



ADMISSION OFFER
Arts Co-op and Science Co-op
2009-2010

August 20, 2009

In accepting admission into the Arts Co-op or Science Co-op at Wilfrid Laurier University, I agree to meet the following terms:

1. Eligibility

- I am:
- eligible to work in Canada.
(If I am at Laurier on a **study permit**, I agree to meet with the co-op staff member responsible for international students to review the process for obtaining a work permit; complete any forms required to request the work permit; pay any costs that may be associated with requesting or obtaining the work permit; and accept the terms of the work permit.)

2. Academics

- I will:
- meet all academic requirements of my honours program as specified in the Laurier Undergraduate Calendar.
 - meet all requirements of the Co-op Office, as outlined in this admission offer.
- I acknowledge that:
- I will be withdrawn from the Co-op Option immediately if course failures prevent me from being able to meet the progression requirements specified in the Undergraduate Calendar, even if I have already completed all my work terms.
 - if I am found guilty of academic misconduct, I will be removed from the Co-op Option and will be ineligible for any refund of the co-op fee.
- Exception:
- if I have accepted an approved work term position before failing courses, I am expected to honour my commitment to the employer, but my status will be under review until the appropriate department has determined whether I may continue.
- I understand that:
- I must continue to be enrolled full-time in my honours program.
 - I must graduate with an honours degree in Arts or Science.
 - I must complete two approved work terms and meet all the requirements of co-op before graduating to receive the Co-op Option designation on my degree.

Field Placements

- I understand that:
- I may not count course requirements such as field placements, archaeological digs and participation hours as co-op work terms, just as work terms may not be counted as course requirements. (There may be exceptions granted by the Co-op Office and the department.)

Varying Work Terms (see Work Terms also)

- I acknowledge that:
- limited opportunities are available for me to vary my work and study terms from the established sequence, and to do so I must receive approval from the appropriate department and the Co-op Office; this may place restrictions on my participation in co-op and may limit my course selections..
 - if varying my work term sequence, it is my responsibility to contact the appropriate department to pre-register for courses.

Record of Marks

- I will:
- allow the Co-op Office to review my academic record, monitor my academic performance and obtain a record of my courses for employers.
- I authorize:
- the Co-op Office to disclose any information related to my marks to employers.
- I will not:
- amend any of the grades listed in my record of marks.
 - misrepresent myself by submitting an inaccurate record of marks.
- I understand that:
- the Co-op Office will report any infractions to the dean of my department.
 - if I am found guilty of academic misconduct, I will be removed from co-op and will be ineligible for any refund of the co-op fee.
 - marks are uploaded to Navigator (the co-op computer system) from the Registrar's Office through LORIS.
 - employers will have access to my marks as they appear on LORIS.
 - only the Registrar's Office can make changes to my grades; changes made on LORIS will appear on Navigator.
- Exception for transfer students:**
- I understand that:
- if I am a transfer student, the Co-op Office will send me an approved version of my marks from my previous institution.
 - it is my responsibility to include this version of my record of marks with my resume, every time I apply to a co-op job posting.

Recruiting

- I understand that:
- participating in co-op may limit my ability to participate in the on-campus graduate recruiting program during the fall term of my final year.

Exchanges

- I understand that:
- participating in co-op may limit my ability to participate in international academic exchanges.
 - the duration and timing of my work terms cannot be varied to accommodate international academic exchanges where the dates of terms differ from those at Laurier.
 - I am not eligible to begin a work term after an international academic term unless I have confirmed employment before my departure.
 - participating in an international academic exchange may require a leave of absence from the Co-op Option and may delay my graduation.
- if I am unable to gain access to Navigator, it is my responsibility to secure the assistance of another student to submit my applications to the Co-op Office by the deadline.

Scholarships

- I understand:
- that taking a course while on a work term could make me ineligible for certain scholarships.
 - it is my responsibility to investigate my eligibility with Students Awards.

