in being employed when you submit a resume, although we recognize that you may only realize after an interview that the job may not meet your expectations. Because employers participate in the program with the expectation of hiring a student, use care when applying for positions. Ranking incorrectly may result in your removal from the Match process.

5. Students must accept employment and report to work with the company as designated in the Match.

Your ranking submission indicates that you will accept employment if matched by the computer system. Not honouring the Match ruins the integrity of the Program with our participating employers. If you do not accept employment or do not report to work as matched, you will receive a failing grade on your transcript and be removed from the Co-op Program.

6. Students must complete their work term with the company from which they have accepted an employment offer.

PLEASE BE AWARE THAT ONCE YOU HAVE ACCEPTED A CO-OP OR INTERNSHIP OFFER FROM AN EMPLOYER, WHETHER IT BE THROUGH THE MATCH PROCESS OR OTHERWISE, YOU MUST HONOUR THAT PLACEMENT WITH THAT EMPLOYER. ACCEPTING ANOTHER OFFER AFTER YOU HAVE BEEN PREVIOUSLY PLACED IS GROUNDS FOR IMMEDIATE DISMISSAL FROM THE CO-OP/INTERNSHIP PROGRAM.

THE UNIVERSITY OF REGINA CAREER CENTRE RESERVES THE RIGHT TO DISCLOSE TO ANY AND ALL EMPLOYERS THE STATUS OF CO-OP AND INTERNSHIP STUDENTS ENROLLED IN THE PROGRAMS.

Employers must have confidence that students will not leave in midterm due to minor dissatisfaction, conflict or a better offer. Leaving a work term prior to its completion without permission from the company, the Co-op Office and your Faculty Coordinator will result in a failed grade for the work term and removal from the Co-op/Internship Program.

7. If unplaced at the Match, students must take responsibility, with our help, for actively seeking employment.

You are responsible for submitting resumes for jobs as posted during the post-Match period. If you are not regularly submitting resumes or have not advised the Co-op Office that you are seeking employment by another means, we will conclude that you do not wish to participate in the Co-op Program. If you are inactive in the post-Match period, you may be removed from the placement process (placed “On Own” status).

8. Students are expected to accept post-Match job offers.

If offered a post-Match position you have 24 hours to accept the offer. The employer has the right to demand an immediate decision from you about a job offer. Not advising the Co-op Office of your decision as outlined above will be considered a rejection of the offer, and employers will be advised to consider other available students. A prolonged decision may frustrate participating employers and disadvantage your fellow students who may be very interested in employment.

Repeated refusal of job offers indicates an unwillingness to participate in placement and may jeopardize the long-term participation of an employer. Rejection of a job offer may result in removal from the placement cycle.

9. **Students must submit a Job Site Information Form by the end of the first week of each four-month work term. Students on a double work term must also submit a Job Site Information Form for the second half of the double work term.**

We must receive your Job Site Information Form to know your exact location at the work site, which allows us to communicate with you about a job site visit, registration and other matters. A \$25.00 penalty may be assessed if you fail to submit a Job Site Information Form within the first week of the semester.

10. **Students must submit End of Work Term Questionnaire form and Evaluations following the work term.**

We need to know your plans. In addition, the **End of Work Term Questionnaire form is an opportunity to wrap up your work term and update your file.** If you do not submit the forms, your continued participation in the placement cycle is at the discretion of the Co-op Office.

C. **Other Work Opportunities**

Even if you pursue a work term with an employer where you know a contact person, all the normal Co-op procedures, and the Co-op fee, still apply. If you receive an employment offer from an employer not participating in the current employment cycle, consult your Co-op Coordinator before accepting the position.

D. **“On Own” Status**

If you're placed "On Own," you may not use any of our services. If you are able to find employment, you must have the job approved by the Faculty Co-ordinator, register for the work term, pay the Co-op fee and complete a Job Site Information Form. The "On Own" status is normally considered to be a one work term penalty. If you meet all requirements of participation in Co-op, including the Return-to-Campus form, the "On Own" designation will be removed.

E. **Information for Visa Students**

Visa students must have a valid work permit before they can go through the Co-op/Internship placement process. The work permit is not a guarantee of a job, but it is a prerequisite for one.

