

July 20, 2009

In accepting admission into Business and Mathematics Double Degree 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 double degree program as specified by the WLU Business Department and the University of Waterloo (UW) Faculty of Mathematics.
 - meet all requirements of the Co-op Office, as outlined in this admission offer.
- I acknowledge that:
- I will be withdrawn from co-op immediately if course failures prevent me from being able to meet the progression requirements specified in the WLU and UW undergraduate calendars, 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 WLU Business Department and the UW Faculty of Mathematics 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.

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 applicable section of the WLU Undergraduate Calendar.
 - if I withdraw from the double degree program **after** my first work term, I may continue to participate in co-op **if** I obtained in my first year at least the minimum overall GPA (including math, business and elective courses) required to qualify for an interview in the competitive co-op admission process, as outlined in the applicable section of the WLU Undergraduate Calendar, **and** I received an overall evaluation of at least "Satisfactory" from my co-op employer.

Varying Work Terms (see also Deferred Work Term)

I acknowledge that:

- I must follow the sequence of work and study established for the business and math double degree program.

Exception:

- I may be granted an exception if warranted by extenuating circumstances. I must seek approval from the Co-op Office, the WLU Business Department, and the UW Faculty of Mathematics. I understand that varying my work terms may place restrictions on my participation in co-op in co-op and may limit my course selections. If allowed to vary my work term sequence, it is my responsibility to contact the appropriate departments to pre-register for courses.

If granted an exception:

- I may count only one position held in the spring term as a co-op job.
- I may not hold all my co-op jobs in the same season.

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.

Record of Marks

I will:

- allow the Co-op Office to review my academic record, monitor my academic performance and provide a record of my courses to 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.

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

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.
 - 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; 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/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 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:
- 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 understand that:
- 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 met all the application targets set by the Co-op Office 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.

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 receive my match results.
- 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 understand 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.

Deferred Work Term

- 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.

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 recognize that:
- 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 enrolment 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 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.
 - 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 co-op.

Business and Mathematics Co-op Admission Conditions 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 have read the conditions of participation in the Business and Mathematics Double Degree 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: _____

Please complete this page and return it to:

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