3. Student Participation

Preparation

- I agree to:
- consult the co-op website regularly for instructions on participating in co-op.
 - participate in information sessions, the job posting and interview process, work term visits, and back-to-campus meetings.

Communication

- I agree to:
- check Navigator regularly for notices, appointments, job postings and interview schedules.
 - use only my Laurier e-mail account when communicating with the Co-op Office, check this account regularly for messages from the Co-op Office, and list my Laurier e-mail address on my résumé.

Release of Identity

- I authorize:
- Wilfrid Laurier University to use photographs of me, and information about my work terms, when promoting the Co-op Option or the university.
 - the Co-op Office to post my name or student identification number on bulletin boards and Navigator when notifying me about interviews, appointments, employment results, and other information related to co-op.

4. Work Terms

Approved Positions

- I understand:
- that I must obtain a work term position approved by the Co-op Office to continue in co-op.

Honouring Commitment

- I will:
- honour my commitment to the employer upon accepting any approved position.

Applications

- I will:
- use an approved résumé when applying to co-op employers.

- I will not:
- provide false or misleading information in my application documents.

Job postings

- I understand that:
- the Co-op Office will obtain and post positions and help me conduct a job search.
 - there is no guarantee that I will obtain an approvable position or that positions will meet my expectations.
 - I must apply actively to job postings each work term until I have secured employment.
 - if I fail to secure employment, I will be ineligible to continue in co-op. (Exception: Students who have applied actively may be eligible to defer their first work term.)
 - the Co-op Office reserves the right to establish a limit for the minimum number of job postings to which I **must** apply, and for the maximum number of job postings to which I **may** apply.
 - the Co-op Office reserves the right to limit the types or locations of jobs to which I may apply, if I have declined to rank or interview for similar positions or locations.
 - if I fail to secure employment, I will be ineligible to continue in co-op. (Exception: Students who have met all the application targets set by the Co-op Office may be eligible to defer their first work term.)

Employers

- I understand that:
- I must obtain permission from my co-op co-ordinator before contacting any employer who is listed in the co-op database.

- I will not:
- provide anyone with access to Navigator or to co-op employers or to co-op job postings.
 - refer anyone directly to participating co-op employers for any type of positions that might have an impact on opportunities for co-op students.

Interviews

- I agree to:
- be available for interviews during the on-campus interview period, and attend all interviews for which I am scheduled.

I will: • provide employers with factual and accurate information during interviews.

I will avoid: • scheduling off-campus interviews (through my personal job search) during the on-campus interview period, if I have applied for positions with employers who participate in the employer ranking process.

Security Checks

I understand that: • some employers make their job offers conditional upon reference checks, drug tests, or a security clearance.
• a security clearance may reveal that I have been charged with an offence even if the charges have been dropped, or that a peace bond has been issued against me even if it has expired.

Rank/Match Process (Employer Ranking Process)

If I choose to apply for positions with employers who participate in the employer ranking process:

I will not: • communicate with employers between interviews and the time I submit my rankings.

I agree to: • submit my completed employer rankings through Navigator by the deadline; if I fail to do so I will not be included in the match and my co-op status may be reviewed.

I will: • accept any position I obtain through the employer ranking process.

For Students with a Disability

I understand that: • it is my responsibility to inform my employers of any accommodations I need as a result of my disability.

Salary

I understand that: • the Co-op Office cannot guarantee the accuracy of salary information it receives from employers.

Length of Work Term

I acknowledge: • that I am expected to work for my co-op employer throughout the entire work term.

I will: • start and end my work term on the dates specified as the beginning and ending of term.

I acknowledge: • that I must obtain approval from the Co-op Office before attempting to vary these dates.

I will not: • ask employers for vacations during work terms.

I will: • inform the Co-op Office as soon as possible of any situation, including illness, which necessitates my absence from work for more than three days.

I understand that: • I may have to delay graduation to meet my work term requirements if I am approved to leave a work term early due to extenuating circumstances such as a death in my immediate family or a serious health issue.