You must show us a copy of your work permit, and you cannot go through the placement process until we see that copy.

To obtain a work permit, here are the steps to follow once you are admitted to the University of Regina Co-operative Education Program:

- Obtain your letter of acceptance from the Co-op Office.
- Pick up a letter of support from the Co-op Office.
- Attend the Visa Workshop or fill out the **Application to Change Conditions or Extend My Stay in Canada** form online on the Citizenship and Immigration Canada website.
 - The form can be downloaded from www.cic.gc.ca
 - You can also get assistance filling out the online forms at the UR International office on campus (CW 109, 585-4017)
 - If renewing your study permit when applying for your work permit, the fee required and the form must be submitted together for your application to be considered.
 - Normally, you can expect to receive your work permit in eight weeks.
 - The work permit will expire the same date as your study permit.

As soon as you receive your work permit, provide the Co-op Office with a photocopy. Again, the work permit is not a job guarantee; you will not be able to proceed through the Co-op placement process until your work permit arrives. This way, when you accept a job, you are legally permitted to go to work.

Visa students should note that all policies and procedures outlined in the Co-operative Education *Student Handbook* apply to them.

Complete information about Citizenship and Immigration regulations can be found at www.cic.gc.ca

SECTION THREE

Resumes

The resume is your first chance to sell yourself to an employer. Because it is a summary of your education, work experience, past achievements and interests, the resume reflects your personality and presents your skills in a positive manner. Its purpose is to get you a job interview.

A good resume is:

- *Targeted*—toward the employer and position for which you are applying
- *Focused*—on your skills and abilities and how they match the employer's needs

- *Concise*—without irrelevant information
- *Action oriented*—using action verbs to show the range of your skills
- *Eye catching*—white space enhances organization, readability, and visual appeal
- *Results oriented*—tells the employer quickly what you can do for him/her

Appearance

- Use a printer with good quality print
- Use bold print for headings
- Use a consistent format and the same tense throughout
- Double check to eliminate spelling errors
- Use point form as much as possible to avoid wordiness
- Keep your resume to a maximum of two pages

Styles of Resumes

- *Chronological*—emphasizing dates and duties of jobs to highlight a steady work history
- *Functional*—emphasizing skills and accomplishments instead of employment background
- *Combination*—focusing on skills related to the job as well as a history of past employment

Components of the Resume

Personal Information

- Name, address, phone number, fax number, e-mail address
- Name included at the top of each page
- Do not include information on health, weight, height, marital status, religion and S.I.N.

Career Objective or Career Summary (optional)

- *Career objective*—1-2 sentences on the direction you hope to take in your career
- *Career summary*—brief statement of your education and relevant work experience and skills. For example: “Recent graduate in Bachelor of Arts (Psychology) with excellent customer service skills developed through several years of retail sales experience.”

Education

- List most recent education first
- Include university, college, and business or technical schools—high school is optional if you have completed post-secondary education
- Include scholarships and awards under a separate heading within this section

Skills and Abilities

This section should focus on the specific job you are applying for. (Refer to the SES handout called “Self Assessment and Transferable Skills” for more information.)

Three types of skills are critical to employers:

1. *Job Specific or Technical Skills*
 - Specific areas of knowledge required to do a particular job
 - Examples: skills in computers, accounting, teaching, counseling, etc.
2. *Transferable Skills*
 - Skills gained from paid employment, school, recreation, hobbies and volunteer work.
 - These skills can be transferred to different types of occupations and employers.
 - University students have many transferable skills developed in their academic studies.
 - Examples: written and oral communication skills, project management skills, and ability to meet deadlines.
3. *Personal or Self-Management Skills*
 - These skills are part of our attitude and personal style, our way of handling different situations.
 - Examples: produces accurate and complete work; enthusiastic, creative and resourceful.

Professional Development

- Include workshops and conferences attended. (They show an interest in your field above and beyond the formal education requirement.)

Related Classes

- Include if related to the job applied for and you have no direct work experience. Attach a summary of the class description(s) from the calendar as an appendix to your resume.

