

**Career and Co-operative Education Service Agreement
(An agreement between Career Services and Co-operative Education)**

Contents	1
Context of the Agreement.....	2
Reporting Roles.....	2
Resource Allocation	3
Human Resources.....	3
Budget.....	3
Facilities.....	3
Space.....	3
Information Technology.....	4
Printer/Photocopier.....	4
Job Postings	4
Marketing and Promotions.....	4
Commitment to Collaboration	4
Signatures	5

Historical Information

Career Services and Co-operative Education (Co-op Office) are decentralized units at Mount Saint Vincent University. Career Services reports to the Associate Vice President (Student Experience) and Co-operative Education reports to the Dean of Professional Studies.

Career Services offers a variety of career-related services, resources and opportunities for students, employers and faculty. As a student service, all current Mount students have access to the resources available by Career Services. Co-operative Education is an academic unit that facilitates the job competition process and oversees the on-the-job performance for students completing work terms. The services and resources available by the Co-op Office are only accessible to current co-operative education, internship and practica students in specific academic programs.

Career Services underwent an external review in 2015, and one of the recommendations was that there be closer alignment between Career Services and Co-operative Education.

Context of the Agreement

With the relocation of Career Services to the McCain Centre in summer 2016 Career Services and the Co-op Office began to more formally partner on specific projects and job duties. For example, the Co-op Student Liaison began scheduling student appointments for Career Services in September 2016. Also, for an eight-month period in 2016/2017, Career Services and Co-op Office jointly oversaw an Experiential Learning Program Coordinator term position. This position demonstrated ways in which Career Services and the Co-op Office could collaborate to better support both students and employers. With the introduction of the Orbis information system, which created efficiencies for Career Services and Co-op, the two departments began working even more closely. Specifically, the two departments began using a common information system (Orbis) and the Co-op Employer Liaison began supporting employers wanting to advertise positions with students through Career Services.

With this level of collaboration between Career Services and Co-operative Education, this agreement was finalized in summer 2018 as a way to outline the service agreement and understanding between the two departments.

Reporting Roles

While Career Services and Co-operative Education work together closely, the two units continue to be decentralized. Therefore, the Career Services Coordinator continues to report to the Associate Vice President (Student Experience) and the Co-op Manager reports to the Dean of Professional Studies. The Co-op Coordinators, Employer Liaison and Student Liaison report to the Co-op Manager.

Resource Allocation

Human Resources

Co-operative Education staff provide administrative support to Career Services in two capacities:

- (1) **Appointment bookings:** The Co-op Student Liaison schedules appointments on behalf of Career Services using Orbis and Outlook.
- (2) **Job postings:** The Co-op Employer Liaison responds to inquiries from employers (via telephone, Orbis or the general Career Services email account) about advertising job opportunities through Career Services, verifies job postings submitted by employers, approves appropriate positions so they are accessible by students, and maintains employer records in the Orbis information system.

The Co-op Manager determines priorities and responsibilities for co-op staff engaged in activities related to both Co-op and Career Services (see note). Any additional requests from Career Services for further support from co-op staff will be directed to the Co-op Manager. If performance issues related to co-op staff are encountered by Career Services they should be brought to the attention of the Co-op Manager for resolution. The Co-op Manager may consult with the Career Services Coordinator, and the Dean of Professional Studies and/or Associate Vice President (Student Experience) on additional requests or issues brought forward.

Note: The Co-op Employer Liaison will be at a peak with the co-op job posting and interview process during the first six weeks of the winter semester and on occasion during the first six weeks of the fall and winter semesters. During these weeks, Career Services will be prepared to provide support with overseeing the Career Services job posting activities at the request of the Co-op Manager.

Budget

Career Services and Co-operative Education will retain independent operational budgets. However, the units may cost-share on events, activities and purchases as the Career Services Coordinator and Co-op Manager deem appropriate. The annual cost of the Orbis information system is an expense included in the university's operational budget. Any additional costs that are not specific to the modules (co-op, career or CCR) will be jointly paid for by Career Services and Co-operative Education.

Facilities

Space

Co-operative Education staff occupies the offices and work stations located in McCain Centre, Rooms 312, 313B and 313C. Career Services staff and student employees occupies McCain Centre, Rooms 306G and 306H. McCain Centre 313 is a meeting room shared between the Co-op Office and Career Services. The priority for Room 313 is co-op interviews during the peak periods each semester (the second month of each semester), and one-on-one student drop-in meetings and group workshops with Career Services during the other times. The room may also be booked by Co-op and Career Services staff for other meetings

and activities when it is available. The Employer Liaison oversees the booking of Room 313. McCain Centre, Room 313 will be named "Career and Co-operative Education" as it is a shared space and both offices will look for ways to use it collaboratively.

Information Technology

Career Services and Co-operative Education will utilize the appropriate modules available through the shared Orbis information system (co-op, careers and CCR). The sharing of the Orbis information system will include access to employer records by both Career Services and Co-operative Education staff. All parties must be mindful of possible implications by changing employer records, especially when the individual's unit is not the primary user of the given employer record.

Printer/Photocopier

Career Services and Co-operative Education staff use the printer/copier located in the McCain Centre, Room 312D. Expenses are split 80% to Co-operative Education and 20% to Career Services.

Job Postings

Any job postings received through Career Services will also be considered for co-op or internship work terms if the employer is in agreement and all criteria is met for these academic credit work terms. Positions submitted by employers for co-op and internship students will not be promoted by Career Services to the broader student population unless requested by an employer to be posted more broadly.

Marketing and Promotions

As it relates to marketing and promotions, Career Services and Co-operative Education will:

- Work with Marketing and Communications to identify ways to communicate the collaboration of services between Career Services and Co-operative Education to students and employers.
- Career Services and Co-operative Education will link to each other's websites, and both websites will be linked off of a common landing page.
- Co-operative Education staff will promote Career Services workshops and Career Counselling services to co-op, internship and practica students.
- Career Services staff will promote the possibility of enrolling in the co-op or internship programs to students from applicable academic programs, and will re-direct these students to co-op staff to discuss eligibility and process.
- Consider further opportunities to collaborate in order to concurrently and/or cross promote Career Services and Co-operative Education to students and employers.


Commitment to Collaboration

In order to examine the current levels of collaboration between Career Services and Co-operative Education, and to explore future possibilities, the Career Services Coordinator and Co-op Manager will meet once monthly. Also, the Associate Vice President (Student

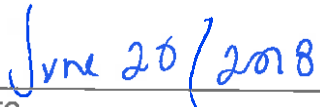
Experience), Dean of Professional Studies, Career Services Coordinator, and Co-op Manager agree to meet once per semester.

Signatures

The parties, highlighted below, agree to the above outlined service agreement. This agreement will come into effect before September 1, 2018. The agreement will be reviewed and can be revised (if necessary) at the start of the academic year or sooner at the request of one of the below signatories.



 Signature, Associate Vice President (Student Experience)



 Date



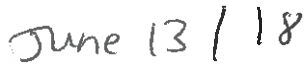
 Signature, Dean of Professional Studies



 Date



 Signature, Career Services Coordinator



 Date



 Signature, Co-operative Education Manager



 Date