Demonstration of practice and commitment to quality program delivery is required. Quality in program delivery includes standards for entry, progression, and completion of the program, preparation of students, fairness in the job competition process, quality of the paid co-op work experience, and support for learning obtained from the work term, data to support program scope.

CEWIL CANADA Criteria	CEWIL CANADA document reference	Our Program(s) - Narrative	Supporting Materials
17) Describe how students are prepared by the program(s) prior to participation in co-op work terms.	Standard E1.1	Prior to the first co-operative education work term, it is mandatory that students complete a series of co-op professional development sessions. To supplement each professional development session students have access to all of the content, along with additional sample materials and worksheets on Moodle. Also, recorded videos of the professional development sessions are posted on Moodle for students who missed the in-person professional development sessions. In preparation for co-operative education, students also work with a member of the Co-op Office (coordinator or manager) to update their resume and reference list. Students must have an approved resume and reference list before obtaining access to the co-op postings via Orbis/Career Connects. Most co-op students complete their first work term in the summer. Here is the schedule of events and professional development session topics for that time frame: • Resume Workshop (held four times during the third week in October) • One-on-one resume review process with a co-operative education coordinator/manager or the manager (first week in November to first week in December) o During the initial one-on-one meeting, the coordinator or the manager speaks with the co-op student about their co-op related goals and ways the co-op program can assist to achieve them. The coordinator or the manager also speaks with the student about their expectations to ensure they are obtainable • The *Roadmap to Success Professional Development* conference takes place the second Friday of January for the new summer co-operative education students. Topics include:	Appendix 17 Appendix 17a - Agenda for the *Roadmap to Success* Co-operative Education Professional Development Conference Appendix 17b – Student Guide to Co-operative Education

		Laying the Groundwork for Success (introduction to co-operative education provides an overview of policies and procedures) *Building Bridges: How to ace your interview* - Networking Lunch with new co-operative education students, senior co-operative educations and Co-op Connectors *Plotting the Plath Ahead: How to navigate your work term* (content includes timeline for the work term, accepting and providing feedback, common workplace issues, workplace harassment, support from the Co-op Office while on the work term, personal learning plans (objective setting), and work term reports/projects) - Co-op Employer Panel - Networking Reception with new co-operative education students and employers - See Appendix 17a for a copy of the agenda for the *Roadmap to Success* co-operative education professional development conference Prior to the *Roadmap to Success* professional development conference, new co-operative education students are also asked to review the *Student Guide to Co-operative Education* which is provides an overview of the history of the co-operative education program and the various policies and procedures (See Appendix 17b).	
18) Describe your job competition and/or job search process. Demonstrate there is equity and fairness.	Rationale #1.3 Standard E2	Once students have an approved resume and reference list and have accepted the *Co-op Terms and Conditions* document, they are granted access to job postings via Orbis/Career Connects. The Co-op Office begins communicating with co-op students about 4-5 weeks before the date of the first job postings to be sure students have ample time to obtain an approved resume and reference list. The job competition process is a direct offer process which is discussed in the *Introduction to Co-operative Education* professional development discussion during the *Roadmap to Success* conference. The direct offer process is also outlined on page 13 of the *Student Guide to Co-operative Education* (Appendix 18a). Co-op employers are made	Appendix 18 Appendix 18a – Student Guide to Co-operative Education Appendix 18b – Screen Shot of the "Employer Centre" Co-op Website Appendix 18c – Draft Email

		aware of the direct offer process through recruitment information, the "Employer Centre" portion of the co-op website. See Appendix 18b for a screen shot of the fall 2018 employer recruitment website or visit http://www.msvu.ca/en/home/programsdepartments/cooperativeeducation/co-opemployercentre/hireastudentfall2018.aspx.aspx), and the email that is sent to employers once the application deadline for their posted co-op position passes. See Appendix 18c for a copy of the email that is sent to employers once the application deadline has passed.	Sent to Employers After Application Deadline
19) Indicate the mechanisms used to ensure the institution approves suitable paid co-op work terms.	Guiding Principle 2 Rationale #1.5 Standard E3	Once a position has been submitted to the Co-op Office from an employer, it is reviewed by the Employer Liaison and a Coordinator to ensure it is a suitable co-op position. It is at that time when we determine which co-op program(s) the position is suitable for. No positions are released to co-op students via Orbis/Career Connects until it has been approved by a member of the co-op staff (most often the Employer Liaison). The "Attracting Students" portion of the "Employer Centre" of the co-op website summarizes the requirements needed from an employer to post a position for a co-op student (position description, dates of employment, confirmation of full-time hours, salary and supervisor's contact information). See Appendix 19a for a screen shot of the "Attracting Students" website or visit http://www.msvu.ca/en/home/programsdepartments/cooperativeeducation/co-opemployercentre/attractingco-opstudents.aspx. The Employer Liaison works with employers to gather all of this information before posting positions for students. A handbook of sample job postings can also be provided to employers. The Employer Liaison, and all other co-op staff, also reviews a list of questions with prospective employers that the Co-op Office has not worked with before. These questions seek to determine if the organization, supervisor and position are an appropriate fit for co-op students. These vetting questions include topics related: to the employer's understanding of the academic program and the co-op program; past experiences with mentoring a student; an in depth conversation about the work duties the employer is interested in having the student do; a discussion about the level of supervision available to the co-op student; and an overview of the co-op hiring process. The requirements for a suitable co-op work term are on page 5 of the employer recruitment handbook. The	Appendix 19 Appendix 19a – Screen Shot of the "Attracting Students" Co-op Website Appendix 19b - *Public Relations Employer Recruitment Handbook* Appendix 19c – Co-op Learning Agreement