Work Experience

- List in reverse chronological order (most recent job first).
- Give the dates, name and location of company, including duties/responsibilities
- Use point form
- If you have no work experience you may substitute volunteer work experience
- Avoid using “I”
- Start points with action verbs such as supervised, constructed, collected, analyzed, conducted, delivered, designed and researched.

Activities and Interests

Employers tend to look for employees who have a wide variety of interests and like to become involved. Having a wide variety of interests is an indicator that you know how to communicate effectively with a diverse range of people.

References

Attach a maximum of three work-related, academic and possibly personal references.

Sending Resumes/Applications Electronically (Rare and exceptional cases only)

Emailing or faxing applications is rare as most co-op applications are submitted through Career Connect, the online job board. There may be the occasional instance where the employer has asked for resumes to go directly to them instead of through the Co-op office. If that is the case, please follow these standards:

Applying through the Internet:

Some companies have included an electronic resume submission form along with job postings, application forms and information on the company in their web sites. It is possible to simply cut and paste a resume into the form although it must be in the ASCII (plain text) format.

Faxing:

A formal fax cover page is important when faxing your resume and cover letter. It must be professional looking and use the same layout style and font as the rest of your application. Address your application to a specific person and make sure you have the correct name, spelling, title and fax number of this person. Follow up to make sure all pages of your fax were received.

E-Mail:

When sending your application by e-mail, insert your cover letter and resume into the body of the e-mail message itself or you can append your document as an attachment. Which method you use depends on whether your recipient is equipped to read the format you have sent. MS Word is the application most commonly used by potential employers.

It is a good idea to attend the Resume Workshop, or if unable to attend, watch the YouTube video at <http://www.youtube.com/watch?v=3LgQEMEqyds>, or search “University of Regina Career Centre Resume Workshop” on YouTube.com for more in-depth information.

SECTION FOUR

Preparing for the Employment Interview

The interview lets the prospective employer determine your compatibility to the position and to their organization. From your point of view, the interview lets you not only market yourself, but also assess the position and the organization so you can make a well-informed decision about accepting a position with the company.

Guidelines for Successful Interviewing

Know Yourself

Review all the pertinent aspects of your background—education, employment history, and extra-curricular activities—and determine the knowledge, skills and abilities you have derived from them. Study the job description, and match your background, skills and qualifications to the job requirements. Familiarize yourself with common interview questions so that you can best communicate your qualifications during the interview.

Research the Company

Refer to files in the Co-op Office, conduct an internet search on the company website, or talk to a graduate currently with the company. Look for a description of products and services offered by the company, organizational structure and philosophy, new developments and directions being taken by the company, and the nature of its industry.

Prepare Questions

Interviews are a two-way street. If your pre-interview research did not answer all your questions, raise them during the interview itself. Prepare questions that are tailored to both the company and the job—questions about job responsibilities, training, career progression or any other matters of interest to you. Write your questions down so you can refer to them during the interview. You might ask questions like these:

- Will I work independently or as a member of a team?
- What are some of the common characteristics of employees who excel in this environment?
- Please comment on your style of management and the reporting structure?
- What is your company's policy regarding promotions from within versus hiring people from outside the company to fill positions?
- What criteria do the company use during the year to evaluate an employee's performance? How frequently is an employee's performance reviewed and how are the results communicated?

Be on Time and Attend Every Interview

Shortly after you submit your resume for a position, employers will contact the Co-op Office if they wish to interview you. The Co-op Office will extend an invitation to you including interview dates, times, and locations. You should arrive 10 minutes prior to your interview time. If you will not be able to attend your interview at the scheduled time, let the Co-op Office know so that alternate arrangements can be made.

Proper Dress

Dress conservatively—safe power colours are navy and related shades—and be neat in your appearance. Generally, “business dress” is desirable so that the interviewer will focus on you rather than your clothes. The way you dress should portray the professional, confident image that you are trying to project. Inappropriate attire will be addressed with you by your coordinator.

The Interview

First Impressions

Studies tell us we have four minutes to make an impression upon someone we have just met. Within a mere ten seconds, that person will begin to make judgments about our sense of professionalism, social class, morals and intelligence. People tend to focus first on what they see (dress, appearance, eye contact, movement), secondly on what they hear (rate of speech, tone and volume of voice), and finally on our actual words.

