



Faculty of Arts & Science
Co-op Education & Internships



welcome to co-op

ulethbridge.ca/coop/artsci

“The people at the Co-op office helped me learn how to market myself and get into the job market, and they were always supportive and willing to answer any questions I might have. The life experience I gained from the Co-op program has been really valuable, so I encouraged my brother to do it too!

Subir & Sudipto Chowdhury
BSc (Co-op), Computer Science & GIS”

$$\frac{dx_i}{dt} = \sum_{j=1}^N x_j f_j(\vec{x}) \mu_{ij} - \phi(\vec{x}) x_i$$

University of
Lethbridge



Faculty of Arts & Science

COME ON IN

What we're all about...a general introduction

Developed in 1995 the Arts & Science Co-operative Education & Internship Program is housed within the Faculty of Arts & Science and is a member of the Canadian Association for Co-operative Education (CAFCE). According to CAFCE a Co-operative education program is one that formally integrates a student's academic studies with work experience in Co-operative employer organizations.

The Co-op student typically integrates academic semesters at their university with periods of work experience in a related field according to the following criteria:

1. Each work situation is developed and/or approved by the Co-operative Educational institution as a suitable learning situation.
2. The Co-operative Education student is engaged in productive work rather than merely observing.
3. The Co-operative Education student receives remuneration for the work performed.
4. The Co-operative Education student's progress on the job is monitored by the Co-operative Education institution.
5. The Co-operative Education student's performance on the job is supervised and evaluated by the student's employer.
6. The total Co-operative Education work experience is normally 50% of the time spent in academic study, and in no circumstances less than 30%.

Co-operative Education has gained international recognition as the preferred way to complete a degree. It creates a partnership between the student, university, and employer. The goal of the Program is to offer students a broader learning environment, opportunities for excellent work experience, and networking with employers.

Co-operative Education...

- Enables students to experience the direct application of their discipline.
- Introduces students to employment possibilities in the workplace.
- Develops research skills valuable for future work experience or graduate school.
- Encourages proactive job-search skills.
- Provides students with challenging, relevant, and fulltime paid work experience.
- Assists students in making realistic and informed career choices.
- Provides the opportunity for students to build valuable contacts with employers.
- Assists students in the transition from university to the workplace.

From theory to practice...putting Co-op to work for you

The Co-operative Education & Internships Program, at the University of Lethbridge is available to all Arts and Science majors including Post-Diploma students. Work terms can be 4, 8, 12, 16, and even 24-months in duration, beginning in September, January, or May, and may be at educational institutions, small business, industry, non-profit organizations, as well as local, provincial, or federal governments. Students must complete all degree requirements plus a minimum of three, four-month Co-op work terms (12-months) in order to graduate with a the Co-operative Education designation on their

degree/transcript, although students may choose to complete up to a maximum of six, four-month Co-op work terms (24-months).

Students who have completed degree requirements but not the minimum three Co-op work terms will be awarded their degree without the Co-operative Education designation. Any Co-op work terms completed are recorded on the student's transcript and should be added to your resume as related work experience.

All Co-op work terms, as at other universities, are graded on a Pass/Fail basis only. A letter grade is not awarded nor is academic credit towards your degree requirements given for the Co-op work term.

While on a work term students maintain **full-time** student status with regard to:

- Financial loans and scholarships
- ULSU Health & Dental Plan
- U of L registration privileges

Succeed in Co-op!

Success in the Co-operative Education & Internship Program takes hard work and determination. That means you should:

- Complete the application process as early in your program as possible (first semester - first year is great)! This enables you to prepare your resume, attend workshops, and organize volunteer experience to develop skills necessary for Co-op employment.
- Begin the career process by carefully planning your academic program and career options (contact Student Program Services, SU060, phone: 403.329.5106 or a Co-op Coordinator, AH154, Anderson Hall, phone: 403-329-2000).
- Prepare for employment by getting involved in volunteer or part-time activities related to your career goals. The Co-op Office can help you with this.
- Develop employability skills through courses, workshops, and volunteer work. Employers want students with computer, writing, critical thinking, and organizational skills. Potential employees will improve their chances of finding a job if they can demonstrate initiative and show they have strong communication, teamwork, and presentation skills.
- Utilize the Co-op Coordinators as they are an excellent source of information on the job market.

Sequencing...when should I complete my Co-op work terms?

It is advantageous if a student has completed at least ten courses toward their degree before the first Co-op work term as this means they have sufficient background to fulfill employer needs and will perform well in the workplace. Planning and preparation for a Co-op work term can take up to six-months, so remember to apply early! First year students are not only encouraged to apply... they are welcomed!

Sample Co-op Sequencing

	Fall	Spring	Summer
Year 1	Academic Term	Academic Term	Vacation
Year 2	Academic Term	Academic Term	Work Term #1
Year 3	Academic Term	Work Term #2	Academic Term
Year 4	Work Term #3	Academic Term	Academic Term

	Fall	Spring	Summer
Year 1	Academic Term	Academic Term	Work Term #1
Year 2	Academic Term	Academic Term	Work Term #2
Year 3	Academic Term	Academic Term	Work Term #3
Year 4	Academic Term	Academic Term	Vacation

	Fall	Spring	Summer
Year 1	Academic Term	Academic Term	Vacation
Year 2	Academic Term	Work Term #1	Work Term #2
Year 3	Academic Term	Academic Term	Work Term #3
Year 4	Work Term #4	Work Term #5	Work Term #6
Year 5	Academic Term	Academic Term	Vacation

Note: Sequencing will vary for Post-Diploma Students (4 academic semesters only).

How to apply...get accepted today

To apply for admission to the Co-operative Education Program there are a couple routes you can take.

Route #1:

- Schedule an appointment with a Co-op Coordinator by completing the online Appointment Request form at <http://www.uleth.ca/artsci/coop/appointment-request-prospective-student> or stop by the Co-op Office at AH154, Anderson Hall and our receptionist will schedule an appointment for you.
 - During this meeting you will be provided with information regarding how Co-op will help you achieve your career goals. Have all your questions answered and decide if Co-op is for you!
 - If you are interested in pursuing the opportunities available within the Co-op Program, you will be provided with a link to our online application form and a second "intake" appointment will be scheduled.

2. Complete the Co-operative Education Application Form online at <http://www.uleth.ca/artsci/coop/student-application-form>.
 - Submit a copy of your resume, if you have one. If not, don't worry as we will work with you to develop one.
 - If you have previous post-secondary credits, you may also upload your transcripts. This is appreciated, but not required, as we can access these for your file once you are admitted.
3. Attend your "intake" appointment (booked for you in Step 1). At this time your acceptance into the Arts & Science Co-op Program will be formalized.
 - You will be granted access to the job boards and to NING, our student social network.
 - You will be granted full Co-op status on your transcript at the onset of your first Co-op work term.

Route #2:

1. Complete the Co-operative Education Application Form online at <http://www.uleth.ca/artsci/coop/student-application-form>.
 - Submit a copy of your resume, if you have one. If not, don't worry as we will work with you to develop one.
 - If you have previous post-secondary credits, you may also upload your transcripts. This is appreciated, but not required, as we can access these for your file once you are admitted.
 - Indicate the days/times that will work for you for your first appointment with a Co-op Coordinator. This information will be reviewed and you will be contacted via email with a confirmed appointment day and time.
2. Attend your first appointment with a Co-op Coordinator.
 - During this meeting you will be provided with information regarding how Co-op will help you achieve your career goals. Have all your questions answered and decide if Co-op is for you!
 - Your application form will be reviewed and a second "intake" appointment will be scheduled.
3. Attend your "intake" appointment (booked for you in Step 2). At this time your acceptance into the Arts & Science Co-op Program will be formalized.
 - You will be granted access to the job boards and to NING, our student social network.
 - You will be granted full Co-op status on your transcript at the onset of your first Co-op work term.



***Use your smartphone to scan and apply online today!**

Post-Diploma students...you have a head start

Post-Diploma students are eligible to participate in the U of L Co-op Education Program prior to beginning classes at the University of Lethbridge. However, before you can apply for positions you must have applied for admission to the University of Lethbridge and you must contact the Co-op Office to set up an intake interview with a Co-op Coordinator (this can be conducted in person or via telephone). Please follow the steps above for admission to the U of L Co-op Program.

International students...work anywhere in Canada with your work permit

We assist International Students with acquiring a student Work Permit that allows you to accept full-time, paid, career related Co-op work terms. **Because there is additional paperwork, it is important to apply early.**

In addition to the required application forms (see “How to Apply” above), International Students are also required to complete an Application to Change Conditions or Extend My Stay in Canada form at <http://www.cic.gc.ca/english/pdf/kits/forms/IMM1249E.PDF>.

Section D “My Request” should indicate that you wish to “change conditions” for the following reason: “to participate in the Co-operative Education Program at the University of Lethbridge.” You are not required to complete Section D, 11 (“To support myself in Canada”). **Please note:** you are not required to submit an application fee.

