

August 27, 2009

In accepting admission into the Business and Computing Double Degree 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 double degree 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- I will be withdrawn from the Co-op Option immediately if course failures prevent me from being able to meet the progression requirements specified in the Undergraduate Calendar,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 Business Department and the Faculty of Science have determined whether I may continue.
- I understand that:
- I must continue to be enrolled full-time in my honours programs.
 - I must complete double honours degrees before graduating.
 - I must complete at least three approved work terms and meet all the requirements of co-op before graduating.
 - 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; this situation must not limit my participation in co-op by restricting the location of my job search or my availability during business hours.

Changing Programs

- I understand that:
- if I withdraw from the double degree program **before** my first work term, I may not continue to participate in co-op unless I am successful in the competitive co-op admission process at the beginning of second year, as outlined in the Undergraduate Calendar.
 - if I withdraw from the double degree program **after** my first work term, I may continue to participate in co-op **only if** I obtained in my first year at least the minimum overall GPA (including computing, business and elective courses) required to qualify for an interview in the competitive co-op admission process, as outlined in the Undergraduate Calendar, **and** I received an overall evaluation of at least "Satisfactory" from my co-op employer.

- I understand that:
- if I withdraw from the double degree program **after** my first work term and am eligible to participate in Business and Economics Co-op, doing so will delay my graduation, may limit my access to courses, and may require me to alter my sequence of academic and work terms.

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 Business Department, Faculty of Science 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 departments (Business Department and Faculty of Science) 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 deans of my departments.
 - 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.

Exchanges/Recruiting

- 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.
 - 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.

Scholarships/Electives

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

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.

- I will not:
- 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:

- 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 and 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 co-op.
- 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.
- once I have accepted employment for my fourth work term, it is no longer optional, and all conditions apply.

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 have read the conditions of participation in the Business and Computing Double Degree Co-op Option, understand them, and agree to meet the conditions.

Signature: _____

Date: _____

Please print the following information:

Name: _____

Student ID #: _____

Mailing address: _____

Phone number(s): _____

Laurier e-mail: _____