

This agreement is designed to comply with the requirements of Nova Scotia's Freedom of Information and Protection of Privacy Act (FOIPOP). It reflects your right to privacy and permits the Co-op & WIL Centre to disclose relevant information about you to current and potential co-op employers. It also stipulates co-op regulations and policies.

It is intended to assure procedural fairness for all individuals by articulating one set of principles governing co-op students at Mount Saint Vincent University (the Mount). These Terms and Conditions are in addition to those regulations listed in your respective program description section in the MSVU Undergraduate Academic Calendar and the Student Guide to Co-operative Education.

Academic

I understand that I must comply with the academic standards and regulations as outlined in the program description sections of the Mount Undergraduate Academic Calendar.

I understand that it is my responsibility to ensure that I am registered for each co-op term. I understand that to maintain my co-op status, I must be registered as a full-time student in either an academic term or a co-op term, including before and after each co-op term.

I agree to sign a Registration Agreement with the university upon confirmation of securing employment for each co-op work term.

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

I understand that evaluation for successful completion of a co-op term is comprised of a) work site visit, b) employer evaluation, and c) work term report/project. The results of the co-op term are indicated on my academic transcript, with five possible grades [Pass, Fail, No Credit Repeat, Withdrawal, and Fail*(academic offence)].

I understand that the work term report/project requirements must be submitted by the deadline(s) outlined in the work term report/project guidelines or by the deadline(s) communicated by the Co-op & WIL Centre and/or co-op faculty advisor.

I understand that since co-op terms are considered to be a full-time course of study, I am not expected to take courses while on a co-op work term. However, I can register for one-half unit of credit while on a co-op work term. In order to take a course while on co-op, 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 co-op terms and study terms according to the academic course sequencing plan prescribed by my academic department. I understand that I can only defer a co-op term under specific circumstances outlined in the Student Guide to Co-operative Education. An application for a deferral must be submitted in writing to the Co-op & WIL Centre. Students who qualify may only defer one co-op term.

I understand that, in an optional Co-operative Education Program, I can withdraw at any time during my program, except when on a co-op term or once a co-op position has been confirmed for the subsequent co-op term. Otherwise, withdrawing from the program will result in an academic penalty. I must notify the Co-op & WIL Centre if I intend to withdraw and complete the Student Release form. I understand that a “W” (withdrawal) will be added to my transcript to reflect this change, and I will be assigned withdrawal fees as outlined in the *Student Guide to Co-operative Education*.

I understand that not meeting the academic standards for the Co-operative Education Program as published in the Mount Undergraduate Academic Calendar, or failing a co-op term, will result in automatic dismissal from the Co-operative Education Program.

Freedom of Information Protection of Privacy Act - FOIPOP

I give my consent to the Co-op & WIL Centre to disclose and release personal information consisting of my resume, unofficial transcripts, reference list, and to discuss my academic records, employment history, co-op work term performance, references and qualifications to co-op employers for the purpose of assisting me in securing and maintaining employment while I am enrolled in the Co-operative Education Program.

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.

I understand that the proposed academic accommodations that I may have requested during coursework do not automatically transfer to co-op work terms.

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

I understand that accommodations are intended to assist and support students in meeting the work term expectations, but do not change or modify the required co-op work term requirements.

To register or discuss co-op work term accommodations with MSVU Accessibility Services, book an appointment at www.msvu.ca/campus-life/accessibility-services or call (902) 457-6567.

Co-operative Education Policies and Procedures

I understand that I am required to attend and complete the Co-operative Education Professional Development (PD) Sessions. These PD Sessions are a prerequisite for my first co-op term. I understand that after my first and second co-op terms, I will be required to participate in return-to-campus activities, such as updating my resume and reference list, before being able to apply for co-op positions.

The Co-operative Education Program facilitates all co-op job offers for positions posted by the Co-op & WIL Centre. I should not accept any job offers made directly from a co-op employer until I have consulted with the Co-op & WIL Centre.

I understand that if I am an international student, it is my responsibility to apply for a work permit and a Social Insurance Number to secure a co-op term. I understand I am not eligible to begin my co-op work term without a work permit and a Social Insurance Number.

I understand that once I receive a co-op job offer, I have 24 business hours to confirm with the Co-op & WIL Centre whether I am accepting or declining the job offer (e.g., if I receive a job offer at 3:00 pm on Friday, I will have until 2:59 pm on Monday to accept). I understand that if I do not accept or decline a job offer within 24 business hours, it will count as a decline, and the offer will be released to the next ranked student.

I understand that I will be assigned a Self-Directed Job Search Status if I decline more than two job offers and/or interviews.

