



# Faculty of Science Student and Employer Co-operative Education and Internship Program

## Student Contract 2018

### Outline

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### 1. Internship and Co-op Preparation

#### Actuarial Science

- Prior to being placed on a work term I will meet the following conditions to my admission:
  - I will maintain a 2.70 GPA in the field of Actuarial Science, or 3.30 GPA if enrolled in the honours program.
  - I will successfully complete: STAT 321, STAT 323, ACSC 325, ACSC 327.
  - I will complete at least 48 units appropriate to the Actuarial Science degree..
- I am legally permitted to work in Canada, and if I am an international student I will obtain a [work permit](#). I acknowledge this will take 2-7 weeks and it is my responsibility to secure a work permit prior to a work term.

X

Initial

### Applied Chemistry

- Prior to being placed on a work term I will meet the following conditions to my admission:
  - I will maintain a minimum of a 2.70 GPA in the courses listed below, or 3.30 GPA if enrolled in the honours program.
  - I will successfully complete: CHEM 201, CHEM 203, CHEM 351, CHEM 353, CHEM 311, CHEM 315, CHEM 331, CHEM 333, PHYS 221, PHYS 223, MATH 265, MATH 267.
- I am legally permitted to work in Canada, and if I am an international student I will obtain a [work permit](#). I acknowledge this will take 2-7 weeks and it is my responsibility to secure a work permit prior to a work term.

X

Initial

### Ecology

- Prior to being placed on a work term I will meet the following conditions to my admission:
  - I will maintain a 2.30 cumulative GPA or a 3.30 GPA if enrolled in the honours program.
  - I will successfully complete: BIOL 311, BIOL 313, BIOL 331, BIOL 371, BIOL 315, CHEM 351.
  - I will have a minimum second year standing.
- I am legally permitted to work in Canada, and if I am an international student I will obtain a [work permit](#). I acknowledge this will take 2-7 weeks and it is my responsibility to secure a work permit prior to a work term.

X

Initial

## Computer Science

- Prior to being placed on a work term I will meet the following conditions to my admission:
  - I will maintain a 2.50 GPA in the field of Computer Science or a 3.30 GPA if enrolled in the honours program.
  - I will successfully complete: CPSC 313, CPSC 319 or 331, CPSC 355, SENG 300, PHIL 279 or 377, and an additional 18 units in the field number 300 or above.
  - I will complete a minimum of 75 units appropriate to the Computer Science degree.
- I acknowledge that as a computer science student I must secure a work term that is 12-16 months **consecutively**.
- I am legally permitted to work in Canada, and if I am an international student I will obtain a [work permit](#). I acknowledge this will take 2-7 weeks and it is my responsibility to secure a work permit prior to a work term.

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Initial

## 2. Interview and Resume etiquette

- I will ensure that my resume and cover letter is up to industry standards through utilizing the resources provided by [Career Services](#).
- I will prepare for every interview that I have through researching the company or organization so I can participate in the interview confidently and professionally.
- I acknowledge that I am representing the University of Calgary and as such will conduct myself in a professional manner.
- I acknowledge that once I accept a position, either verbally or in writing, I must respect that commitment and withdraw from any further interviews.
- I understand that it is my responsibility to schedule a “Transition to the Workplace Meeting” with the Co-operative Education/Internship Coordinator at least two weeks prior to my start date.

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Initial

### 3. Restrictions and Responsibilities of Employee (Student)

- I will familiarize myself with the Co-operative Education and Internship Student Handbook. I understand that it is my responsibility to inform myself regarding the requirements of the Program.
- I understand that the Co-operative Education and Internship Program is cyclical in nature and adheres to academic terms. I understand that I cannot accept job offers that do not adhere to the academic cycle as this infringes upon the academic integrity of the program.
- I will carefully review all aspects of Employment Offer prior to acceptance. I will understand all conditions, responsibilities, and expectations of the Employment Offer before accepting it.
- I acknowledge that once I accept an Employment Offer I must honour the commitment and satisfy all requirements of the employers offer. I acknowledge that it is not permitted to renege on an Employment Offer that I have accepted either verbally or in writing. If I renege an offer I may be removed from the Co-operative Education and Internship program.
- I acknowledge that participating in the Co-operative Education and Internship program will impact my program and length of program.
- I acknowledge that I must return to the University of Calgary for a minimum of one full academic term (defined as 9 units).
- I acknowledge that once I have secured a work term I will take responsibility to contact the Co-operative Education and Internship Team and schedule a “Transition to Workplace” meeting. I acknowledge that this is a mandatory meeting and I will not be registered in my INTE/COOP course until the meeting is completed.
- I acknowledge that I have read and reviewed the [Academic Calendar](#) and the regulations outlined.