You will also need to provide the Co-op Office with a copy of your Passport and Student Visa (we can make these photocopies for you). Once we’ve received these as well as your Application to Change Conditions or Extend My Stay in Canada form we will prepare a letter of support for your application and forward everything to Citizenship & Immigration Canada on your behalf.

Once you have received a copy of your work permit, you must provide the Co-op Office with a copy before applying for any positions.

Basis for admission...what does it take to join?

Successful admission to our program will be based on:

- GPA - minimum 2.5, which must be maintained*
- Previous employment/volunteer experience
- Employability skills and personal qualities
- An interview with a Co-op Coordinator
- Signing of the Student Agreement form

Co-op admission enables students to access the Co-op Job Board, Workshops, and apply for positions. You will be granted full Co-op status on your transcript at the onset of your first Co-op work term.

***Note:** Students who drop below this minimum GPA requirement may continue on probation at a Coordinator’s discretion.

Transferring work terms...no problem

Students transferring to the University of Lethbridge are permitted to transfer one Co-op work term from their previous institution. Please advise the Co-op Coordinator during your intake interview if you wish to transfer a Co-op work term from another institution so that we can ensure it is recorded in our system and on your U of L transcript. Students who have transferred one Co-op work term from a previous institution must only successfully complete two U of L Co-op work terms, or a total of 8-months work experience to earn the Co-op degree designation.

Great news...there is no Co-op application fee

- The only fee you will ever pay is for individual Co-op work terms that have been registered and recorded on your transcript. This fee is not due until the end of each work term giving you tons of time to earn before you pay.
- Please note: there is no fee for transfer Co-op work terms.

NOW THAT YOU HAVE BEEN ACCEPTED

You're in...so now what?

Now that you're in the program you should:

- Attend pre-employment workshops such as resume writing, interview skills, presentations and expectations in the workplace. These are offered at different times throughout each semester, so be sure to watch your email and check out NING (<http://www.ascicoop.ning.com/>) for details.
- Check the job board regularly at <http://www.uleth.ca/artsci/coop/co-op-job-board>. Jobs can be posted up to a year in advance!
- Positions will be posted throughout the year and change regularly.
- Apply for the positions that you feel you are qualified for and if you need any assistance with your application, contact us.
- Update the Co-op staff if your major(s), career aspirations, or contact information has changed. When Co-op Coordinators visit employers they will often mention University of Lethbridge students who would like to work for that particular organization. It is, therefore, important to meet with a Coordinator on a regular basis to ensure your information is current.
- Make an appointment to see a Co-op Coordinator if you have any questions. We are here to help!

You're personal student file...keeping track of your Co-op experience

Our office maintains a file for each of our Co-operative Education students. We also track, in our database, which jobs you apply for and who you've interviewed with. We do, however, need your help in keeping your information as up-to-date as possible.

Please provide us with your most current contact information each semester, as well as an updated electronic copy of your resume. You can change your information on-line at:

<http://www.uleth.ca/artsci/coop/change-contact-form-student>

The Co-op Experience...we're not just about jobs

Our office is committed to making you the most competitive applicant possible. In order to do this we offer a series of workshops, online resources and services such as:

- Marketing Yourself on Paper - Resume/Cover Letter Writing
- Marketing Yourself in Person - Interview/BDI Skills
- Working Resume Workshop
- Co-op for International Students
- Mock Interviews
- Portfolio Building
- Report Writing
- Presentation Skills
- Individual Resume/Cover Letter reviews
- Self-initiated Co-op
- Workplace Preparation (Safety, Learning Objectives, Dealing with your Supervisor)
- Career and Educational Planning
- Final Work Report Presentations

NOTE: Check our website at <http://www.ulethbridge.ca/coop/artsci> or visit NING (the student portal) at <http://ascicoop.ning.com> for dates and times.

Ready to work...apply for the jobs that inspire you, but keep an open mind

The type of work you perform on a Co-op work term is relevant to your degree. Co-operative Education positions are selected and approved to provide a broad range of experience and to encourage the development of skills and knowledge through increasingly challenging work placements.

We also encourage you to be flexible about the jobs you apply for. Competition is far less intense in the Fall and Spring semesters so do not limit yourself to just applying for Summer positions. Also, be flexible about the duration that you want work for—do not limit yourself by applying for only 4-month Co-op work terms. The more you limit yourself the less likely you are to succeed at securing a work placement. A position that is posted in January may not be posted again in May because the employer may have offered an extension to the student they hired in January!

Your odds of success will be much greater if you're tenacious. So don't give up if you don't get the first job you apply for.

Few students, who apply for only one position, get a job. You should apply for any job that interests you and you feel you can do. The Arts and Science Co-op Office is here to help you succeed.

You can also check out NING for more job application tips at: <http://www.ascicoop.ning.com/>

The job application process...

All detailed job postings can be found on the electronic Job Board at:

<http://www.uleth.ca/artsci/coop/co-op-job-board>

- When you are admitted to the Co-op Program you will be granted access to this secure area. Please use your University of Lethbridge username and password to access. If you are having difficulties with the job board please contact our office.
- Students are encouraged to check the on-line job board regularly to ensure that they don't miss an opportunity. It is always your choice as to which positions you apply for, but if we notice a position that we feel you may be particularly well suited for, we may contact you with details.
- Students should submit their resume and cover letter to the Co-op Office by the deadline indicated on the posting, and should **carefully follow the application instructions**. Resumes and cover letters can be critiqued if they are submitted at least three working days prior to a job deadline.
- Students who have been selected for an interview will be contacted by the Co-op Office with interview instructions. Interviews may be held on-campus, at the place of employment or by telephone. In some circumstances you may be contacted directly by the employer—if so, please contact our office immediately with the interview details you and the employer have arranged so that we may ensure you are well prepared and record this “success” in your personal Co-op file.
- Accepting an interview indicates your commitment to seriously consider the position if offered.
- Students who are applying to more than one Co-op position and who are subsequently offered more than one interview or position should contact the Co-op Office to 'rank' their applications immediately.
- If applying for Co-op positions located outside of Lethbridge students should carefully check their leases concerning notice of termination at their Lethbridge premises.

The University of Lethbridge does not guarantee employment positions and applying for a position does not guarantee the student a position, as the positions posted are very competitive. Successful placement depends upon labour market conditions, mutual cooperation, and effort from the student, University, and employer. Our office, however, is committed to preparing you as much as possible with information and skills that will assist in the competition for placements.

You're hired...way to go!

Once a student has accepted employment with an employer (in writing, email or verbally), the student **must** honour that acceptance as a contractual agreement. A student must honour their commitment by beginning and ending the Co-op work term on the dates specified in the Contract/Letter of Offer.

As well, students should not discuss/mislead employers about their job offer intentions. (Please see the current University of Lethbridge Calendar.)

Contracts & Salaries...

Students' salaries during their work term are based on educational qualifications, academic background, labour market conditions, and previous work experiences. They also vary, depending on the employer and place of employment, from \$1,800-\$4,500 per month (for BSc and BA).

It is always advisable to ensure you have a copy of your employment conditions, especially with respect to hours of work, dates, salaries, bonus pay, vacation time, expectations and working conditions. Be sure to read your Contract/Letter of Offer carefully, should you receive one. **You should ask questions and clarify uncertainties before signing the contract.** Students should contact the Co-op Office immediately

if they have any concerns with their working conditions or salary, and should deal with this area of their Co-op experience with great care and tact.

The self-initiated Co-op... a great investment

A number of students will be able to obtain employment positions themselves through their own contacts, previous work experience, or setting up their own business—we encourage this!! These students should contact a Co-op Coordinator who will contact the employer and if suitable, approve this position for a Co-op work term. This offers a great advantage to you in that while you are on a Co-op work term, you are a full-time student and it enhances your resume and potential for success when applying for other Co-op jobs.

International placements... Japan, New Zealand, USA, etc.

Most International Placements are self-initiated through the student's personal contacts. If you are interested in a Co-op work term in another country, please discuss your interest with a Coordinator as early as you can; as obtaining a visa can be a lengthy and costly process.

Scholarships and awards... rewarding your achievements

All U of L Scholarships & Student Awards policies and procedures apply to Co-op students, with some modifications.

1. Disbursements:

Co-op students will receive awards or portions of awards, in the semester it would normally be awarded instead of delaying until after Co-op work term. For more information contact Scholarships & Student Awards.

There are some scholarships that are intended specifically for Co-op Students including the **James R. Genge Work Experience Scholarship** valued at \$500, and the **Students' Union Placement Bursary** valued at \$500. For more information including eligibility and criteria, please check the University of Lethbridge Calendar or contact the Scholarships and Student Finance Office – you are encouraged to apply!