Accommodation

I understand: • that I am responsible for obtaining accommodation if I need to relocate for a co-op position.

Varying Work Terms (see Academics also)

I acknowledge that: • I may not seek a work term after the last academic term, unless the Co-op Office approved an exemption. (Exemptions may be given to students who fail to secure a position in the first work term, despite having applied actively to job postings, or who have extenuating circumstances related to a serious health issue or a death in their immediate family.)

- completing a work term after my last academic term will delay my graduation.
- I may not complete more than one four-month work term after my last academic term.

Work Term Reports

- I understand that:
- I must meet the deadline for submitting my work term report, and I must achieve a rating of at least “satisfactory.” (Instructions are provided on the co-op website.)
 - if my report has been rated ‘unsatisfactory,’ I must submit a revised report.

Liability

- I acknowledge that:
- it is ultimately my responsibility to obtain work term positions.
 - the university will not be held liable if I do not obtain an approvable position.
 - the university will not be held liable for any agreements established or breached with my employer, including salary, benefits or a job offer.
 - the university will not be held liable for any expense, personal injury, or loss or damage of personal property arising while seeking employment or during a work term.

Performance Evaluation Forms

- I authorize:
- the Co-op Office to release information from my performance evaluations to prospective employers at their request, including overall ratings of my performance.

Performance

- I recognize that:
- I must obtain an overall rating of at least "satisfactory" on each performance evaluation to remain in the Co-op Option.
the Co-op Office will review my status if I quit, or if my employer dismisses me, or if I receive an overall rating that is less than “satisfactory,” and that I may be withdrawn from co-op as a result.
 - I may be withdrawn from co-op even if I have completed the minimum number of weeks required for a work term before being dismissed by my employer.

Conditions

- I acknowledge that:
- once I have accepted an approved position, all conditions apply whether I obtained the position through my own efforts or through a referral from the Co-op Office.

5. Co-op Fees

- I agree to:
- pay the co-op fee for each academic term, according to the fee schedule on the co-op website.
 - pay the first term fee at the Business Office within two weeks of the co-op acceptance deadline.

- I understand that:
- the Business Office will bill me for interest charges if I fail to meet these deadlines.
 - if I choose or am required to withdraw from co-op, or am temporarily suspended from co-op for contravening academic or co-op policies, no portion of my co-op fee will be refunded.
 - if I choose or am required to withdraw from co-op for reasons other than contravening co-op policies, the Business Office will refund the fee on a pro-rated basis, as outlined in the fee schedule on the co-op website.
 - if I choose to withdraw, I must submit a co-op withdrawal form to avoid being billed for a subsequent term.
 - the co-op fee is **not** a placement fee, and is therefore payable whether or not I obtain an approved work term position.

6. General Rules

Confidentiality

- I agree to:
- use discretion and maintain confidentiality when discussing my co-op employers, their organizations and their customers or clients with anyone other than Laurier Co-op staff members.

Rules and Regulations

- I agree to:
- abide by rules, regulations, and policies set by the Co-op Office and my employers.
 - abide by ethical and legal guidelines, including but not limited to those concerning use of computers.

- I understand that:
- the Co-op Office will review my status if I fail to comply with any of the conditions in this document, and that the maximum penalty for failing to comply is my withdrawal from the Co-op Option.

7. Terms

- If you do not understand **all** the terms of participation, please ask a co-op co-ordinator to clarify **before** signing this form.
- The co-op website contains the most current, official version of this admission agreement.

I accept the offer of admission into the Arts Co-op or Science Co-op Option. I have read the conditions of acceptance, understand them, and agree to meet the conditions.

Signature: _____

Date: _____

I do not accept the offer of admission into the Arts Co-op or Science Co-op Option.

Signature: _____

Date: _____

Please print the following information:

Name: _____

Student ID number: _____

Mailing address: _____

Phone number(s): _____

Laurier e-mail address: _____