Types of Interviews

1. **Single Interview.** The hiring decision is based on one interview in which the interviewer asks general questions about your background and detailed questions about your knowledge of the job and relevant experience.
2. **Serial Interviews.** Many companies use a sequence of interviews which begins with an initial screening interview in which questions tend to be general. Subsequent interviews are more intensive, more detailed, and longer. As you progress through the series, you are interviewed by people with increasing levels of decision-making authority.
3. **Panel Interviews.** Two or more people conduct the interview simultaneously.
4. **Behaviour Description Interviewing (BDI).** Based on the premise that past performance predicts future performance, BDI is a highly structured interview process that follows a pre-determined pattern of questions. The interviewer attempts to focus on specific incidents from the candidate’s past which are similar to the activities the successful applicant will be doing on the job.

The Interview Process: Guidelines for before, during and after the interview

- Bring a copy of your resume to the interview.
- Wait for the interviewer to call you into the interview room. Do not approach them as they may be discussing a previous candidate with colleagues or writing notes, even if it is past the scheduled interview time. They will begin the interview when they are ready.
- Greet the interviewer with a firm handshake.

- Wait until you are asked to be seated.
- Maintain natural eye contact throughout the interview.
- Prepare concise, confident answers to these typical questions:
 - Tell me a bit about yourself.
 - What are your strengths/weaknesses?
 - How would others describe you?
 - Why are you interested in this position?
 - What do you know about our company?
 - Why did you decide to major in this area?
 - “What if” questions about possible scenarios. e.g. How would you handle...?
 - Are you willing to relocate or travel on the job?

NOTE: Under human rights legislation you are not required to answer questions about marital status, age, sex, height, weight or health.

- Be prepared to ask the interviewer questions.
- At the completion of the interview, thank the interviewer for his/her time, and say something to the effect that “it was a pleasure meeting you”.
- Above all, remember to be positive and confident during your interview. You will be discussing a subject that you know a great deal about—you!

It is a good idea to attend the Interview Workshop, or if unable to attend, watch the YouTube video at <http://www.youtube.com/watch?v=xIeUkvhDy2M> or search “University of Regina Career Centre Interview Workshop” on YouTube.com for more in-depth information.

SECTION FIVE

Work Term Information and Responsibilities

A. On the Job

How to Get Oriented to your New Employer

- discussions with your supervisor
- informal chats with colleagues
- questions and observation of daily operations in the work place
- formal orientation sessions
- procedure manuals

Key Factors for Success

- attitude
- co-operation with colleagues
- initiative
- acceptance of criticism
- conflict resolution
- dependability
- adherence to office policy
- appropriate dress and forms of address

B. Work Term Policies and Information

Registration and Co-op/Internship Fee

You are required to register for your work term and pay the Co-op/Internship Fee in accordance with the Policy and Procedure sheet for your faculty or department.

Student Loans

You maintain your interest-free status for each four-month work term. You must register for your work term and fill out Schedule B (Sask. Student Loans) and Schedule 2 (Canada Student Loans) available from the Student Awards and Financial Aid (SAFA) Office on campus. For a double work term (eight months), you must also register for the second four-month work period and again fill out the above schedules to maintain your interest-free status.

Taking a Class

You can take one class per work term (not during normal working hours), provided it does not interfere with your job.

URSU Health and Dental Benefits

You are not covered by URSU's Health and Dental Benefits while on a work term, unless you contact them directly and "Opt In." Employers may choose to extend you benefits for the duration of a work term, but that should be discussed when you start working. It is in your best interest to investigate your options as you may be covered under a parent, spouse, etc.

Labour Disputes

If you are a union member, follow the example set by union leadership in cases of labour disputes. If you are **not** a union member, report for work each day. If you are prevented from entering the workplace, do not argue, object or react in any objectionable manner. Return home and inform your supervisor of the attempt to get to work.

C. Harassment and Discrimination Prevention Policy

All members of the University community—students, staff and faculty—are entitled to a professional working and learning environment free of harassment and discrimination. Co-op programs are included within the scope of this policy. All complaints must and will be taken seriously; the rights of all persons will be respected.