2. Co-op Work Term Awards:

Please contact a Co-op Coordinator for more information on work term awards including: SSHRC, NSERC, Chinook Research Summer Awards, and AHFMR.

3. Travel Awards:

There are a number of Travel Scholarships available to U of L students participating in Co-op work terms to help cover relocation costs. Check with a Co-op Coordinator for more information.

THE CO-OP WORK TERM

So you're going on a Co-op work term...things to know before you go

1. Registering your Co-op work term

Once you've accepted an offer of employment, there are a few things you must do:

- **If received, send us a copy of your Contract/Letter of Offer and Job Description.** These will be kept on file for you should you require them in the future.
- We will also require a summary of your **job related learning objectives**. This should include what you hope to learn from this placement and how does this relate to your academic/career objectives?
- **Register your Co-op work term.** Our office will complete an Add/Drop form to register you in your Co-op work term. Any courses that you are registered in may be dropped via The Bridge or on this form that we submit for you. **DO NOT drop classes/cancel your registration before you have registered your Co-op work term.** Note: you cannot register your Co-op work term via the Bridge; Co-op work terms must be registered through the Co-op Office. (We will complete this form for you.)
- **Complete your Work Placement Information Form.** Students should fill out this form online at <http://www.uleth.ca/artsci/coop/student-work-term-placement> as soon as possible.

The Co-op Office may host a **registration event** before the Spring and Summer Co-op work terms begin where you can do all of this paperwork in a few minutes and gain useful pre-employment information, while meeting other students who are also going on a work term (you will be contacted by our office with details for these registration events). If however, you cannot attend, you must contact our office to make alternative arrangements to complete your registration and receive any necessary information.

2. Your transcripts

Work terms will show on your transcript as follows (for example):

SEMESTER: Fall 2009

ASCI 3011 Co-op Work Experience I P - - -

SEMESTER: Spring 2010

ASCI 3012 Co-op Work Experience II P - - -

...Through to ASCI 3016, Co-op Work Experience VI

3. Student loans

If you have student loans, you must arrange to have Confirmation of Enrolment forms completed for **each** semester you are on a Co-op Work Term so that your loans remain interest-free and do not go into repayment.

- **HOW:** Contact Scholarships and Student Finance.
Office: AH151
Phone: 403.329.2585
E-mail: fin.aid@uleth.ca
- **WHEN:** Preferably, before you leave on your Co-op Work Term, but after you are registered.

- **WHY:** It could cost you money if these forms are not submitted each semester, because your loans will go into repayment!

IMPORTANT:

- Please allow the Scholarships and Student Finance office at least one day to process these forms for you.
- Unlike traditional students who submit one application to their provincial finance board for funding for the Fall/Spring academic year, Co-op students should apply on a per semester basis. Co-op students will submit one application in or prior to the fall study semester, and another application in or prior to the spring study semester.
- Students who are now holding loan certificates dated for a full academic year must forward the unused loan certificates back to their Student Finance Board. **Return, do not discard, unused certificates.**

4. Housing

- Some employers outside Lethbridge do provide housing or accommodation listings in their area. You can also check out our website for useful housing links. The Co-op Office will assist students as much as possible to help with the transition.
- Students should carefully check their leases concerning notice of termination at their Lethbridge premises.

5. Taking classes while on a Co-op work term

- Your Co-op work term is a full-time commitment. Students may be permitted to complete one academic course while on a Co-op work term—but only if approved by both the Co-op Coordinator and the employment supervisor. If the class you plan to take is at an institution other than the University of Lethbridge, you must also apply for Visiting Student Authorization (VSA). Students interested in taking a class during the Co-op work term should consult with a Co-op Coordinator. The Co-op Coordinator will provide you with the necessary Co-op approvals.
- **Visiting Student Authorization (VSA):**
If you are interested in taking a course at another institution while out of town on a Co-op work term, and have cleared it with the Co-op Coordinator, the next step is to submit the Visiting Student Authorization form to the Arts and Science Academic Advising Office (Student Program Services). The form should be submitted well before the deadline because the approval process usually takes at least two weeks, and often longer.

Arts and Science Academic Advising – Contact Information

Office: SU060 Telephone: 403.329.5106 E-mail: artsci.advising@uleth.ca

6. ULSU Health & Dental Plan

- All full-time students, including students who are on a Co-op work term, are automatically included in the ULSU Health & Dental Plan (unless you have chosen to opt out of the ULSU Health & Dental Plan). Students will be allowed to **opt out of the ULSU Health & Dental Plan in September* only** of each year, by the date determined by the Health Plan Administrator. You may opt out of either plan only if you show proof of extended health and/or dental care coverage at the Students' Union Health Plan Office (SU180) and complete the required waiver form. Dependent add-on coverage is also available for those students with families.

***Please Note:** If you are a student beginning your studies at the U of L in January, you will also be given the opportunity to opt out at this time.

- Students with existing comparable coverage wishing to opt out of the ULSU Health & Dental Plan should consult with the Student's Union for opt-out deadlines.

Students' Union Contact Information

Office: SU180 Telephone: 403.329.2039 E-mail: su.health@uleth.ca

What to do...while you're away

1. Co-op work term requirements/deliverables

The following requirements must be met during your Co-op work term:

- **Successful completion of the Co-op work term(s).** You must successfully complete the entirety of your Co-op work term contract. Contracts may be 4/8/12/16-months in duration.
- We will also require a summary of your **job related learning objectives**. This should include what you hope to learn from this placement and how does this relate to your academic/career objectives?
- **Successful employer and Co-op Coordinator evaluations.** During the Co-op work term, where feasible, the Co-op Coordinator will conduct an on-site monitor visit to discuss the student's progress with both the supervisor and the student. At this time, the Co-op Coordinator may review the employer evaluation process with both the employer and the student. Access to this online form will be emailed out to the employer prior to the end of the Co-op work term.
- **Completion of monthly reports/blogging.** Due by the 5th of every month (i.e. May's report is due June 5th) this should be a 1 - 2 page report including a log of hours highlighting weekly activities and skills/knowledge learned. This report may be in note form and can be sent directly to your Co-op Coordinator. Samples of the monthly report can be found on NING, our Co-op Social Network for students at <http://ascicoop.ning.com>. (Please see appendices for a few samples.) Students who are interested in blogging in lieu of monthly reports should contact their Co-op Coordinator for details.
- **Completion of a final Co-op work term project (report or presentation).** This will differ slightly for each work experience and will be evaluated by a Co-op Coordinator and/or a faculty member from the student's discipline. Guidelines and samples can be found on NING, our Co-op Social Network for students at <http://ascicoop.ning.com>. (Please see appendices for more details). This report will either be a work report emphasizing learning (WT1) or a short technical report (WT 1, 2, 3) of 8 - 12 pages on an area of the work completed. Students who are interested in completing a Work Term Presentation in lieu of a Final Work Report should contact their Co-op Coordinator for details and deadlines (also see appendices). Please note that you only need to complete 1 final Co-op work term report or presentation for the entirety of your work term (e.g. if on an 8-month work term you only submit at the end of the 8-months).

Final Work Report/Presentation Deadlines:

Spring Semester – Co-op work term ends April – Report due June 15th

Summer Semester – Co-op work term ends August – October 15th

Fall Semester – Co-op work term ends December – February 15th

Please Note: If these dates fall on a weekend, and you have opted to do a final report, please have your final report in by the following business day.

IMPORTANT: Please ensure that your employment supervisor is shown a copy of your monthly and final work reports. If information is 'company confidential' (i.e. the company does not wish the information to be forwarded to our office) please let us know. Any information on your Co-op work term reports, either monthly or final is kept confidential in our office and is only available to our office (unless express permission is granted by both the student and employer). Students are also reminded that company information, e.g. employer contacts, phone numbers etc., are strictly confidential and should not be shared.

University of Lethbridge academic standards apply to all Co-operative Education reports. Please refer to the current year's University of Lethbridge Calendar for academic standards.

2. Please stay in touch

About a week into the start of your Co-op work term, we will send you an email requesting that you complete the online Work Placement Form. It is vital that this is done to ensure that we have the most up-to-date contact information for you while you are on your Co-op work term. In addition, this assists us in ensuring that the Co-op work term information we have on file for you is accurate (employer, duration of work term, location of work term, etc.).

Approximately two weeks into your work term you will receive e-mail from our office notifying you who your Co-op Coordinator will be for that semester. Should you have any questions, concerns, problems, or just want to talk, at any time during your Co-op work term please feel free to contact them — we want to help you make the most of your Co-op work term experience and are here to help with anything we can.