I understand that if I do not sign up for an interview by 9:00 a.m. the business day prior to an interview, I will be removed from the interview shortlist and it will be counted as a missed opportunity.

I understand that once I decide to accept a job offer, I must contact the Co-op & WIL Centre to cancel any additional upcoming interviews no later than two business hours before the scheduled interview time.

I understand tuition and withdrawal fees apply to each co-op term. Tuition fees are payable to Financial Services by the last business day of the second month of each co-op term.

I understand that if I wish to pursue an entrepreneurial co-op work term, I will consult with the Co-op & WIL Centre and submit the information outlined in the “Entrepreneurial Co-op Term Application” located on the co-op website.

Co-op Competition Process

I agree to comply with the open competition process and actively participate in this process until I secure a co-op work term. I understand that not securing a work term will result in having to defer it to a future semester, which may delay my graduation date. Students can only defer one co-op term; any subsequent deferral requests will result in dismissal from the co-op/academic program.

I agree to provide accurate, complete, and truthful information on my resume, cover letter and any other application materials. Additionally, I confirm that I will obtain consent from the individuals I wish to list as references, ensuring that they are aware of and prepared to support my application.

I agree to accurately represent myself during the interview and hiring process, providing honest answers of my capabilities and overall self.

I agree to meet all deadlines for co-op job postings and provide cover letters, resumes, and, where applicable, references, transcripts, and/or work samples.

I understand that I must be on campus to participate in the interview process until I have secured an approved co-op work term.

I understand that participation in the Co-operative Education Program may require me to apply for and accept positions anywhere in Canada in order to secure a position. Once I have accepted a position, I understand that I will be responsible for the necessary travel expenses to relocate, as the employer does not typically subsidize these costs.

I understand that co-op terms are paid employment and reflect the organization's salary scale and the student's level of experience. I understand that co-op terms are a minimum of 13 weeks in duration, a minimum of 35 hours of paid employment per week, and continuous employment with one organization.

I understand that I am committed to the position once an offer has been accepted, either verbally, electronically or in writing. I understand that, at this point, I am no longer eligible for other co-op opportunities for this term.

In the Workplace

I understand that it is my responsibility to request two copies of my signed contract from my employer at the beginning of my co-op term, retaining one copy for myself and forwarding the other copy to the Co-op & WIL Centre.

I understand that while on a co-op term, I am representing my educational program and the University and therefore agree to conduct myself professionally and ethically. I agree to abide by my co-op employer's policies, procedures, guidelines and code of conduct.

I understand that as a co-op student, I am representing my co-op 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 during my co-op term.

I understand that documents that I complete or have access to during a co-op term are the intellectual property of the employer. I am not entitled to access this information outside of the co-op 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 co-op term, I agree to attempt resolution of these issues with my co-workers and/or supervisors and to communicate with the Co-op & WIL Centre so they can provide support and guidance.

I understand that if my co-op term is interrupted (e.g., layoff), the University will make every effort to ensure alternate arrangements so that I can receive academic credit for my co-op term. I understand that the University does not accept responsibility for lost earnings.

Own Job Search

I agree to allow the Co-op & WIL Centre to solicit positions on my behalf and agree not to solicit positions from a co-op employer directly on my own behalf. I will advise the Co-op & WIL Centre if I pursue my own co-op position, and I will sign the Job Search Agreement form.

If I secure my own co-op position, I understand that the Co-op & WIL Centre must approve the position. A job description, start and end dates, confirmation of hours, salary and the employer's contact information must be submitted for approval before I accept the position.

I understand that submitting false or dishonest job information to the Co-op & WIL Centre is an academic offence. An academic offence can result in an F* grade for the work term. I understand that information about academic offences can be found in the MSVU Undergraduate Academic Calendar.

I understand that the Co-op & WIL Centre has the right to contact employees at the organization to validate my position when I secure a work term through my own job search.

I understand that if I secure my own co-op work term, I am committed to this position once an offer has been accepted, either verbally or in writing. I understand that, at this point, I am no longer eligible for other co-op opportunities for this term.

I have read the above Terms and Conditions for enrollment in the Co-operative Education Program, and agree to abide by them during my participation in the Co-operative Education Program. I understand that failure to comply with any of the above can result in my being required to withdraw from the Co-operative Education Program.

AND

I have read the information in my respective program description section in the Mount Academic Calendar and the Student Guide to Co-operative Education, and I agree to abide by this information during my participation in the Co-operative Education Program. I understand that failure to comply with any of the above can result in my being required to withdraw from the Co-operative Education Program.

Name: _____ Signature: _____
(Please print clearly)

Date: _____

Revised: June 12, 2025