

**PART D INSTITUTIONAL COMMITMENT CRITERIA**

Demonstration of institutional commitment to co-operative education is required. The accreditation review team looks for evidence of institutional commitment, supported by approval from the highest academic body within the institution and formal recognition of co-op in the institution's calendar (or equivalent official document). Please provide the following:

Demonstrate the commitment of your institution for co-operative education and provide samples for each of the following (with pages appended and referenced):

CEWIL CANADA Criteria	CEWIL CANADA document reference	Our Program(s) - Narrative	Supporting Materials
<p>14) A sample document generated by the institution (degree, diploma, official transcript or certificate) that recognizes successful completion of the co-operative education experience and differentiates co-op from non-co-op graduates. Having co-op recorded on the official transcript is the minimum requirement.</p>	<p>Standard D1.6-1.8</p>	<p>Co-operative education is a mandatory component for all public relations and tourism &amp; hospitality management co-op students. Co-operative education is optional for business administration students. All parchments reflect the completion of co-op. See Appendix 14a for sample parchments.</p> <p>Co-operative education students receive an academic credit for each of their three co-operative education work terms. Transcripts note the degree program as including co-operative education, and identifies each co-op work term with the academic credit associated. See Appendix 14b for a sample transcript (sample for a public relations student; PBRL 1188 is work term I, PBRL 2288 is work term II, and PBRL 3388 is work term III).</p>	<p>Appendix 14</p> <p>Appendix 14a - Sample Parchments</p> <p>Appendix 14b - Sample Transcript</p>
<p>15) Evidence of the strategic priority co-op enjoys within the institution/faculty/program.</p>	<p>Standard D 1.1 - 1.3,</p>	<p>In 2012, the Board of Governor's at Mount Saint Vincent University approved the most recent strategic plan, <i>Mount 2017: Making a Difference</i>. This strategic plan references the importance of experiential learning programs, such as co-operative education. For example, the introductory statement in the strategic plan document states: "Further, we have taken opportunities to add new academic programs built on cross-program collaboration, such as a BSc in Science Communication and a BA (Combined Major) and a BSc (Combined Major), as well as to build on our traditional strengths in areas such as Co-op Education and distance learning."</p> <p>Additionally, one of the goals in the strategic plan is "to create a teaching, learning and research environment that is both excellent and distinctive, one that is tailored to and enhances the Mount's particular character and strength". Within that goal is a strategy to "encourage the development and expansion of effective teaching and learning practices across our university". An action and</p>	<p>Appendix 15</p> <p>Appendix 15a – University Strategic Plan (<i>Mount 2017: Making a Difference</i>)</p> <p>Appendix 15b – Mount Saint Vincent University Website Homepage</p>

		<p>area of responsibility for that strategy links to co-op and the strategic plan discusses creating a Teaching and Learning Plan that will include “deep learning (including enhanced co-op and service learning opportunities)”.</p> <p>Another goal in the strategic plan is “to recruit to the Mount students who will benefit from our academic programs and services; to enhance our students’ engagement with their education; and to provide high-quality student services and facilities to support students’ academic and personal success”. Descriptions for meeting this goal include comments such as: “we will also seek further opportunities for students to participate in co-op programs, internships, service learning and international exchanges” and “expand experiential, co-op, and applied learning opportunities for our students that afford them opportunities to be involved as citizens of the broader community”. See Appendix 15a for a copy of <i>Mount 2017: Making a Difference</i>.</p> <p>Co-operative education is prominently positioned on the Mount’s website. From the homepage, the co-op website can be accessed in three different ways:</p> <ol style="list-style-type: none"> <li>(1) The co-op website is listed under the “Academics” link on the homepage.</li> <li>(2) The co-op website can be found by clicking on “Experiential Learning” on the homepage.</li> <li>(3) The co-op website can be found by clicking on “Employment &amp; Careers” on the homepage.</li> </ol> <p>Visit <a href="http://www.msvu.ca">www.msvu.ca</a> to view the university website homepage and see Appendix 15b.</p> <p>Additionally, the university supports the co-operative education program by:</p> <ul style="list-style-type: none"> <li>• providing an adequate budget to complete in-person work site visits with students and employers;</li> <li>• providing compensation for faculty to evaluate and grade work term reports/projects;</li> <li>• providing funds to employ a co-op team which allows for a sustainable co-op student to co-op coordinator/manager ratio; and</li> <li>• supporting the co-operative education manager and coordinators to be involved with the CEWIL, at both the national and regional levels.</li> </ul>	
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16) Evidence to demonstrate integration between the co-op program(s) and specific academic unit, with examples such as departmental website and brochures that show related information.