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Initial

### 4. Information Availability

- I understand that I will need to release my resume, cover letters, transcripts, and other relevant information to prospective employers to secure an Internship or Co-operative Education position.
- I understand that I must write a Work Term Report and have my employer read and review it, and sign an Employer Release form. I understand that it is my responsibility to supply my employer with my report and the form in a timely manner so both can be completed and submitted by the designated deadline.

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Initial

## 5. Ongoing Communication

- As per University of Calgary policy, I understand that the Faculty of Science Co-operative Education and Internship Program will communicate with me using **only** my “@ucalgary.ca” email address. It is my responsibility to check this account regularly.
- I will respond promptly to any requests that relate to the Faculty of Science Co-operative Education and Internship Program.
- I will promptly notify the Faculty of Science Co-operative Education and Internship team regarding any changes of my work eligibility or work status.
- I understand that it is my responsibility to contact the Faculty of Science Co-operative Education and Internship team if I am having issues regarding coursework, deadlines, etc. prior to the deadline.
- I will keep my Work Term Record up to date in CareerLink and record any changes that may occur regarding my supervisor, contact information, and work location.
- I understand that if any issues arise with my supervisor, work place environment, or work-related involvement that require further assistance and advice I will contact the Faculty of Science Co-operative Education and Internship team immediately.

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Initial

## 6. Professionalism and Workplace Behaviour

- I acknowledge that while participating in a Co-operative Education or Internship placement I am representing the University of Calgary and will conduct myself as a professional at all times.
- I understand that if I do not receive formal orientation or training period, it is my responsibility to orient myself.
- I understand that I must communicate with my supervisor and ask questions for clarification on expectations and responsibilities if I am not clear.
- I will strive to understand my organizations culture, values, and work methodology.
- I will be a team-player and perform my role in a professional and ethical manner.
- I will contribute my skills and knowledge to achieve work objectives.

- I understand that inadequate communication leads to most workplace misunderstandings. I will ensure that I communicate clearly and efficiently in an appropriate manner to understand any situation I am in and to work to resolve and understand any misunderstandings.
- If a serious issue develops between me and my supervisor or another employee I will seek further assistance to resolve the issue immediately. This may entail proceeding with the organization's Human Resources professionals or contacting the Faculty of Science Co-operative Education and Internship team for guidance.
- I acknowledge that it is my responsibility to keep my supervisor informed regarding Co-operative Education and Internship requirements, deadlines, and documentation that require the supervisor's involvement such as Learning Objectives and Site Visits.

X

Initial

## **7. INTE/COOP Course Work**

- I acknowledge that I must complete a Work Term Record, Learning Objectives, Site Visit or Site Visit Assessment, and a Final Work Term Report for each required work term.
- If I secure a fourth work term I acknowledge that I must complete a Work Term Record.
- I understand that I am allowed to enroll in only one academic course (defined as 3 units) at the University of Calgary per academic term given that it does not interfere with my work term.

X

Initial

## **8. Co-operative Education and Internship Designation**

- **(for Ecology and Actuarial Science Co-operative Education students)** To receive my Co-operative Education designation I acknowledge that I must successfully complete a minimum of 12 months of work experience and a maximum of 16 months of work experience.
- **(for Computer Science Internship students)** To achieve my Internship designation I acknowledge that I must successfully complete a minimum of 12 months of

**consecutive** work experience and a maximum of 16 months of consecutive work experience.

- To receive my Co-operative Education or Internship Designation I acknowledge that for each work term I participate in I must successfully complete:
  1. A Transition to the Workplace Meeting (prior to first work term only)
  2. A Work Term Record (per work term)
  3. Learning Objectives (per work term)
  4. A Site Visit or Site Visit Assessment (per work term)
  5. A Final Work Term Report (per work term)
- Failure to complete this coursework will result in a grade of F in my COOP/INTE course and I will not receive the Co-operative Education or Internship designation
- I understand that I must return to the University of Calgary to complete a full academic term ([defined as 9 units](#)) after I complete all my work terms.

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Initial

## 9. Withdrawal

- I acknowledge that I have made a commitment to an employer and to the University of Calgary and will not withdraw unless I have been granted permission from the Co-operative Education and Internship Team and the Faculty.
- I acknowledge that permission to withdraw is only granted under cases of serious illness, domestic affliction, or academic issues.
- I acknowledge that if I withdraw without permission I will be assigned a grade of “F” in my designated INTE or COOP course and will be dropped from subsequent INTE and COOP courses, and removed from the program.
- I acknowledge that in the case of withdrawal without permission I will not be granted my INTE/COOP [designation](#).

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Initial

## 10. Acknowledgement

I have read, understood, and accepted the outlined conditions and regulations for participating in the Co-operative Education and Internship program, including the conditions and regulations outlined in "[Co-operative Education/Internship. Section 2 – Academic Regulations](#)"

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Signature

X

Print Name

X

Date