



FACULTY OF
GRADUATE STUDIES
& RESEARCH

Policy for the Creation of Graduate Work Term Courses

Faculty of Graduate Studies and Research
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Units may choose to create graduate-level Work Term Courses, this document details the requirement for these classes. In the first section we give suggested course descriptions for Graduate Co-op Work term. The second section states the requirements for these courses and the final section are suggested optional conditions units may want to add to their graduate work term courses.

1. Course Descriptions for Graduate Work Term Courses

XXXX 601 Graduate Co-op Work Term I (6 credit hours)

This is the first one semester graduate work experience placement for graduate students in XXXX. To register in this class a student must be in good standing and enrolled full-time in a Master's program in XXXX. A student who completes both XXXX 601 and XXXX 602 will have the designation "Co-operative Education" added to their degree.

Prerequisite: two graduate level classes.

XXXX 602 Graduate Co-op Work Term II (6 credit hours)

This is the second one semester graduate work experience placement for graduate students in XXXX. To register in this class a student must be in good standing and enrolled full-time in a Master's program in XXXX. A student who completes both XXXX 601 and XXXX 602 will have the designation "Co-operative Education" added to their degree.

Prerequisite: XXXX 601.

2. Required Conditions for Graduate Work Term Classes

1. Any Graduate Work Term class will be graded as a credit/no credit course.
2. Any Graduate Work Term course will be 6 credits (and thus counts for full-time registration).
3. Graduate Work Term courses will not replace courses or requirements in a student's program.
4. Graduate Work Term classes are only available for Masters students, not PhD students.
5. Students will pay tuition or a fee to participate in the co-op program. Tuition will be assessed in the semester in which the student is registered in their work term equivalent to the undergraduate co-op fees, plus all mandatory student fees, as well as the international surcharge where applicable.
6. Students who have completed all formal credit hours of their graduate degree program are not eligible to take a Graduate Work Term course. Students cannot take a Graduate Work Term course in their final semester of study or if they are registered in the Maintenance of Status course.
7. Students need special permission to take additional classes while enrolled in Graduate Work Term classes.

3. Suggested Conditions

1. Units may add additional prerequisites for these classes. We suggest that if a unit want to have a grade requirement (beyond being in good standing) that the requirement be a minimum CGPA (as opposed to a minimum grade in every class, or a minimum grade in a set number of classes).



2. If a unit requires students to submit a work report or give a presentation, then this should be part of the course description.
3. We recommend that the conditions placed on students to do a co-op work-term should be satisfied before they look for a job. This is to avoid having a student refused for co-op after they have secured a job.