The University of Regina’s harassment and discrimination prevention policy can be viewed on the U of R website: www.uregina.ca/studserv/harassment.

Definition

Harassment or discrimination is defined as any objectionable or unwanted conduct, comment, display, communication (in any form), behaviour, or practice that is based on race, creed, religion, colour, sex, sexual orientation, family status, marital status, disability, nationality, ancestry, place of origin, receipt of public assistance, or physical size and weight. One incident, or the aggregation of a series of incidents, may constitute harassment and/or discrimination.

What to do if harassment or discrimination occurs during a Co-op or Internship term

- If possible, clearly and firmly make known to the alleged harasser that the harassment or discrimination is objectionable and must stop.
- Document everything that occurs, including date, time, location, names of any witnesses, and your response to the incident.
- Notify your Co-op Coordinator, who will maintain strict confidentiality.
- With your Coordinator, discuss the matter with your workplace supervisor.
- Make sure you and the Coordinator notify the University of Regina Harassment and Discrimination Prevention Office Manager (585-5400). Again, any complaint will be handled in confidence.
- Although you should act on your concerns as soon as they arise, complaints may be made as late as two years after the alleged incident(s).

If you file a complaint

- The Co-op Office will work with the employer to have you reassigned to another area within the company as quickly as possible. If necessary, you can remain off the job until the reassignment occurs.
- If you are able to stay with the employer, be assured that a negative employer evaluation will not necessarily result in a failing grade for your work term.
- The status of your work term should not be affected. If you have to leave the employer, every effort will be made to ensure that you receive credit for your work term.

D. Job Site Visit

You will receive a job site visit during the second or third month of the work term. This informal interview lasts about 30-45 minutes, of which half the time is spent with you and half with you and your supervisor together. Its purpose is to find out how the work term has been going for both parties.

Submit your Job Site Information Form within the **first week** of your work term so arrangements can be made for a job site visit. Failure to submit may result in a \$25 fine.

Preparing for the Visit

Prepare a “Learning and Skills Summary” for the Job Site Visit. The information given on your summary, which will provide the basis for discussion, must be submitted to the site visitor. You should prepare your summary by the 15th day of the second month of each four-month work term.

The “Learning and Skills Summary” (one-two pages, point form) should include:

- Work assigned--daily duties and responsibilities, special projects.
- New skills and knowledge acquired--job-specific and/or transferable skills
- Relation of work experience to academic program and career plans:
 - Knowledge and skills applied on job from previous classes
 - Knowledge and skills gained on job related to upcoming classes
 - Relation of experience to career plans
- Learning Objectives

E. Evaluation and Exit Interview

A formal evaluation of your work term performance takes place at the end of each work term. Your employer will complete the “Employer’s Evaluation of Co-op Student” and return it to us before the beginning of the next semester.

Please note that a completed evaluation is required by your faculty or department for each four-month work experience. Even if you have submitted an acceptable work term report, a “P” grade cannot be assigned on your transcripts unless an acceptable employer evaluation is received.

Your supervisor may meet with you at the end of the work term to discuss the formal evaluation. This exit interview provides valuable feedback to the employer about your perspective on the work experience as well.

SECTION SIX

Work Term Report

The work term report demonstrates your ability to integrate theory and practice, to analyze a problem, to study a topic, and to communicate ideas effectively. It should be written as if you were a full-time employee who was assigned this report.

A. Communicating Your Ideas

- Express your ideas succinctly.
- Each new idea or argument should begin a new paragraph.
- Prepare an outline.
- If you use acronyms or technical terms, define them.
- Use tables and illustrations to enhance your arguments.
- Repeat important ideas to emphasize them.
- Use a dictionary and a thesaurus to ensure that your choice of words clearly expresses your ideas.
- Double space the report.

B. Topic

Often your work will provide a suitable topic. For example, you may have been involved in a research project on the job. In this case, defining the research question, explaining the experiment and methodology, analyzing the results, and determining the conclusions will provide the basis for a work term report. Or you may have been involved in the analysis and solution of a problem--definition of the problem, analysis of the situation and alternatives, and determination of conclusions and recommendations all provide the basis for a work term report.