3. Participate in the on-site Co-op monitor visit

About midway through each semester your Co-op Coordinator will be in touch with either you or your employer to arrange for an on-site monitor visit. This is where we will actually come out to your work placement to meet with you and your supervisor to discuss:

- Your responsibilities and tasks and your progress in these areas
- Your learning objectives and any areas to develop
- A midterm self and supervisor evaluation
- Work and classroom relationship
- Program and career objective relationships
- The Co-op Program
- Any other questions or concerns

The on-site monitor visit is also an excellent opportunity to discuss any problems or issues that may have arisen for both the student and the employer. However, do not wait until the site visit to address any urgent issues — **please contact your Co-op Coordinator as soon as problems or issues arise while you're on your Co-op work term** and maintain regular communication with your coordinator after the on-site monitor visit as well.

The on-site monitor visit also allows the Co-op Program an opportunity to gain insight into the employer's expectations of our students and program. It helps us to continue building a relationship

with the employer and promote our Co-op Program to them as well as determine their future needs. This is also an opportunity for the student's self-evaluation.

At this time employers the employer evaluation may be discussed and they may be advised that details with a link to the online form will be emailed to them prior to the completion of the Co-op work term. The observations and evaluations of your employer are vital in your career and academic development, assisting you in further development and future work experiences. You should, however, regularly seek feedback on your performance throughout the duration of the work term from your immediate supervisor.

4. Fees and income tax

Co-op work term fees are due on the last day of classes of the semester your Co-op work term is registered in (i.e. if you are on a Fall Co-op work term your fees will be due the last day of classes for that Fall term). For the Co-op Fee Schedule, please refer to the 'Fees' section of the current University of Lethbridge Calendar!

NOTE: As a University of Lethbridge student there are additional fees that you will be responsible for, including Students' Union and ULSU Health & Dental Plan fees. Please check the current University of Lethbridge Calendar for up-to-date information regarding these fees and opt out deadlines. Students wishing to opt out of the ULSU Health & Dental Plan must contact the Students' Union Office with proof of coverage and complete a waiver form by the deadline indicated.

Undergraduates not wishing to pay the LPIRG fee may have that fee refunded. To opt-out, go to www.lpirg.org and fill out the opt-out form. Your opt-out form must be sent via your personal uleth.ca web-mail account to be considered valid. Please note that in opting out you forfeit your eligibility for LPIRG funds. The deadline for this option falls in October.

The Campus Women's Centre (CWC) currently receives a levy from each University of Lethbridge student. In order to be accountable to the students, they offer the opportunity to reclaim this fee. To do so, you must submit a formal request by email to womens.centre@uleth.ca. You will need to renew your Levy opt-out each semester by the middle of November.

Fees can be paid in the following ways:

- Payments to the University of Lethbridge can be made through telephone and on-line banking. Please check with your bank to find out if you can pay your U of L fees using on-line banking. You need to set up the University of Lethbridge as a bill payment on your bank's bill payment service and use your student ID number as the account number for these services. Please allow at least two additional business days for the payments to be processed.
- Payments can be made in person at any Bank of Montreal in Canada, through the First Bank Bill Payment Service. You do not have to be a client of the Bank of Montreal to use this service; however the bank does assess a service charge. Please allow at least one additional business day for the payments to be processed.
- Payments can be made by cash, cheque and Interac debit card directly to the Cash Office, located in Anderson Hall, room AH144. The office hours are 9:00am to 3:30pm, Monday to Friday. Payments can also be put in the 24-hour deposit vault located at the end of the counter in front of the Cash Office.

- A cheque or money order, made payable to the University of Lethbridge, can be sent by mail or courier to:

Cash Office
AH144, 4401 University Drive
Lethbridge, AB Canada
T1K 3M4

Note: Inquiries can be made at cash.office@uleth.ca or 403.329.2469. **For the most up-do-date payment information, please always refer to <http://www.uleth.ca/fsr/cash/Payment.htm>.**

Income Tax

The Co-op work term tuition fee is tax deductible. Students will be issued a tax receipt for Co-op tuition fees for each Co-op work term. However, you cannot claim the education living allowance amount if you are on a Co-op work term and not enrolled in any additional course. If, however, you are registered in at least one additional course, you will be eligible for the part-time living allowance.

5. Professionalism

While you are on a Co-op work term, please remember that you are a representative of the University of Lethbridge and should behave as such. This means acting in a mature, responsible, and professional manner at all times. Be sure to dress appropriately, show respect to your co-workers, and ask questions if you don't understand something. Remember this should be a positive learning experience and you want this employer to be able to provide you with a positive reference for your next job!!

Do not use company resources for your own personal use. This includes using the telephone or internet during work hours and sending personal e-mail. Using company resources for personal use is very serious and grounds for dismissal. Your company e-mail account is a privilege and should be used with discretion and courtesy towards your employer. Keep in mind that all e-mail and internet activities are not secure and can be monitored. It is also not acceptable to socialize while on work time. Do not get involved in workplace politics or gossip about others.

6. Risk management and safety

Please note that as of 2002 the University of Lethbridge has implemented a Risk Management Policy. The Policy is intended to reduce health, safety, and liability risks, particularly those associated with off campus activity.

Be sure to observe any work place hazards and receive the proper training to handle any situations that may arise.

If you have any questions concerning your personal safety please contact us as soon as possible to discuss these issues.

7. Co-op work term tips

- Make sure that you clearly understand what your supervisor is expecting from you and check that your own expectations are reasonable; communicate effectively with your employer.
- If your work is too easy or you find you could take on extra tasks let your supervisor know you are ready for more challenge in your position. You could suggest some additional work or projects you may be interested in - this shows initiative and enthusiasm for your work.
- If you're finding it difficult to complete the tasks you've been assigned, for any reason (i.e. lack of experience, expertise, or knowledge) let your supervisor know and ask for assistance. No one has ever been fired for admitting that they don't understand something or need help. Confirm and clarify information so as to prevent errors or, even worse, personal injury; and always, if you are unsure, ask questions.

Way to go...they want you back!

1. Extensions and recalls

If the Co-op Office acts as the contact for a student (e.g. forwards your resume, tells you about the position), then that position must be taken as a Co-op placement. As a result you will have to pay the Co-op work term fee and complete the Co-op written reports by their respective deadlines. This includes all extensions and recalls should you accept one when it is offered.

If you are offered an extension or recall from a Co-op placement and accept it please notify us immediately so that we can take care of the necessary paperwork.

The following example illustrates a common Co-operative Education Scenario:

Assume the Co-op Office contacted and convinced ABC Corp. to post a computer science job for summer 2010. One of our computer science students (we'll call him Bob) gets the job and completes a four-month work term with ABC Corp. At the end of the summer Bob returns to full-time studies at the University. In March 2010, ABC Corp. contacts Bob and asks him to do another summer Coop/Internship starting May 2011. Bob agrees and signs a letter of acceptance. Meanwhile, ABC Corp. informs the Co-op Office that Bob will be working for them again. The Co-op Office contacts Bob to register him for his summer 2011 work term, but Bob refuses, saying the office hasn't helped him this year.

Why does Bob have to take his work term as a Co-op?

Bob must take his summer 2011 C-op work term as Co-op because the Co-op Office was instrumental in helping Bob get his start with ABC Corp. The Co-op Office contacted ABC Corp., posted the job, forwarded Bob's resume, arranged the interviews, and expressed confidence to ABC Corp. regarding Bob's ability to perform on the job.

The Co-op Office has contacted that company specifically for Co-op positions, and is the initial liaison between the employer and the student, while expressing confidence in the student's abilities. Therefore, the Co-op Office maintains the privilege of student's keeping their jobs with the employer as Co-op. This includes **ALL** extensions and recalls.

The only exceptions to this is if the student is graduating and is being offered a full-time permanent position or if the initial Co-op work term was self-initiated—in this case any succeeding employment with that employer does not have to be done as Co-op, although we encourage you to do so and receive your Co-op designation.

Returning to your studies...after the Co-op work term!

1. Registration

Please monitor the University's Notice Board for registration dates and times for the next academic semester that you are returning on campus. This can be found at: <http://www.uleth.ca/notice>.

Copies of the University's timetables and calendars can also be found at: <http://www.uleth.ca/ross>.

When you are back on campus please make an appointment with your Co-op Coordinator to review your Co-op work term, re-evaluate and discuss your learning and career objectives, and submit a new resume with your most recent Co-op work term included.

GRADUATION

You're ready to graduate...and face the "real world"!

To graduate with a Co-operative Education Designation on your degree, you must successfully complete a minimum of three Co-op work terms, or the equivalent of 12-months Co-op work experience. (Or in the case of students who have transferred a Co-op work term from another institution, a minimum of two Co-op work terms, or 8-months work experience.)

Students who wish to **postpone** convocation to complete another Co-op work term must withdraw their application for graduation. Please discuss this with a Co-op Coordinator, particularly if you are applying for graduate school, as the University of Lethbridge can provide a letter stating that you have completed your degree requirements.

Please refer to the University of Lethbridge Calendar for Convocation withdrawal deadlines. Students who are graduating after their final Co-op work term should note that the submission deadlines for their final report will be revised.

