

	Our Program(s) - Narrative	Supporting Materials
<p>1) Provide information about the history of co-operative education at your institution, including the list of programs which offer co-operative education.</p>	<p>The co-operative education program at Mount Saint Vincent University started in 1979 with an optional co-op program for students in the Bachelor of Business Administration program. The co-op program at Mount Saint Vincent University is one of the first in Atlantic Canada, and is the first CEWIL (CAFCE) accredited co-op program in the Maritime Provinces.</p> <p>The program later expanded to include co-op for students in the human ecology, information technology, history/information technology, public relations and tourism & hospitality management programs. Due to shifts in enrolment, coupled with the economic and employment trends, the human ecology, information technology and history/information technology programs ceased enrolment and the academic programs were discontinued. Therefore, co-op programs no longer exist for these programs.</p> <p>In 2001, the public relations co-op program changed from having an optional co-operative education component to a mandatory co-op component.</p> <p>Currently, Mount Saint Vincent University has co-operative education programs in business administration (optional co-op), public relations (mandatory co-op) and tourism & hospitality management (mandatory co-op).</p>	<p>Appendix 1</p> <p>(No appendices included)</p>
<p>2) Indicate whether your co-op organizational model has a centralized administration, decentralized administration, both centralized and decentralized (i.e., coordinators are based in the academic unit but report to a co-op director or manager), or other. Provide an organizational chart for your institution, identifying co-operative education's relationship(s) within the organization, and ensure your program's internal organizational chart is included.</p>	<p>The co-operative education program at Mount Saint Vincent University has had centralized administration since 1996. The Co-op Office reports directly to the Dean of Professional Studies. See Appendix 2a for the Faculty of Professional Studies' organizational chart.</p> <p>The Co-op Office team has five full-time staff and periodically hires co-op students and part-time student workers. The Co-op Office team coordinates the business administration, public relations and tourism & hospitality management co-operative education programs. The Co-op Office team also coordinates practica work terms for tourism & hospitality management students and internships for public policy, science communications, arts and science students.</p> <p>The manager oversees the departmental budget, human resources and performance reviews for team members, and manages the day-</p>	<p>Appendix 2</p> <p>Appendix 2a – Organizational Chart</p> <p>Appendix 2b - Career and Co-operative Education Service Agreement</p>

	<p>to-day operations of the team. The Manager is also a “working manager” who assists with co-op student and employer functions such as professional development sessions, resume reviews and work site visits.</p> <p>Two Co-op Coordinators report to the Manager, and work with co-op students and employers from all three co-op academic programs. The coordinators complete professional development sessions, resume reviews, work site visits, special event planning, assist with employer development/recruitment and coordinate various initiatives (advisory committees, recognition programs, etc.).</p> <p>One Employer Liaison reports to the manager and focuses on working with co-op employers to post positions, coordinate interviews and oversee the job offer process. The Employer Liaison also manages the recruitment of co-op employers and produces various marketing pieces (job search packages, email employer recruitment campaigns, on-campus employer visit information, etc.).</p> <p>The Student Liaison reports to the manager and acts as the receptionist for the office, assists students, coordinates student communication and collects and provides support to the employer liaison during peak periods.</p> <p>While the Co-op Office and Career Services are decentralized, the two departments have been working more closely since 2016. For example, the Student Liaison schedules student appointments with Career Services and the Employer Liaison will start posting positions through the Career Services Orbis module in September 2018. Given the partnership between the Co-op Office and Career Services, a service agreement was created and approved in June 2018. See Appendix 2b for the Career and Co-operative Education Service Agreement.</p>	
<p>3) Provide data to demonstrate the ratio of students per co-op coordinator or professional staff person</p>	<p>Two Co-op Coordinators and a manager shares the roles of supporting co-op students. The ratio of students per co-op coordinator/manager (3) is the following for the past two years:</p> <p>Fall 2018: 24 students per coordinator Summer 2018: 44 students per coordinator Winter 2018: 27 students per coordinator Fall 2017: 23 students per coordinator Summer 2017: 38 students per coordinator Winter 2017: 24 students per coordinator</p>	<p>Appendix 3 (No appendices included)</p>
<p>4) Describe and/or append a document that describes the information management system you have in place for co-op.</p>	<p>The Co-op Office uses the Orbis Co-op Portal (Career Connects) from Orbis Communications to manage the co-op job competitions and store data on students and employers. The Co-op Office and Career Services jointly invested in Orbis in 2017. The co-op portal</p>	<p>Appendix 4 Appendix 4a – Orbis/Career</p>

