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Co-op & Internship Student Handbook (Pre-Placement)

A Guide for Participation in the Co-op & Internship
Program at the University of Regina

Contents

PLEASE NOTE THAT SOME ASPECTS OF THIS DOCUMENT REFER ONLY TO THE CO-OP PLACEMENT PROCESS. INTERNSHIP STUDENTS DO NOT NEED TO READ THOSE SECTIONS PERTAINING TO THE MATCH PROCESS.

IT IS CRITICAL THAT ALL INTERNSHIP AND CO-OP STUDENTS ARE AWARE OF THE POLICIES AND PROCEDURES SURROUNDING RECRUITING ETHICS

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SECTION ONE

Schedule for the Recruitment Process

Specific dates for each of the following deadlines change from semester to semester, so please refer to the Student Schedule (online or paper format). You are responsible for meeting all deadlines.

Application Deadline

11:59 pm on the appropriate date (see Student Schedule) is the deadline for new students to apply to Co-op/Internship. The same deadline applies to students who needs to apply for re-admission to Co-op (i.e. students returning from travel or a semester off campus). All applications are reviewed by the Faculty Co-ordinators, whose decisions are reported in letters you will be emailed from our office can pick up at the front desk. Applications can be submitted online from the Co-op Web Site.

Admission Interview (for new students)

When you apply to the Co-op or Internship program for the first time, you'll be interviewed by Career Centre staff about your interest in the program, what degree of commitment you're prepared to make, and what kind of jobs you're looking for. **Co-ordinators will reach out to you to set up an Entrance meeting when you submit your application.**

Pre-Employment Workshops

These compulsory virtual workshops, conducted by the Co-op/Internship coordinators, will give you useful information on resumes, interview skills, and the Co-op/Internship program in general.

Bring in Rough Draft of Resume

If you have not yet gone on your first workterm, please email your resume (using our guidelines) to your coordinator. Your coordinator will review and email you a revised version. Please submit your resume in MS Word.

Return to a Previous Employer

If you indicated on your Return-to-Campus form (required when returning from a work term) that you were planning to return to a previous employer but have not yet received confirmation, let us know so we can contact your employer for you. If the employer cannot make a firm offer at this time we recommend that you submit applications on Resume Day.

Job Descriptions Available Online

All job descriptions are posted on our web-based job board (Career Connect), which provides you 24 hr access to all our postings. You will use the same user name and password as your U of R email/UR Courses.

First Job Application Deadline Day

By this date you must have your resume portfolio—which includes cover page, resume, and transcript—prepared and approved. In Career Connect you will upload your documents to our account. Electronically, you will apply to all jobs you are interested in. Jobs on this day will close at 11:59 p.m. Be sure to fill out a Default Co-op Cover Page.

Begin Checking Career Connect For Interviews

After employers review the resumes they have received, they tell us which students they would like to interview. Check your Career Connect account to see if you have been invited to an interview. Interviews will appear under the "Interview" tab in Career Connect. Please review the invitation to note the location of your interview.

Interview Weeks

These are the weeks that have been set aside for employers to interview students for the Match (first round of hiring), either in person in our offices or by telephone, or virtually.

Match/Post-Match Information Session

If you are going out on your first work term, you must attend this session. It will give you an overview of the Match process, including how to rank employers, what a #1 rank from employers means, and what to do after the Match, whether or not you get a job.

Ranking Day

All first work term Co-op students are required to attend a Match/Post-Match Information Session. At this session you will be shown how to rank online through your Career Connect account. All rankings must be completed by 12:00 noon of the next day.

Match Day

A computer program matches the student and employer rankings. Results are posted on your Career Connect account. You must accept employment with the company you are matched with, and you must register for and complete the entire work term.

Post-Match: Continue Placement Activities

If you want a placement but have not been matched, continue to check Career Connect for more job opportunities posted with different deadlines. Jobs are posted as they are received at the Co-op Office. Check daily for new postings. If you find your own job, please provide your coordinator with a job description for approval. The placement process continues until the first week of the next semester or until all students have been placed.