Once a student has graduated, access to the job board is denied, as no more Co-op work terms can be completed. We encourage you to keep in touch with our office and update us on your career!

Stay in touch and informed...contact us!

1. Co-op Office

Office: Anderson Hall, Room AH154
Office Hours: Monday – Friday, 9am – 12pm and 1pm to 4pm
Phone: 403.382.7154
Fax: 403.329.2112
E-mail: artsci.coop@uleth.ca
Website: <http://www.ulethbridge.ca/coop/artsci>
Note: The Co-op office welcomes any feedback and suggestions to further develop the site.

Mail: University of Lethbridge
Faculty of Arts & Science
Co-operative Education & Internships
AH154, 4401 University Drive West
Lethbridge, AB T1K 3M4

Our Team: Diana Young – young@uleth.ca – 403.329.2515
Jasminn Berteotti – bertjf@uleth.ca – 403.329.5192
Stacey Gaudette-Sharp – s.gaudette@uleth.ca – 403.380.1835
Catharine Reader – catharine.reader@uleth.ca – 403.382.7154
Lynette Harty – hartly@uleth.ca – 403.394.3938

2. Other Important Contacts you May Need

Arts & Science Student Program Services (Academic Advising)

Location: Students' Union Building, SU060
Phone: 403.329.5106
Fax: 403.380.1880
E-mail: artsci.advising@uleth.ca
Web: <http://www.ulethbridge.ca/artsci/advising>

Cash Office

Location: Anderson Hall, AH144
Phone: 403.329.2469
Fax: 403.380.1871
E-mail: cash.office@uleth.ca
Web: <http://www.uleth.ca/fsr/cash>

Scholarships & Student Finance

Location: AH151, Anderson Hall
Phone: 403.329.2585
Fax: 403.382.7110
E-mail: fin.aid@uleth.ca
Web: http://www.uleth.ca/ross/student_finance/contact.html

Students' Union; Health and Dental Plan Administration

Location: Students' Union Building, SU180
Phone: 403.329.2039
Fax: 403.329.2224
E-mail: su.health@uleth.ca
Web: <https://www.studentvip.ca/uleth/>

Office of the Registrar

Location: Students' Union Building, SU140
Phone: 403.320.5700
Fax: 403.329.5159
Email: inquiries@uleth.ca
Web: <http://www.uleth.ca/ross>

University Switchboard: 403.329.2111

The Bridge: http://www.uleth.ca/bridge/twgkwbis.P_WWWLogin

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I. International Students – Co-op Work Permit

International students are permitted to participate in the Co-operative Education Program. As such, there are a few additional steps which must be taken prior to going on a work term.

In addition to the Application Process and signing the Student Agreement, International Students must apply for a Co-op Work Permit which cannot be done until you arrive in Canada, and have successfully completed courses at the University of Lethbridge. (Please see below for instructions.)

As Co-op Work Permit application processing times can be lengthy, you are strongly encouraged to complete your paperwork immediately following admission to the program. Students who have not completed the paperwork will not be permitted to apply for positions.

INSTRUCTIONS FOR OBTAINING YOUR CO-OP WORK PERMIT

1. Once you have been admitted into Co-op, complete an **APPLICATION TO CHANGE CONDITIONS OR EXTEND MY STAY IN CANADA**. This form is available online at:
<http://www.cic.gc.ca/english/pdf/kits/forms/IMM1249E.PDF>

Section D "My Request" should indicate that you wish to "change conditions" for the following reason: "to participate in the Co-operative Education Program at the University of Lethbridge".

You are not required to complete Section D, 11 (To support myself in Canada).

Work Permits will not be issued beyond the expiry date of your Study Permit, therefore you may need to apply for an extension of your Study Permit. Please refer to the International Student Centre for additional information.

2. Provide the Co-op Office with a copy of your Passport and your Study Permit.
3. Once the above have been received, the Co-op Office will prepare a letter of support for your application and will mail everything for you.
4. Please note that you are not required to submit an application fee.
5. Once you have received a copy of your Co-op work permit, you **MUST** immediately provide the Co-op Office with a copy.
6. Should you decide to opt out of Co-op or are required to suspend your activities in our Co-op Program you **MUST** immediately return your Co-op work permit to our office as we will notify Citizenship & Immigration Canada of your status.

II. Job Application Tips

Yes, getting your dream Co-op job involves applying yourself to your studies and having a great skill set, but don't forget that failing to market yourself properly can be detrimental!

IMPORTANT

Think of your resume and cover letter as your own personal marketing brochure. This means tailoring it to the specific posting. Review the job duties and skill requirements and then make sure, that if you have those skills, that you put them on your resume at the top of the list(s) and in your cover letter. This will give the perception that you have exactly what the employer is looking for, plus more!

Here are some additional tips and suggestions to help you along the way.

- Always e-mail your applications (resume/cover letter) to the correct Co-op contact person. It is so easy to do. Just click the "email" link at the bottom of the job posting, in the "How to Apply" section and attach your resume and cover letter. The subject line is already filled in!
 - Top 5 Reasons to Email your application:**
 1. If you have a small error we may be able to correct it.
 2. It saves a tree.
 3. It saves you money.
 4. It saves time.
 5. We save backup copies in case you lose yours.
- Companies are all different. Please pay careful attention to the variations in instructions and carefully review the "How to Apply" section of **each** job posting.
- If a company has multiple postings, you must submit a separate cover letter for each position, unless specifically requested not to.
- If requested to list the positions you are applying for in order of preference in the top right hand corner of your cover letter, the most effective way to do this is by inserting them into your document's header. If you require assistance, please contact the Co-op contact person listed in the "How to Apply" section of the job posting.
- Some employers are VERY specific in their requests, and therefore it is essential for you to follow all of the special instructions.
- You NEVER need to include the U of L Co-op job posting number found at the top of each posting.
- We need to have 2-3 days prior to the deadline in order to proof read. Special requests should go through a Coordinator.
- **Cover Letters:**
 - It is okay to use your own personal "template", it is important, however, that you proof read and spell-check your letter.
 - Don't make the mistake of including the wrong company name!!
 - Remember, your cover letter is the first contact you have with a potential employer, make it GOOD and get it right the first time!
 - **Standard Salutation:** Mr./Mrs./Ms Last Name

- **Standard Addressing** (If you cut and paste from the job board, don't forget to delete the commas and match up the fonts):
 - Mr./Mrs./Ms FirstName LastName
 - Title
 - Company Name
 - Street Address
 - City, Province
 - Postal Code
- **Full Address (top left of cover letter):**
 - StudentFirstName Student LastName
 - Street Address
 - City, Province
 - Postal Code

Current Date

 - Mr./Mrs./Ms FirstName LastName
 - Title
 - Company Name
 - Street Address
 - City, Province
 - Postal Code

Dear Mr./Mrs./Ms Last Name

Ref: Job Title (& job number if available)

III. Portfolio Checklist

In addition to a resume, some students create a portfolio to show employers at an interview. A portfolio contains information and documents that support your resume and should be presented in a clear, organized order. When at an interview; only show your portfolio, or samples from it, when you think it is necessary. For more information on portfolios, please contact a Co-op Coordinator.

Contents: Essential Items	Check
Resume (updated to include all recent and relevant courses, work and volunteer experience, etc.)	
Calling Card (similar to business card)	
Cover Letter	
Reference List	

Contents: Extra Items	Check
Diplomas and Certificates	
Reference Letters	
Related Awards	
Letters of Appreciation (e.g. thank you cards)	
Summary of Performance Evaluations	
Articles/Newsletters where you are mentioned	

Contents: Work Samples	Check
Selections appropriate to your field of study (e.g. writing samples, research, PowerPoint Presentations, Web Design, etc.)	
Samples are clearly labeled	
Samples have clear written explanations	

Contents: Organization & Format	Check
Use of a new binder	
Use of page protectors	
Use of attractive cover and title pages for each section	
Use of neatly labeled tabs to separate each section	
Use of quality paper for resume, cover letter, calling card, reference list and title pages	
Logical sequence/flow to portfolio—items and sections are clearly in order of importance or relevance, and all similar items are grouped together (e.g. all certificates are together)	

NOTE: Sample portfolios are available for viewing in the Co-operative Education Office and on our website.

IV. Sample Monthly Report #1 (Based on a General Major Work Placement)

Visit NING for access to all Monthly Report samples! <http://ascicoop.ning.com>

April Monthly Co-op Report

Co-op Term 3

Good Student

Western Economic Diversification

University of Lethbridge

Monthly Summary

This month at work has been quite different than the previous seven months. The Community Adjustment Fund (CAF) and the Recreational Infrastructure Canada (RInC) program are both winding down. These are the two economic stimulus programs Western Economic Diversification (WD) was tasked with administering under Budget 2009: Canada's Economic Action Plan (EAP).