	<p>was launched in May 2018 and the Career Services and Co-Curricular Record portals will launch in September 2018.</p> <p>The Orbis co-op portal is an online software application that is readily accessible to computer and smartphone users through web browsers such as Google Chrome or Safari.</p> <p>The Co-op Office staff use Orbis to post jobs, arrange interviews and extend job offers. Students utilize Orbis to apply to jobs, sign up for interviews and accept/decline job offers. Employers utilize Orbis to post jobs, review applications, arrange interviews and submit job offers.</p> <p>Co-op staff also use Orbis to view information about placement statistics, see information about student participation and to generate various reports.</p> <p>See Appendix 4a for screen shots of the Orbis platform used by the Co-op Office.</p>	Connects Screen Shots
<p>5) Describe and/or append a document that describes your advisement support, such as advisory committees. If referencing an advisory committee, clarify membership (such as deans, faculty, employers, coordinators and students).</p>	<p>Employers: The co-operative education program at Mount Saint Vincent University has been in operation for nearly 40 years and during this time has created many long-term relationships with co-op employers. As such, many co-op employers provide suggestions and support to the co-op program through both informal (telephone calls, e-mails or community events) or formal (student evaluations) methods. In particular, the work site visit provides the opportunity for employers to give input about the academic curriculum and the co-op process. For example, a work site visit question asks “Are there any ways in which you think the university could better prepare our students to go out on work terms?”. The Co-op Manager shares employers’ feedback to this work site visit question with the academic departments each semester and also presents the information during academic department meetings as the feedback helps form curriculum development. See Appendix 5a for a sample email sharing the work site visit feedback to the Department of Communication Studies.</p> <p>Currently the co-operative education program does not have a need for a formal employer advisory committee, but we have many employers who we can call upon when needed on an ad hoc basis. Co-op employers assist on an annual basis with hosting the required professional development sessions for new co-op students or hosting optional professional development events for current co-op students.</p> <p>Students: In 2009, the co-operative education program developed a Co-op Student Advisory Committee. This committee was comprised of the two co-op coordinators and two students from each of the three co-operative education programs (one on-campus student</p>	<p>Appendix 5</p> <p>Appendix 5a – Work Site Visit Feedback to Academic Department</p> <p>Appendix 5b - Co-op Connector Application Form</p> <p>Appendix 5c - Co-op Connectors Website Screen Shots</p> <p>Appendix 5d - Onboarding Presentation for Co-op Connectors</p>

representative and one off-campus student representative per program). The committee met on a monthly basis from September - April. The objectives of the committee were to:

- Have a finger on the pulse of the co-op student community;
- Provide clarification and rationale about co-op processes and policies when necessary;
- Discuss upcoming events that are of interest to students, faculty, and employers;
- Gain student perspective about implementation of co-op policies, PD Sessions, etc.;
- Offer student leadership opportunities; and
- Solidify an official mechanism for input from the co-op student body.

In 2017 this co-op student committee was re-adapted to better meet the needs of co-op students and co-op staff. The student committee was re-named Co-op Connectors and the primary role of the co-op student connectors is:

- Sharing personal experiences on co-op;
- Reminding students of Moodle and Co-op Office resources for resumes, cover letters, and interview preparation;
- Offering advice on cover letters (referring to Co-op guidelines);
- Gathering feedback on Mount co-op programs, policies, resources, and professional development sessions;
- Collecting and relaying feedback from students to the Co-op Office; and
- Assisting the Co-op Office at a variety of events throughout the school year, such as Open Campus Day.

See Appendix 5b a copy of the Co-op Connector application form, Appendix 5c for a screen shot of Career Connectors webpage, and Appendix 5d for a copy of onboarding presentation for selected Co-op Connectors.

Also, similar to employers, the work site visit provides the opportunity for co-op students to give input about their academic readiness for the co-op work term. For example, work site visit questions asks "What classroom knowledge has been most useful on your work term so far?" and "Are there any ways in which your academic program could better prepare you for this work term?". See Appendix 5a for a sample email sharing the work site visit feedback to the Department of Communication Studies.