SECTION TWO

Policies and Procedures -Apply to Both Internship and Co-op Students

- **Recruiting Ethics**

Employer Responsibilities

- Respect our schedules for job postings, interview arrangements, job offers, etc.
- Make sure up-to-date, online corporate information and accurate job posting data is available.
- Provide reasonable notice of candidates to be interviewed and of interview cancellations.
- Follow our Co-operative Education & Internship policies and procedures.
- Do not discuss job offers/rankings with candidates before, during, or following an interview.
- Do not provide candidates with information on other companies.
- Do not seek a candidate's assessment of another candidate.
- Provide rankings and offers (as applicable) in accordance with our published schedules.
- Do not submit multiple job rankings/offers unless prepared to honour multiple acceptances.
- Honour all job/student matches, and do not withdraw accepted offers or rescind offers of employment.
- Confirm all job offers in writing to the student and to the Co-op Office.

- Do not turn a Co-op/Intern assignment into a full-time position, thereby encouraging a student to settle for less education.
- Do not expect Co-op schools to recruit students on its behalf.
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment legislation.

Student Responsibilities

- Follow Co-op/Internship policies and procedures as outlined in the following section.
- Provide employers accurate and appropriate information about qualifications and interests.
- Apply only for the jobs in which you have a genuine interest.
- Notify the Co-op/Internship Office, well in advance, if interviews must be rescheduled or cancelled.
- Be well prepared for interviews.
- Do not discuss or mislead employers about their ranking and job offer intentions.
- Do not provide information to employers on other students or employers.
- Honour your acceptance of placement as a contractual agreement with the employer.
- Honour your employer's relocation policy (if applicable).
- Respect the employer's confidentiality policies.
- Notify the Co-op Office of any problems while on work term.

Institution Responsibilities

- Inform students, employers, and other interested parties of its policies and procedures.
- Provide equal services to all students and employers.
- Accommodate employers' reasonable requests for job posting, interview space and presentation facilities.
- Provide students with accurate and approved information (including promotion materials and salary and benefits) on all recruiting employers.
- Follow ethical and legal guidelines in providing student information to employers.
- Notify the employer of any hiring limitations before interviews.
- Notify employers of any students who, after being hired, do not achieve an academic level high enough to allow them to continue in the program.
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment legislation.

B. Co-op/Internship Policies

1. Students submit a resume consistent with Co-op/Internship guidelines.

We have done extensive research, including a survey of participating Co-op/Internship employers, to develop a resume format that our employers endorse. Following our resume guidelines will maximize your opportunity for an interview and placement. Resumes that do not meet the standard may be removed from the placement cycle and may not be included until necessary changes are made.

2. Students submit their portfolios electronically prior to the job deadline. Students who are not interested in any of the jobs posted on our web-based job board (Career Connect) but who are interested in continuing in the placement cycle must contact their Co-op Co-ordinator.

Resumes are sent electronically to our employers the day following the closing date of the position. Timelines cannot be flexible. Submission of one resume indicates that you are participating and actively seeking employment. Inactivity will result in removal from the placement cycle (“On Own” status).

3. Once selected for an interview, the student must attend.

Employers invest a significant amount of time, energy and money to interview students. Once you submit a resume for a job, you have indicated your willingness to accept an interview. Not attending an interview reflects poorly on you and the Co-op/Internship Program. If between Resume Day and Match Day you decide to return to a previous employer, check with us before accepting an offer. We can then reschedule with any potential employers that were expecting to interview you.

Missing an interview without sufficient reason may result in your removal from the placement cycle (see “On Own” status) and/or Program. A condition for remaining in the Program may include writing a formal letter of apology to the affected employer.

4. Students must rank only those positions which they are willing to accept if they are offered them. Do not rank a company that you are indifferent about working for.

You should be selective in applying for positions, and you are expected to show genuine interest in being employed when you submit a resume, although we recognize that you may only realize after an interview that the job may not meet your expectations. Because employers participate in the program with the expectation of hiring a student, use care when applying for positions. Ranking incorrectly may result in your removal from the Match process.

5. Students must accept employment and report to work with the company as designated in the Match.

Your ranking submission indicates that you will accept employment if matched by the computer system. Not honouring the Match ruins the integrity of the Program with our participating employers. If you do not accept employment or do not report to work as matched, you will receive a failing grade on your transcript and be removed from the Co-op Program.