Standard D 1.1, 1.4, 1.5, 1.6

**Business Administration Co-op Program**

The Bachelor of Business Administration program is housed within the Department of Business & Tourism. Examples that demonstrate the integration between the business administration co-op program and the academic department include:

- A link to the Co-operative Education website on the Bachelor of Business Administration homepage. See Appendix 16a for a screen shot of the Bachelor of Business Administration homepage or visit: <http://www.msvu.ca/en/home/programsdepartments/professionalstudies/businessadministration/default.aspx>.
- Co-op graduate student profiles on the Bachelor of Business Administration website. Visit: <http://www.msvu.ca/en/home/aboutus/news/twinsistersvaledictoriansfall2014.aspx> for an example.
- The business administration promotional video produced in-house by the Department of Business & Tourism features the co-op program. See Appendix 16b to view this video (co-op is featured at 2:54 minutes into the video) or visit: <https://www.youtube.com/watch?v=NM5MqLgysp4&feature=youtu.be>.
- Information about the co-operative education program included in the Bachelor of Business Administration section of the *Undergraduate Academic Calendar*. See Appendix 16c for a copy of the co-operative education content within the Bachelor of Business Administration section of the *Undergraduate Academic Calendar* (p. 83).
- The Co-op Manager attends the monthly Department of Business & Tourism department meeting.

**Public Relations Co-op Program**

The Bachelor of Public Relations program is housed within the Department of Communication Studies. Examples that demonstrate the integration between the public relations co-op program and the academic department include:

- A link to the Co-operative Education website on the Bachelor of Public Relations homepage. See Appendix 16d for a screen shot of the Bachelor of Public Relations homepage or visit: <http://www.msvu.ca/en/home/programsdepartments>

- Appendix 16
- Appendix 16a – Bachelor of Business Administration Website Homepage
- Appendix 16b – Bachelor of Business Administration Promotional Video
- Appendix 16c – Bachelor of Business Administration Section of the *Undergraduate Academic Calendar*
- Appendix 16d – Bachelor of Public Relations Website Homepage
- Appendix 16e – Bachelor of Public Relations Section of the *Undergraduate Academic Calendar*
- Appendix 16f – Bachelor of Tourism & Hospitality Management Website Homepage

Appendix 16g – Bachelor of Tourism & Hospitality Management Promotional Video

		<p><a href="http://www.msvu.ca/en/home/programsdepartments/professionalstudies/Department_of_Communication_Studies/publicrelations/default.aspx">ents/professionalstudies/Department of Communication Studies/publicrelations/default.aspx</a>.</p> <ul style="list-style-type: none"> <li>• Co-op student testimonials are located on the Bachelor of Public Relations website. Visit: <a href="http://www.msvu.ca/en/home/programsdepartments/professionalstudies/Department_of_Communication_Studies/publicrelations/default.aspx">http://www.msvu.ca/en/home/programsdepartments/professionalstudies/Department of Communication Studies/publicrelations/default.aspx</a> for an example.</li> <li>• Information about the co-operative education program included in the Bachelor of Public Relations section of the <i>Undergraduate Academic Calendar</i>. See Appendix 16e for a copy of the co-operative education content within the Bachelor of Public Relations section of the <i>Undergraduate Academic Calendar</i> (p. 107-108).</li> <li>• The Co-op Manager attends the monthly Department of Communication Studies department meeting.</li> </ul> <p><b>Tourism &amp; Hospitality Management Co-op Program</b>  The Bachelor of Tourism &amp; Hospitality Management program is housed within the Department of Business &amp; Tourism. Examples that demonstrate the integration between the tourism &amp; hospitality management co-op program and the academic department include:</p> <ul style="list-style-type: none"> <li>• A link to the Co-operative Education website on the Bachelor of Tourism &amp; Hospitality Management homepage. See Appendix 16f for a screen shot of the Bachelor of Tourism &amp; Hospitality Management homepage or visit: <a href="http://www.msvu.ca/en/home/programsdepartments/professionalstudies/tourismhospitality/default.aspx">http://www.msvu.ca/en/home/programsdepartments/professionalstudies/tourismhospitality/default.aspx</a>.</li> <li>• Co-op student testimonials are located on the Bachelor of Tourism &amp; Hospitality Management website. Visit: <a href="http://www.msvu.ca/en/home/programsdepartments/professionalstudies/tourismhospitality/studenttestimonials.aspx">http://www.msvu.ca/en/home/programsdepartments/professionalstudies/tourismhospitality/studenttestimonials.aspx</a> for examples.</li> <li>• The tourism &amp; hospitality management promotional video produced in-house by the Department of Business &amp; Tourism features the co-op program. See Appendix 16g to view this video or visit: <a href="https://www.youtube.com/watch?v=I5vm8OaRV4Q&amp;feature=youtu.be">https://www.youtube.com/watch?v=I5vm8OaRV4Q&amp;feature=youtu.be</a>.</li> <li>• Information about the co-operative education program included in the Bachelor of Tourism &amp; Hospitality Management section of the</li> </ul>	<p>Appendix 16h – Bachelor of Tourism &amp; Hospitality Management Section of the <i>Undergraduate Academic Calendar</i></p>
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