



ADMISSION CONDITIONS
MBA Co-op
2009-2010

September 1, 2009

In accepting admission into the Master of Business Administration (MBA) Co-op Program 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 program as outlined in the Laurier Graduate 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- I will be withdrawn from the Co-op Program immediately if course failures prevent me from being able to meet the progression requirements specified in the Graduate Calendar, even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 Program 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 co-op status will be under review until the MBA Office has determined whether I may continue.
- I understand that:
- I must continue to be enrolled full-time in the MBA program.
 - I must graduate with an MBA degree.
 - I must complete two approved work terms and meet all the requirements of the Co-op Program to receive the co-op designation on my degree.
 - 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.
 - I may not take more than two courses during a work term.

Leave of Absence

- I understand that:
- if I wish to take a leave of absence, I must seek approval from both the Co-op Office and the MBA Office.

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 MBA Director.
 - 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.

For first work term:

- I understand that:
- 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.

For second work term:

- I understand that:
- 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.

Recruiting

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

3. Student Participation

Preparation

- I agree to:
- consult the co-op website regularly for instructions on participating in the Co-op Program.
 - 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 Co-op 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:
- that I must obtain a work term position approved by the Co-op Office to continue in the Co-op Program.

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 the Co-op Office 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. (Winter: January 4 to April 30, 2010; Fall 2010: dates to be announced.)

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.

Deferred or Varied Work Term

I understand that: • I must seek approval from the Co-op Office and the MBA Office to defer or extend a work term.
• deferring or extending a work term may limit my choice of electives.
• 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 the recruiting process 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 program.
- 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 the co-op program 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 the fall 2009 and spring 2010 terms, according to the fee schedule on the co-op website.

I understand that:

- the Business Office will bill me for interest charges if I fail to meet the payment 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 the Co-op Program 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 **an enrolment 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.
- I agree to:
- 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 Program.

7. Terms

- The co-op website contains the most current, official version of this admission agreement.

I have read the conditions of participation in the MBA Co-op Program, understand them, and agree to meet the conditions.

Signature: _____

Date: _____

Please print the following information:

Name: _____

Student ID number: _____

Mailing address: _____

Phone number(s): _____

Laurier e-mail address: _____

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