		information required to post a co-op position makes specific mention of the salary. This handbook also provides employers with information about common job duties, average salaries and course work the students have completed. See Appendix 19b for a copy of the *Public Relations Employer Recruitment Handbook.* Once an approved position is offered to and accepted by a co-op student, they sign a co-op learning agreement, which prompts registration for the co-op work term. See Appendix 19c for a copy of the co-op learning agreement.	
20) Indicate the process required for student-developed jobs to be approved? Students are informed of the requirements for student-developed jobs.	Rationale # 1.4, 1.5 Standard E2.3	All co-operative education students are encouraged to complete their own job search while also continuing to apply for positions posted by the Co-op Office. Prior to beginning their own job search, students meet with a coordinator or manager to complete the *Job Search Agreement* form (see Appendix 20a). During this meeting students are also asked to provide a list of employers they plan to contact in order to ensure they are not approaching the same employers that the Co-op Office is working with. Students are provided with a job search marketing booklet to assist with educating employers about the co-operative education program as well as the academic program. There is a booklet for each co-operative education program. See Appendix 20b for a copy of the *Public Relations Student Own Job Search Booklet*. Students are informed during their meeting, and also indicated in the *Student Guide to Co-operative Education* and Co-op *Terms and Conditions*, that they are not able to accept a job offer until the Co-op Office approves the position. The position description, dates of employment, confirmation of full-time hours, salary and supervisor's contact information must be provided in order for a position to be approved. In 2017, 15% of all co-op placements were secured by students who completed their own job search.	Appendix 20 Appendix 20a – Job Search Agreement Form Appendix 20b - *Public Relations Student Own Job Search Booklet*
21) Describe the processes used to communicate to employers their integral role in co-operative education and that that students are engaged in paid and productive full-time work which is related to their academic and/or career objectives.	Guiding principle 2 & 4 Rational 2.1 – 2.3, 4.1 – 4. 4 Standard E3.3, 3.4, 3.6 Standard E4.2	Communicating that employers play an integral role in the co-operative education program is weaved throughout all online and print communication. For example, the recruitment page of the "Employer Centre" of the co-op website states: "Students are seeking a learning experience from you, our educational partners, and are bright and eager to learn. This partnership provides you with the opportunity to coach and mentor students to grow their experience and develop their confidence." See	Appendix 21 Appendix 21a – Screen Shot of the Fall 2018 Employer Recruitment Website

		Appendix 21a for a screen shot of the fall 2018 employer recruitment website or visit http://www.msvu.ca/en/home/programsdepartments/cooperativeeducation/co-opemployercentre/hireastudentfall2018.aspx.aspx. Also, The "Recruitment Principals" are provided in the "Employer Centre" of the co-op website. These recruitment principals outlines the responsibilities of this three-party relationship (students, employers and the post-secondary institution). See Appendix 21b for a screen shot of the "Recruitment Principals" website or visit http://www.msvu.ca/en/home/programsdepartments/cooperativeeducation/co-opemployercentre/principlesofrecruitment.aspx. Additionally, the recruitment email sent to employers each term states the necessity of work terms being full-time and paid. The employer recruitment email states: "Co-op work terms must be at least 35 hours per week for a minimum of 13 weeks; all co-op positions are paid positions". See Appendix 21c for a copy of the upcoming winter 2019 employer recruitment email. Also, once an employer hires a co-op student, they receive a hiring confirmation letter. This letter also references the role of the employer in the co-op program and the need to provide the co-op student with full-time and paid employment. See Appendix 21d for a copy of a co-op hiring confirmation letter. Upon hiring a student, the employer also receives a copy of the *Co-op Employer Handbook*. This handbook outlines various topics, including the role of the Co-op Office, employer and the student. The handbook also provides an overview of key milestones that will take place throughout the work term. See Appendix 21e for a copy of the *Co-op Employer Handbook*.	Appendix 21b – Screen Shot of the Recruitment Principals Website Appendix 21c: Winter 2019 Employer Recruitment Email Appendix 21d: Co-op Hiring Confirmation Letter Appendix 21e: *Co-op Employer Handbook*

22) Provide co-op statistics that demonstrate the scope of your program(s) in the following capacities:
  - the percentage of available students employed each work term, for the last three terms and,
  - a three-year co-op employment summary (number employed and not employed) by discipline and by employment period; and,
  - the number of students graduating with a co-op designation from the program(s) over the past three years
	Standard E1.2, 2.4, 2.5	See Appendix 22a for a summary of the requested employment and graduation statistics.	Appendix 22
			
			Appendix 22a – Employment and Graduation Statistics