March 31, 2011 was the original end date for both CAF and RInC. CAF has officially ended, although WD is not exercising its right to clawback funding for several projects that were unable to complete by March 31, 2011. They are being allowed to complete at their own cost and must be materially complete by December 31, 2011. RInC was one of several programs that received a blanket extension to October 31, 2011 on direction from the Prime Minister. Projects opting to take this extension are eligible for continued WD funding for costs incurred up to October 31, 2011.

As a result, with the majority of projects already completing, the programs are in sort of a wrap-up stage. We were previously keeping a very close eye on ensuring projects would complete by the deadline. Now, we have been doing more reporting suited to the end of the programs and the end of the fiscal year on March 31, 2011. I have been involved in some of this work, for example, developing a list of projects under RInC that have been extended and "rolling up" information to the regional level. I have also been involved with inputting information on recipient audits that were conducted on CAF and RInC projects in the regions into a master spreadsheet as those recipient audits conclude.

Our workload has also lightened somewhat, which has allowed us to get involved in other projects. For example, our group took the lead on a transition briefing book as we are expecting a new minister of state for our department after the election. It was neat to help put that book together and it gave me some more contact with WD's other programs.

I also gave a presentation on the history of EAP (based on my final work term report) to other employees at WD. It was good for me to share my research with others, and I think it was helpful for them to because WD traditional lines of business are not job creation or recreational infrastructure. I also got some challenging questions that I had not anticipated, but I feel I was able to answer them well.

Finally, my major project this month has been going through the shared drive and deciding which files should be kept permanently in Central Registry. This has been an interesting task, one that has given me some insight into the different decisions that were taken at different points in the program.

Learning Objectives Tracking

“I hope to continue to learn about how a Regional Development Agency (RDA) like WD functions and how to do the work requested of me.”

Regarding this learning objective, I gained some insight into WD from helping put together the briefing material for the ministerial transition. I got to read about some of the other programs WD manages, their goals, and their outcomes to date. It gave me a better idea of what WD’s core business is.

“I plan on continuing to hone my research and analysis skills, both quantitative and qualitative. My first term at WD showed me the power of Excel as an analytical tool, and I hope to continue to enhance my skills with this program.”

I continue to be involved in different research and analytical tasks. For example, I was tasked with determining which files will go to central registry. My Excel skills get continued use as I worked to update a previous cashflow analysis to end of the fiscal year.

“Writing reports in government requires different tone and content than writing term papers. I hope to continue to be able to refine my writing ability to create reports that require less revision.”

I have not really authored any new reports, although I did complete my final work term report this month. I also helped revise the ministerial transition briefing material. Finally, I prepared some walkthroughs for the next co-op student so they would be able to do some of the work I had done in Excel.

“I have found interpersonal skills essential as my colleagues are invaluable resources, and I hope to continue to improve in this area.”

The ministerial briefing book required close collaboration with other colleagues. I had to work to input some of their edits as well as seek clarification on some of their edits.

“I hope to continue to learn more about how to do the work I do so I can work more independently.”

Most of my tasks were fairly independent this month. There would be large chunks of them that I could do on my own without assistance from others. I still do ask questions as required about WD or the techniques required to do work.

V. **Sample Monthly Report #2** (Based on an Agricultural Biotechnology Work Placement)
Visit NING for access to all Monthly Report samples! <http://ascicoop.ning.com>

Week of April 6-10

Monday:

- Manure sampling
- Weighing/extraction of samples
- Performed ELISA's on cow serums
- Monthly Team Meeting 3:00 – 4:30 pm
- 7.5 hours worked (8:00 am – 4:30 pm)

Tuesday:

- Oven-dry manure samples
- Wash trays/label samples
- Fabrication of KCl solution
- 8 hours worked (7:30 am – 4:30 pm)

Wednesday:

- Sorted bovine blood serums
- Prepared fecal antibodies from fecal samples
- Performed cell counts
- Performed weekly sterilization of instruments
- 7.5 hours worked (8:00 am – 4:30 pm)

Thursday:

- Attended ½ day Incident Investigation Training 9 am – 12 pm
- Collected manure samples from Plot #4
- Left early to deliver samples to ADRI for analysis
- 7 hours worked (8:00 am – 3:00 pm)

Friday:

- Good Friday (Holiday – no hours worked)

Continue this format for the remaining three weeks of April.

Monthly Summary:

This month has not been boring, to say the least! Although I have performed a lot of manure sampling, which is pretty routine, I also find it very interesting. I learned how to grind the manure samples, using a machine that is similar to a coffee grinder, and have also been doing the KCl extraction now by myself, after receiving a day's training. This procedure is performed in order to analyze manure for acid content and temperature. Even the routine and repetitive duties are important and it's the overall results you're contributing to.

Overall, this is beginning to be a very worthwhile and rewarding work experience. I am learning many valuable skills and using new instrumentation and lab methods. The monthly team meetings are very worthwhile and give us a chance to discuss ways to support each other in team projects and achieving our goals. The Incident Investigation Training was also very worthwhile and involved the manner in which each incident (no matter how small) should be handled in order to prevent it from happening again. I found it very effective and it would certainly be an enormous asset to any workplace in which there are potential dangers.

VI. Sample Monthly Report #3 (Based on a Computer Science Work Placement)
Visit NING for access to all Monthly Report samples! <http://ascicoop.ning.com>

Monthly CO-OP Report for May

During my first two weeks here at xxx my major tasks were:

- Had a tour of building. Learned how to log into the system. Started application testing on the assigned programs on the new desktop image. Then started manual installing programs to see if they execute properly on the new image. Compliance testing, checked licensing of programs for compliance. Searched on the Internet for the vendors and license costs.

During these first two week I learned the following:

- First I learned the reason my tasks were assigned to me, but I also learned about how corporations function. The structure of employees at xxx, and how everyone works in a collective team to get various tasks accomplished. I have never worked in such an organized and friendly environment. I was shown how and why the network is locked down, the reasons for scripting an application and how scripting works. Using snapshots of the hard drive to see what the program is adding to the environment and then removing any repetitive or useless information.

During the third week:

- I started with the WAN group this week. I was shown the Server room, main computer room (second floor east), and the how the riser room panel connections connect every office with Ethernet/Phone. Traced the cords to rooms on the first floor, and punched unused cables for the Training Room, so the computers would no longer be running off the switch. Removed the switch and then began tracing the unlinked cords in every riser room. Also tried to get the swatch program to work. I switched to working in the riser rooms. So, I haven't been able to test to see if the configuration file works.

I learned the following during this week:

- I learned a lot about networks this week. How everything is transferred throughout the building -- through the riser rooms, routers and switches. By listening to conversations in the office -- the cost and importance of the equipment being used in the building, including the upgrade cost. I also saw the Remedy 5 program and basically how it worked. I learned through diagrams, the infrastructure of the WAN here at xxx, and that UNIX scripting is actually used in the corporate world. Also found how the approval process works, mainly through the use of project charter.

During the fourth week:

- I finished finding and tracing the unlinked ports in each riser room. I constructed an Excel document for all the ports. I started and fixed most of the swatch configuration file. I couldn't get swatch to mail when a configuration change occurred on the router. Otherwise it is still mailing to xxx and I after every telnet to a WAN router.

Overall, this is beginning to be a very worthwhile and rewarding work experience. I am learning many valuable skills and using new instrumentation and lab methods. The monthly team meetings are very worthwhile and give us a chance to discuss ways to support each other in

team projects and achieving our goals. The Incident Investigation Training was also very worthwhile and involved the manner in which each incident (no matter how small) should be handled in order to prevent it from happening again. I found it very effective and it would certainly be an enormous asset to any workplace in which there are potential dangers.

VII. Guidelines to Preparing Your Final Project

a. Writing the Final Report

Visit NING for all Final Report samples! <http://ascicoop.ning.com>

Style and Presentation Suggestions:

- **Be concise.** Find the best possible words to say what you mean. Do not use a sentence when one word will do.
- **Be organized.** Have all the necessary information gathered before you begin. Present it in order and arrange it in such a way that it will help the reader understand your point of view, follow your logic and facts, and reach a conclusion. Begin writing only when you have all the facts and information you need.
- **Be logical.** Say what you are going to do and do it. Support what you have done and conclude. **Be accurate and complete.** Be certain you have verified your figures, information and facts, that names are spelled correctly and that your information is all there. Giving incomplete information is as serious as being inaccurate.
- **Be consistent.** Get right to the point and do not allow yourself or the reader to wander off in different directions. Your style, subject and method of presentation should be consistent, as well as your use of tense, person and format.
- **Be professional.** The report should be neat, typed with margins and adequate spacing. It should be carefully set up, with supporting graphs, illustrations, footnotes where required and a bibliography if reference sources have been used.
- **Be readable.** Avoid jargon, technical slang or acronyms. Be interesting.
- **Be careful.** Check spelling and punctuation. Have another person proof read for you.

