

July 20, 2009

In accepting admission into the Business and Economics Co-op Option 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 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- I will be withdrawn from the Co-op Option immediately if course failures prevent me from being able to meet the progression requirements specified in the Undergraduate Calendar,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 School of Business and Economics 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 Business or Honours Economics degree.
  - I must complete three approved work terms and meet all the requirements of co-op before graduating to receive the Co-op Option designation on my degree.

### Varying Work Terms (see also Work Terms)

- 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 School of Business and Economics 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.
  - 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.

- I agree to:
- maintain communication with the Co-op Office while abroad and be available for telephone interviews when selected by employers.

- I understand that:
- this may involve personal expenses.
  - all co-op regulations, including those regarding ranking and matching, still apply to me.

**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.

**Electives**

- I understand that:
- participating in co-op will limit my choice of electives during the spring terms of third and fourth years.

**Courses During Work Terms**

- I understand that:
- I may not take more than two courses during a work term.
  - taking courses must not limit my participation in co-op by restricting the geographic location of my job search or my availability during business hours.

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**Honours Economics Students**

- I will:
- Meet requirements for progression to third year by April 30 of second year.
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## BBA Students

- I will:
- complete the required and elective credits by August 31 of second year.
- I understand that:
- the Co-op Office expects me to meet my requirements for progression to third year by April 30 of second year; if I fail to do so the Business Department will require me to meet them by August 31. (See “Courses During Work Terms.”)
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## 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.
  - 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 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.

I will:

- provide employers with factual and accurate information during interviews.

## **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)**

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.

## **Salary**

I understand that:

- the Co-op Office cannot guarantee the accuracy of salary information it receives from employers.

## **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.

## **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** (also see Academics)

- I acknowledge that:
- opportunities to vary my sequence of work and study terms are limited.
  - only the first 30 students who submit a request to the School of Business and Economics and the Co-op Office to vary their work terms will be allowed to do so.
  - I may obtain a co-op job during only **one** spring (May to August) work term.
  - I may not hold all my co-op jobs in the same season.
  - 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.

### **Intentions**

- I agree to:
- notify the Co-op Office whether I intend to return to my previous employer or participate in recruiting for the next work term by 4:30 p.m. on the first day jobs are posted.

### **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 understand:
- that employers will provide information about my performance to the Co-op Office.

- 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 accompanying schedule.
- 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.

# Business and Economics Co-op Admission Offer 2009 – 2010

## 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 Business and Economics 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 Business and Economics Co-op Option.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print the following information:

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Laurier e-mail address: \_\_\_\_\_

**Please complete this page and return it to:**

Department of Co-operative Education, Wilfrid Laurier University, Waterloo, Ontario N2L 3C5  
(519) 884-0710 ext. 4484 • Fax: (519) 884-8829 • [www.wlu.ca/co-op](http://www.wlu.ca/co-op)