
Tourism and Hospitality Management (Work Experience Route)

This agreement is designed to inform students in the Tourism & Hospitality Management Work Experience 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 those regulations listed in the Mount Saint Vincent University Academic Calendar.

ELIGIBILITY:

1. I understand that the work experience route is only for Bachelor of Tourism and Hospitality Management students who:
 - are part-time students;
 - are completing the degree through distance learning;
 - have 7.5 units or more transfer credits; or
 - are full-time students with at least two years of full-time industry experience prior to beginning their degree.
 2. I understand that all students in the Diploma in Tourism & Hospitality Management students must complete the work experience program as part of their studies.
 3. I understand that all students in the Bachelor of Tourism & Hospitality Management (Work Experience Route) must complete two work terms (THMT 2299 and THMT 3399).
 4. I understand that all students in the Diploma in Tourism and Hospitality Management must complete one work term (THMT 2299).
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ACCESSIBILITY SERVICES:

1. 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.
 2. 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.
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ACADEMIC:

1. 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.

2. 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 to initiate the work term registration.
 3. I understand that each work experience term requires 455 working hours in an approved position that is related to my degree of study.
 4. I understand that evaluation for successful completion of a work experience term is comprised of a) approved job description; b) final work term report; and c) confirmation of hours provided in writing by the employer on company letterhead.
 5. I am aware that the results of the work experience term is indicated on my academic transcript, with three possible grades (Pass, Fail and No Credit Repeat).
 6. I understand that once I am registered for a work experience term, I have four months to complete the hours and final work term report.
 7. Should I not complete the 455 hours within four months, I will receive a grade of "IP" (In Progress) for my work experience term. I will have four additional months to complete the requirements before the grade is changed to a "P" (Pass) or "F" (Fail). Four month extensions will not be approved for the purpose of completing the work term report.
 8. For Bachelor of Tourism & Hospitality Management (Work Experience Route) Program:
 - I agree to register for Work Experience 1 (THMT 2299) the semester before I have completed between 9-11 units of study. I agree to register for Work Experience 2 (THMT 3399) the semester before 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 - THMT 2299) and 16 units of study (Work Experience 2 - THMT 3399).
 9. For Diploma in Tourism and Hospitality Management Work Experience Program:
 - a. I agree to register for Work Experience 1 (THMT 2299) the semester before I have completed between 4-6 units of study.
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WORK EXPERIENCE POLICIES AND PROCEDURES:

1. I understand that my work experience hours cannot be counted until:
 - a. I have accepted the Terms and Conditions document.
 - b. I have submitted my job description and other relevant information, and it has been approved by the Co-operative Education Office.
2. 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.
3. I understand that tuition and withdrawal fees apply to the work experience term. Each work experience costs ½ unit of tuition and tuition fees are payable to Financial Services.

4. 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.
 5. 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 term.
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FINAL WORK TERM REPORT:

1. I understand that my final work term report is submitted to the Co-operative Education Office at the end of my work experience term (last business day of the fourth month of my work term and completion of 455 hours).
 2. I understand that a Tourism & Hospitality Management Work Experience Faculty Advisor will be appointed following the submission of my work term report. The faculty advisor will review the work term report.
 3. I understand that I must complete my work term report in accordance with the guidelines provided by the academic department and the Co-operative Education Office.
 4. I understand that if I will be using proprietary information from my employer in my report, I must provide a letter from my employer indicating that he/she/they is permitting me to use such resources. This letter will be attached as an appendix in my report.
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OWN JOB SEARCH:

1. I understand that I am required to complete my own job search in order to secure my work experience term.
 2. I understand that my work experience term must be related to my field of study.
 3. I agree to provide a copy of my job description, start date, end date, salary and supervisor's contact information to the Co-operative Education Office prior to the position being approved.
 4. I understand that my work experience hours can be obtained through paid or unpaid work experiences.
 5. I understand that, if necessary, hours for each work experience term can be accumulated by more than one position and/or employer.
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I have read the above Terms and Conditions of enrolment in the Tourism and Hospitality Management Work Experience Program and I agree to abide by them during my participation in the program.

AND

I have read the program description section in the Mount Saint Vincent University Academic Calendar 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: July 12, 2021