Format:

There are two types of formats; one for your first work term (Co-op Work Term I), and one for all other work terms your complete (Co-op Work Terms II – VI). **You must choose one of these formats; 8 – 12 pages in length.**

Report format for Co-op Work Term I (and/or any 4-month work term):

1. The Preliminaries
 - Title Page
 - Table of Contents
 - List of Tables and Illustrations (if included)
2. Introduction of the employment situation, its organization and mandate
3. A comprehensive description of your job, responsibilities and learning objectives
4. Demonstrate acquisition of learning. This will include observations and relationships from theory to practical and vice versa. For example, specific skills or competencies that may include:
 - Research

- Programs
- Lab Techniques
- Problem Solving
- Identification and Analysis
- Relation to theories/knowledge/concepts Integration of the job experience and learning into academic, personal, long time career goals
- A self-evaluation of your performance (strengths, areas to develop etc.)
- Examples from the work experience, including projects and techniques
- Skills/knowledge, should be included. See Developing the Final Work Report.

Report format for Co-op Work Terms II – VI (and/or any 8 – 16 month work term):

You must write a Final Report in the following format if you are on a work term that is running 8 to 16-months in length. You may choose to do one report for each work term, or one report covering the entire length of the placement. *For details on these sections, see information following this list.*

1. The Preliminaries
 - Title Page
 - Summary (i.e. Abstract or Executive Summary)
 - Table of Contents
 - List of Tables and Illustrations
2. The Main Body
 - Introduction
 - Text
 - Conclusions
 - Recommendations
3. Reference Material
 - Appendix of Appendices
 - Bibliography
 - Sample of your published material, photographs, projects etc.

Information on these sections in more detail:

The Preliminaries:

1. The Summary/Abstract/Executive Summary is a concise, 1-2 page *summary* of the background (may include names of committees, departments, or persons who authorized the project and why) and objectives of the project/study, as well as the approach taken and conclusions (what was the outcome?).
2. The Table of Contents sets forth the major divisions and subdivisions with their titles and page numbers. The Table of Contents itself is not listed.
3. The List of Table and Illustrations includes all tables and illustrations with their individual numbers, titles, and page numbers. Use the same format as the Table of Contents. Reference to each table and illustration must be made in the text of the report, so do not include data that are not to be discussed. Note that illustrations, tables, and other supporting material not critical to the text presentations are placed in the Appendices and as such do not appear in the List of Tables and Illustrations.

The Main Body:

1. The Introduction is important to the reader because it presents the background by explaining the reasons for the report, your approach and the main objectives of the report. It is important also to you because it keeps you on course. One common fault in report writing is the tendency to wander off the topic and thus include irrelevant information.
2. The Text should deal with a specific topic and be analytical. The report is not a survey of general impressions, nor is it a report on other literature. Selecting the subject of the text is often difficult, as most work term jobs involve either an assigned project or day-to-day involvement in the functions of an office, laboratory, journal contributions, etc. If you have been assigned to a project or have a report to submit to your employer, this should probably form the subject of the report. Otherwise, select one aspect of the job or technique and treat it in detail. For example, a particular procedure could be compared with other possible methods which could achieve similar or perhaps better results. Or, you could demonstrate the relationship between a function you perform and the overall process in which your employer is engaged. *Assume that the reader has no detailed knowledge of the subject matter in the report or of the detailed vocabulary associated with the subject. While writing, constantly keep the reader in mind and not yourself or your immediate supervisor.*
3. The Conclusions (see “The Recommendations” below).
4. The Recommendations and the Conclusions are important because they provide an opportunity to make your personal contribution to the report, particularly in the Recommendations. Keep them separate, since one applies to the present and the other to the future. For easy assimilation by the reader, they should be listed in point form. Remember that the Conclusions and the Recommendations must relate to the objectives outlined in the Introduction.

Reference Material:

1. The Appendix or Appendices are used to provide the reader with additional supporting information that elaborates on the main text but is not essential to the principal theme of the report. For example, calculations, descriptions of manufacturing processes, features, or material you have written while on the job, photography illustrations, tables and other data that supplement the report but do not form an essential part of the report should be placed in the Appendix. Identify the Appendices by numbers or letters, assigning one Appendix to each group of common data. Any information appearing in an Appendix must be so referenced in the main text. The reader will not read an Appendix unless directed to it.
2. The Bibliography lists all the published and printed information that was read during your information gathering activities and that bears on the report. Show reference by author, title or journal, publisher (if it's a book) and date published.
3. Online references should include web address and date accessed.

b. How to Prepare a Presentation

- Select the general purpose of the presentation, in this case, to inform.
- Identify the specific objective of the presentation. This will form the “Thesis” statement for your introduction.
- Analyze and adapt to the audience. This will be part of the information you gather when you establish the circumstances surrounding your presentation.
- Research the topic. This will be done in the workplace.
- Select an appropriate format and organize your main ideas and details accordingly.
- Reinforce the main ideas with supporting details and data. For example, stories statistics, facts and quotes.
- Write the conclusion, introduction and presentation notes.

Prior to developing your presentation, you may want to consider the following

- **Who will you be speaking to?**

(Fellow and perspective Co-op students, faculty and placement supervisors)

Are they visitors, colleagues or friends? How well do you know the audience? Will you be comfortable with the group?

- **How much will they know about your subject?**

(Presume little to no knowledge since there will be students from all majors)

You do not want to bore your audience by repeating unnecessary details. Try to determine how much they know about your topic.

- **How long will you speak?**

(8 minutes maximum)

Will you be able to provide much detailed information or just touch on the highlights?

- **Where will the presentation take place?**

(Career Resource Centre Boardroom, holds about 20 people)

Will you be speaking in a conference, class room, or in a work area? What equipment will be available for your presentation? (You will have access to a laptop, data projector, the internet, and overhead projector)

Possible Topics (in random order)

- The main purpose of your department.
- The training provided by the company when you started your Co-op Work Term.
- A brief history of the company.
- How you enjoyed your job.
- The company’s products, services, and activities.
- The benefits of Co-op Education.
- The major projects you worked on.
- The corporate culture.
- Comparison to other work terms, if applicable.
- The skills from your program which you used on the job.
- The things you have learned on the job that you will take back to your academic institution.
- The types of equipment or machines you operated.

At the end of your presentation, you will be required to submit the following to your Co-op Coordinator:

Presentation Outline

Title

1. Objective
2. Introduction
3. Structure
 - a. Key Points (in order of presentation)
 - b. Reinforcement (supporting data evidence, details etc.)
4. Conclusion
5. Questions

OR

Speaker's Notes (which should include the above categories)

The criteria for evaluation will be:

Content

- Audience Analysis
- Was the topic appropriate for this audience?
- Did the topic stimulate feedback?

Organization

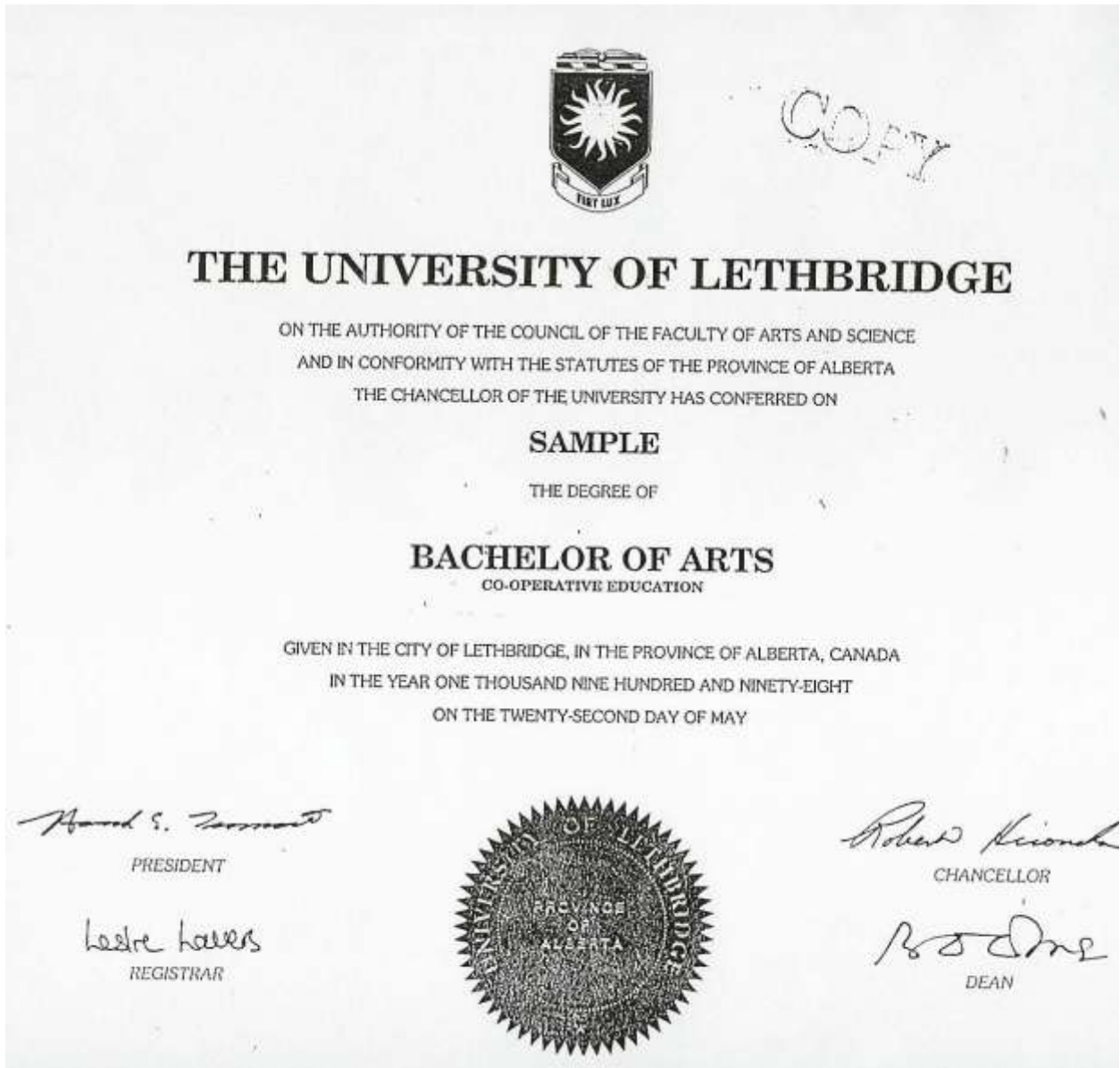
- Did the introduction create interest?
- Did the body reflect careful structure and direction?
- Was the conclusion memorable and did it summarize the content?
- Were the supporting details:
 - Current and reliable
 - Related to the topic
 - Research oriented