If the topic does not flow easily from your work, look back at the academic theories you have studied, using your job experiences to illustrate them. Perhaps you could evaluate a policy or procedure of your employer using evaluation techniques learned in your academic semesters.

If your job provides little fuel for a work term report, prepare a report on an unrelated subject, perhaps a library project. This alternative, a last resort, should be approved by your Faculty Co-ordinator. Whatever your topic, begin work on your report early in the work term.

The work term report is NOT a "What I did on my work term" record or diary. The length of the report is immaterial. The important thing is to cover your topic well.

C. Format*

1. Letter of Submission addressed to your Academic Co-ordinator—a brief outline of the report and its connection to the work term, acknowledgement of assistance from supervisors or peers, and the work term that the report covers.
2. Title Page—the topic, your name and student number, and work term number.
3. Table of Contents—the various sections of the report and corresponding page numbers.
4. Executive Summary—a concise statement of the analysis conducted, methodology chosen, conclusions, and recommendations. Prepare the summary after the report is complete, taking the perspective of a reader.
5. Body of the Report—introduction (the reasons for selecting the topic and/or the definition of the problem that you are analyzing); methodology and analysis (the process you have chosen to gather or analyze data); conclusion and/or recommendations (the outcome of your analysis).
6. Appendices (optional)—any other information relevant to your analysis.
7. Bibliography—list of any books, articles, or other sources of information cited.

CI. Note: Business Administration and Arts require a different format. Refer to the Forms section of the Co-op website: <http://www.uregina.ca/cesl>

D. Evaluation of Work Term Reports

The evaluator will assess your report according to the format described above. The evaluator will also assess over-all graphic appearance of the report, grammar and spelling, clarity, suitability of topic, accuracy, thoroughness, and avoidance of plagiarism.

Work term reports are graded Pass (P) or Fail (F). To obtain academic credit for a work term, you must receive a satisfactory evaluation of your work term report. Also, you must have completed the requirements of your employment as evaluated by your employer, the Co-op Office and the Faculty Co-ordinator.

If your work term report has been deemed unsatisfactory, you may revise and re-submit it to receive a passing grade. The time limit to resubmit varies with faculties; normally one month will be the maximum.

SECTION SEVEN

Frequently Asked Questions

What do I do if . . .

I'm not getting paid?

Speak with your supervisor or call the Co-op Office immediately.

I'm being harrassed?

Call the Co-op Office immediately. Also see Page 17 of this Handbook for a definition of harrassment and more information on what to do if you're being harrassed.

My hours are cut back so I'm not full-time?

Co-op is a full-time program. Call the Co-op Office immediately.

There's a labour dispute at my workplace?

Unless you're unionized, report for work as usual. See page 17 of this Handbook for more details.

My employer would like me to stay on for another work term?

Please contact your Co-op Coordinator

I need time off for personal problems, such as a death in the family?

Contact your supervisor.

My employer requests a confidential work term report?

The employer must send a request in writing to your Faculty Co-ordinator.

I'm living away from the University and I have to register for classes for next term?



Register online if you can, otherwise contact your Faculty to make the arrangements.

My employer wants to turn the Co-op job into a full-time position?

Say no! The employer is ethically bound to honour your university commitment.

My employer asks about other Co-op students?

Do not release specific information on other Co-op students. Refer the employer to the Co-op Office.

No one has contacted me about a Job Site Visit?

Call the Co-op Office if by the midpoint of your workterm a job site visit has not been arranged.

I don't know where to live during my workterm located outside Regina?

Speak with your new employer or talk to your Co-op Coordinator.

SECTION EIGHT

Forms

These forms located on our website will assist you with your participation in the Co-op Program.

Go to the Co-op home page, www.uregina.ca/cesl

Click on:

“Co-operative Education & Internships”

“Students”

“Current Students”

“Forms”

- Application for Re-admission
- Cover Page
- Cover Page Co-op Office Copy
- Job Site Information Form

- JSV – Learning Skills Summary
- Employer’s Evaluation of Student Form
- Student’s Evaluation of Work Term
- Arts Work Term Report Requirements
- Business Admin Work Term Requirements
- Engineering Work Term Requirements
- Science Work Term Report Requirements