

Bachelor of Public Relations (Work Experience Option)

This agreement is designed to inform students in the Bachelor of Public Relations (Work Experience Option) program about the regulations, policies and timelines associated with the work experience component of their degree.

Note: These Terms and Conditions are in addition to the regulations listed in the Mount Saint Vincent University Academic Calendar and the Student Guide to the Public Relations Work Experience Program.

ELIGIBILITY AND REQUIREMENTS

I understand that the work experience option is only for Bachelor of Public Relations students who:

- are part-time students;
- are completing the degree through distance learning; or
- have 7.5 units or more transfer credits.

All other students must complete the Bachelor of Public Relations (Co-operative Education Option).

I understand that all students in the Bachelor of Public Relations (Work Experience Option) program must complete two work experience terms (PBRL 1199 and PBRL 2299).

ACADEMIC

I understand that I must comply with the academic standards and regulations as outlined in the Mount Saint Vincent University Academic Calendar under the program description section.

I understand that it is my responsibility to ensure that I am registered for the work experience term the semester before the work experience term begins. I agree to sign a Registration Agreement once I secure a position to initiate the work term registration.

I understand that each work experience term requires 13-18 weeks of full-time paid employment in an approved position that is related to my degree of study.

I understand that when I accept a work experience term, I am committing to undertake and complete that work experience term. I understand that I may not terminate a work experience term, or change the conditions of employment, without first discussing the situation with the Co-operative Education Office. I understand that leaving a work experience term without permission results in a "Fail" for the work experience term and a dismissal from the Work Experience Program.

I understand that evaluation for successful completion of a work experience term is comprised of a) approved job description; b) minimum number of weeks worked; and c) work term report/project.

I am aware that the result of the work experience term is indicated on my academic transcript, with three possible grades (Pass, Fail and No Credit Repeat).

I understand that since work experience terms are considered to be a full-time course of study, I am not expected to take courses while on a work experience term. However, I can register for one-half unit of credit while on a work experience term. In order to take a course while on a work experience term, I must notify my employer prior to the beginning of the work term to ensure the course will not interfere with my work term. I understand the academic department will de-register me from courses should I register for more than one-half unit of credit.

I agree to alternate work experience terms and study terms according to the academic course sequencing plan prescribed by my academic department. I understand that only under specific circumstances outlined in the Student Guide to the Public Relations Work Experience Program would I be able to defer a work experience term. Application for a deferral must be made in writing to the Co-operative Education Office. Students who qualify may only defer one work experience term.

For the Bachelor of Public Relations (Work Experience Option) program:

- I agree to complete Work Experience 1 (PBRL 1199) the summer semester after I have completed between 9-11 units of study. I agree to complete Work Experience 2 (PBRL 2299) the summer semester after I have completed between 14-16 units of study.
- I understand that I may be unable to register for additional courses until I complete my work experience term following 11 units of study (Work Experience 1 - PBRL 1199) and 16 units of study (Work Experience 2 - PBRL 2299).
- Any alternations to the sequencing of the work experience terms must be approved by the Department of Communication Studies and the Co-operative Education Office.

ACCESSIBILITY SERVICES

I understand that if I am a student with a disability who may require accommodations in the workplace, I will register with the University's Accessibility Services as soon as possible.

If I am a student with a disability, I understand that I am encouraged to discuss my required accommodations with a co-op coordinator as soon as possible in order to access the information and support needed to succeed in the work experience process and in the workplace.

WORK EXPERIENCE POLICIES AND PROCEDURES

I understand that my work experience term cannot be approved until:

- I have accepted the Terms and Conditions document.
- I have submitted my job description and other relevant information to the Co-operative Education Office.

I understand that I am required to attend the Public Relations Work Experience Information Session prior to each work experience term. This information session is hosted by the Co-operative Education Office.

I understand that if I am an international student, it is my responsibility to apply for a work permit, with the assistance of Mount Saint Vincent University's International Education Centre, before working in Canada.

I understand that tuition and withdrawal fees apply to the work experience term. The work experience term costs $\frac{1}{2}$ unit of tuition and tuition fees are payable to Financial Services.

WORK EXPERIENCE REPORT/PROJECT

I understand that I must complete my work experience report/project in accordance with the guidelines provided by the academic department and the Co-operative Education Office.

I understand that the work term report/project must be submitted by the deadline(s) outlined in the work term report/project guidelines or by the deadline(s) communicated by the Co-operative Education Office and/or Work Experience Faculty Advisor.

I understand that a Work Experience Faculty Advisor will be appointed following the submission of my work experience report/project. The faculty advisor will review the work experience report/project.

I understand that if I will be using proprietary information from my employer in my report/project, I must provide a letter from my employer indicating that they are permitting me to use such resources. This letter will be attached as an appendix in my report/project.

OWN JOB SEARCH

I understand that I am required to complete my own job search in order to secure my work experience term.

I understand that my job description must be approved by the Co-operative Education Office to be eligible for my work experience term.

I agree to provide a copy of my job description, start date, end date, salary, confirmation of full-time hours, and supervisor's contact information to the Co-operative Education Office in order for the position to be reviewed for approval.

I understand that my work experience term must be related to my field of study.

I understand that my work experience term must be obtained through a paid work experience.

I understand that my work experience must be full-time employment for a minimum of 13 weeks. My work experience term must be completed during the four-month semester when I am scheduled to complete it.

I understand a work experience term must be completed through one position with one employer.

IN THE WORKPLACE

I understand that while completing my work experience term, I am representing my educational program and the University and therefore, I agree to conduct myself in a professional and ethical manner. I agree to abide by my employer's policies, procedures, guidelines and code of conduct.

I understand that as a work experience student, I am representing my employer. Therefore, I will adhere to policies and legal requirements when using the Internet and email. As a user, I will comply with the license agreements associated with computer software. I agree to use the Internet responsibly and productively while on a work experience term.

I understand that documents that I complete or have access to during a work experience term are the intellectual property of the employer. I am not entitled to accessing this information outside of the work experience term without the expressed written consent from the employer.

I understand that if I experience any serious difficulties or conflicts in the workplace throughout the course of my work experience term, I agree to attempt resolution of these issues with my co-workers and/or supervisors and to communicate with the Co-operative Education Office so they can provide support and guidance.

I have read the above Terms and Conditions of enrolment in the Bachelor of Public Relations (Work Experience Option) degree, and I agree to abide by them during my participation in the work experience program.

AND

I have read the program description section in the Mount Saint Vincent University Academic Calendar and Student Guide to the Public Relations Work Experience Program, and I agree to abide by the information in the Academic Calendar during my participation in the work experience program.

Name: _____ Signature: _____
(Please print clearly)

Date: _____

Revised: June 24, 2021