Language

- Was the level of diction appropriate?
- Was the syntax good?
- Was the grammar correct?
- Was vitality evident in the choice of language, active verbs, precise adjectives etc.?

In addition to being evaluated on the content of your presentation you will also be assessed on your delivery style. The evaluation of the content of your presentation will be based on how well you developed your presentation.

VIII. Co-op will show on your parchment as follows:



IX. Student Experiences

“The Co-op Program, for me, has been the saving grace to an otherwise dismal resume. Since starting at the University of Lethbridge in 1999, I have had three Co-op positions, all with very different focuses...Being a Co-op student opens doors for you, and the experience that you have on a work term is almost entirely of your own making.”

Katrina Dumancic, B.A., Anthropology

“There is not a single thing that has enhanced my learning and career development more than the Co-operative experience I have received at the University of Lethbridge. The impact of my Co-operative education has been so profound, in fact, that it has completely altered my career plans...Each successive work term has taught me invaluable skills, and greatly helped my studies in school...Without a doubt, my Co-operative education experience at the University of Lethbridge has been an immensely constructive force in my life, encouraging me to excel in my classes and pursue a career in scientific research.”

Russell Goodman; B.Sc., Biochemistry
CAFCE Co-op Student of the Year, 2000

“The University of Lethbridge Co-op Program has been a great learning opportunity over the past sixteen months. I’ve been working at Line Creek Mine for the past 11 months, and it has been an awesome experience, working outdoors in the Rocky Mountains and learning plenty about coal mining, geology and geophysics. I would recommend everyone get involved with the Co-op Program as it is the best education you will ever receive.”

Amber Kenneway; Post-Dip., B.Sc., Ag Studies

“One of the best things about Co-op, for me, has been that my position, like all Co-op terms, has been set up as a learning experience. That means I have been encouraged to experiment with different web creation software and to dig into HTML code. I’ve also been able to look at the best ways for collecting, storing and analyzing information collected from the web through email requests. For me, this makes the job much more fun and challenging.”

Elsbeth Nickle, B.Sc., Computer Science

“It is difficult to overstate the impact of Co-op on my life. In its clarification of my career goals, in its augmentation of the relevance of my academic studies and, perhaps most importantly, in its concomitant attitudinal changes, Co-operative education has defined my undergraduate experience. Because of Co-op I am an abler student, a more effective teacher, a more skilled person, ready to meet and overcome whatever challenges lie ahead.”

Marc Slingerland, B.Sc., Chemistry
CAFCE Co-op Student of the Year, 2003

“The experiential learning that the B.A. Co-op Program has made available to me has been invaluable. Every day of my work term I applied theory from the classroom, and found new focus and direction for both life and studies. The facilitators of the program helped me to recognize the utility of my degree in Sociology and encouraged challenging work which stretched its parameters. Co-op education is extremely worthwhile to everyone who wants to make the most of his/her time as a student...Co-operative education is a definite must!”

Kyla Thompson, B.A., Sociology

“Besides the great experience Co-op has given me, I have also been able to pay my way through university with the money I made.”

Sandy Vanderheide, B.Sc., Agricultural Biotechnology

University of Lethbridge Principles of Student Citizenship

A. Preamble

Definition

Student means any person, including a faculty or staff member, who is:

- a) Registered or enrolled in one or more credit and non-credit courses and programs at The University of Lethbridge for the current or a future term; or
- b) Registered or enrolled in any University-sponsored program.

Purpose & Scope

These Principles of Student Citizenship define The University of Lethbridge's expectations for the behaviour for its students. It does not define academic and non-academic offences, disciplinary procedures and actions, or appeals and complaints procedures; these are defined in the U of L Calendar.

Application

The Principles of Student Citizenship apply to all students at The University of Lethbridge. They outline the behaviour that The University of Lethbridge expects of its students while they are on University premises, on professional practice assignment, on paid and volunteer placements, or off-campus for academic or University purposes.

Philosophy Behind the Principles

The educational environment at The University of Lethbridge encourages intellectual exchange, creativity, originality, and discovery. It also emphasizes free inquiry and expression, diversity, equality, and equal opportunity for participation. The Principles of Student Citizenship are designed to support and protect this educational environment by defining students' responsibilities as members of the academic community. These principles operate within the framework provided by the institution's *Statement of Philosophy, Vision, Mission, and Fundamental Principles*.

The University of Lethbridge has a tradition of academic integrity and personal civility. The Principles of Student Citizenship aim to promote and continue this tradition.

B. Fundamental Principles of Student Citizenship

1. Students honour the following basic values of academic integrity:
 - a) *Honesty* in learning, teaching, research, and service.
 - b) *Respect* of a wide range of thoughts, opinions and ideas; of colleagues, instructors, and administration; and of the work of others.
 - c) *Responsibility* for upholding the integrity of scholarship and research.
2. Students conduct themselves in a manner consistent with the Fundamental Principles of The University of Lethbridge.

3. Students respect the rights of every student and faculty member to attain their educational goals fairly.
4. Students respect the health, safety, and welfare of every member of The University of Lethbridge community.
5. Students respect and uphold the rights and freedoms of all members of The University of Lethbridge community, in accord with the principles articulated in the Canadian Charter of Rights and Freedoms.
6. Students treat with consideration the buildings, grounds, facilities, and equipment of The University of Lethbridge.
7. Students strive to maintain collegial relationships with fellow students, peers, faculty, staff, and administration.
8. Students abide by the policies, regulations, rules, and procedures of The University of Lethbridge and its academic and administrative units.
9. Students abide by reasonable oral or written instructions given by University of Lethbridge personnel in the implementation of their duties to ensure compliance with institutional policies, regulations, rules, and procedures.
10. All students accept the responsibility to abide by The University of Lethbridge Principles of Student Citizenship.

C. Implementation of the Principles

1. The Principles of Student Citizenship came into effect when approved by the General Faculties Council.
2. The Associate Vice President (Student Services) is responsible for establishing processes to monitor the effectiveness of the Principles of Student Citizenship in influencing student behaviour.

D. Amendment of the Principles

1. Proposed changes to the Principles of Student Citizenship can be forwarded by students, faculty, staff, or senior administrators of The University of Lethbridge to the Executive Committee of the General Faculties Council.
2. The Executive Committee of the General Faculties Council sends proposed changes to the Associate Vice President (Student Services) and the General Assembly of the Students Union, which provides its feedback to the Associate Vice President (Student Services).
3. The Associate Vice President (Student Services) considers all student feedback on the proposed changes and forwards recommendations to the Executive Committee of the General Faculties Council. On behalf of the General Faculties Council, the Executive Committee may approve minor editorial changes.
4. Proposals for substantive changes to the Principles of Student Citizenship must be published in the *Meliorist* and on The University of Lethbridge website at least 10 days before they are considered for approval by the General Faculties Council.
5. The proposed changes come into effect immediately upon approval by the General Faculties Council.