Faculty: The manager and coordinators interact regularly with the department chairs and faculty from the academic programs. Given that co-operative education is mandatory with two of the three co-op programs, this regular connection to faculty provides the necessary forum for information sharing and issue resolution. Additionally, the

	<p>Co-op Manager attends monthly meetings with the academic departments to provide input about the academic curriculum as it relates to co-op and provide updates regarding the co-operative education program. Co-op status reports are distributed to faculty prior to each department meeting.</p> <p>Finally, with the increased level of collaboration between the Co-op Office and Career Services, the Co-op Manager, Career Services Coordinator, Dean of Professional Studies and Associate Vice-President of Student Experience meet once per semester to reflect on the partnership between the departments and explore ways to further collaborate in order to better support students and employers.</p>	
<p>6) Provide marketing and promotional material samples or web links</p>	<p>The co-operative education program has a prominent presence on the Mount Saint Vincent University website. From the university's homepage, the co-op website can be accessed in three different ways:</p> <ol style="list-style-type: none"> (1) The co-op website is listed under the "Academics" link on the homepage. (2) The co-op website can be found by clicking on "Experiential Learning" on the homepage. (3) The co-op website can be found by clicking on "Employment & Careers" on the homepage. <p>Visit www.msvu.ca to view the university website homepage and see Appendix 6a.</p> <p>Visit www.msvu.ca/co-op to view the co-op website homepage and see Appendix 6b.</p> <p>Work-integrated learning, including co-operative education is also integrated throughout the <i>Viewbook</i>, a promotional piece to recruit students to Mount Saint Vincent University. For example, every academic program is profiled in the <i>Viewbook</i> and a notation is included by each program to indicate if a co-op, practicum or internship option is available. See Appendix 6c for a copy of the <i>Viewbook</i>.</p> <p>The Co-op Office attends Open Campus Day events for potential students and orientation events for new students. The Co-op Office also presents the benefits of co-operative education at high school guidance counselor symposiums.</p> <p>The Co-op Office also has one-pagers to share with prospective and new co-op students. These one-pages provide a broad overview of the co-op program, typical positions, organizations and benefits of co-op. Copies of the student one-pagers for each of the three co-op programs are included in Appendix 6d (business administration), Appendix 6e (public relations) and Appendix 6f (tourism & hospitality management).</p>	<p>Appendix 6</p> <p>Appendix 6a – Mount Saint Vincent University Website Homepage</p> <p>Appendix 6b – Mount Saint Vincent University Co-op Office Website Homepage</p> <p>Appendix 6c – <i>Viewbook</i> (Student Recruitment)</p> <p>Appendix 6d – Business Administration Co-op Student One-Pager</p> <p>Appendix 6e – Public Relations Co-op Student One-Pager</p> <p>Appendix 6f – Tourism & Hospitality Management Co-op Student One-Pager</p> <p>Appendix 6g – December 2017 Employer Newsletter</p>

	<p>The Co-op Office produces and distributes an employer newsletter and an annual report each year. Copies of the December 2017 employer newsletter and the April 2018 annual report are included in Appendix 6g and 6h.</p> <p>To inform potential employers about Mount Saint Vincent University's co-op program, employer information packages are updated each term. See Appendix 6i for a sample information package.</p> <p>The Co-op Office also has a social media presence. A co-op Facebook account is used to announce important dates, events and notices to co-op students.</p> <p>The Co-op Office stays connected with the internal university community by posting co-op related articles on the internal website. These articles pertain to upcoming events, announcements and celebrating successes such as the Mount Co-op Student of the Year and Mount Co-op Employer of the Year Awards.</p>	<p>Appendix 6h – April 2018 Employer Annual Report</p> <p>Appendix 6i – Sample Co-op Employer Information Package</p>
<p>7) Describe the process for students to be eligible for co-op and, the requirements for continuing and graduating in co-op education.</p>	<p>High school students who are admitted into the business administration, public relations and tourism & hospitality management programs must have an overall average of 70% and no individual grade below 60%. See Appendix 7a – pages 18-19 of the <i>Undergraduate Academic Calendar</i>.</p> <p>For students to begin the co-operative education program, and maintain their status in co-op, they must be a full-time student, have a CGPA of 2.0 or higher and meet the academic course prerequisites. See Appendix 7b – pages 83 (business administration), 107-108 (public relations), 191 (tourism & hospitality management) and 201-202 (co-operative education program) of the <i>Undergraduate Academic Calendar</i>.</p> <p>To graduate, co-op students must be in good academic standing and successfully completed a 23-unit degree including, three co-op work terms.</p>	<p>Appendix 7</p> <p>Appendix 7a – Academic Program Entrance Requirements in <i>Undergraduate Academic Calendar</i></p> <p>Appendix 7b – Co-op Entrance, Continuation and Graduation Requirements in <i>Undergraduate Academic Calendar</i></p>