6. Students must complete their work term with the company from which they have accepted an employment offer.

PLEASE BE AWARE THAT ONCE YOU HAVE ACCEPTED A CO-OP OR INTERNSHIP OFFER FROM AN EMPLOYER, WHETHER IT BE THROUGH THE MATCH PROCESS OR OTHERWISE, YOU MUST HONOUR THAT PLACEMENT WITH THAT EMPLOYER. ACCEPTING ANOTHER OFFER AFTER YOU HAVE BEEN PREVIOUSLY PLACED IS GROUNDS FOR IMMEDIATE DISMISSAL FROM THE CO-OP/INTERNSHIP PROGRAM.

THE UNIVERSITY OF REGINA CAREER CENTRE RESERVES THE RIGHT TO DISCLOSE TO ANY AND ALL EMPLOYERS THE STATUS OF CO-OP AND INTERNSHIP STUDENTS ENROLLED IN THE PROGRAMS.

Employers must have confidence that students will not leave in midterm due to minor dissatisfaction, conflict or a better offer. Leaving a work term prior to its completion without permission from the company, the Co-op Office and your Faculty Coordinator will result in a failed grade for the work term and removal from the Co-op/Internship Program.

7. If unplaced at the Match, students must take responsibility, with our help, for actively seeking employment.

You are responsible for submitting resumes for jobs as posted during the post-Match period. If you are not regularly submitting resumes or have not advised the Co-op Office that you are seeking employment by another means, we will conclude that you do not wish to participate in the Co-op Program. If you are inactive in the post-Match period, you may be removed from the placement process (placed "On Own" status).

8. Students are expected to accept post-Match job offers.

If offered a post-Match position you have 24 hours to accept the offer. The employer has the right to demand an immediate decision from you about a job offer. Not advising the Co-op Office of your decision as outlined above will be considered a rejection of the offer, and employers will be advised to consider other available students. A prolonged decision may frustrate participating employers and disadvantage your fellow students who may be very interested in employment.

Repeated refusal of job offers indicates an unwillingness to participate in placement and may jeopardize the long-term participation of an employer. Rejection of a job offer may result in removal from the placement cycle.

9. **Students must submit a Job Site Information Form by the end of the first week of each four-month work term. Students on a double work term must also submit a Job Site Information Form for the second half of the double work term.**

We must receive your Job Site Information Form to know your exact location at the work site, which allows us to communicate with you about a job site visit, registration and other matters. A \$25.00 penalty may be assessed if you fail to submit a Job Site Information Form within the first week of the semester.

10. **Students must submit End of Work Term Questionnaire form and Evaluations following the work term.**

We need to know your plans. In addition, the **End of Work Term Questionnaire form is an opportunity to wrap up your work term and update your file.** If you do not submit the forms, your continued participation in the placement cycle is at the discretion of the Co-op Office.

C. **Other Work Opportunities**

Even if you pursue a work term with an employer where you know a contact person, all the normal Co-op procedures, and the Co-op fee, still apply. If you receive an employment offer from an employer not participating in the current employment cycle, consult your Co-op Coordinator before accepting the position.

D. **“On Own” Status**

If you're placed "On Own," you may not use any of our services. If you are able to find employment, you must have the job approved by the Faculty Co-ordinator, register for the work term, pay the Co-op fee and complete a Job Site Information Form. The "On Own" status is normally considered to be a one work term penalty. If you meet all requirements of participation in Co-op, including the Return-to-Campus form, the "On Own" designation will be removed.

E. **Information for Visa Students**

Visa students must have a valid work permit before they can go through the Co-op/Internship placement process. The work permit is not a guarantee of a job, but it is a prerequisite for one.

You must show us a copy of your work permit, and you cannot go through the placement process until we see that copy.

To obtain a work permit, here are the steps to follow once you are admitted to the University of Regina Co-operative Education Program:

- Obtain your letter of acceptance from the Co-op Office.
- Pick up a letter of support from the Co-op Office.
- Attend the Visa Workshop or fill out the **Application to Change Conditions or Extend My Stay in Canada** form online on the Citizenship and Immigration Canada website.
 - The form can be downloaded from www.cic.gc.ca
 - You can also get assistance filling out the online forms at the UR International office on campus (CW 109, 585-4017)
 - If renewing your study permit when applying for your work permit, the fee required and the form must be submitted together for your application to be considered.
 - Normally, you can expect to receive your work permit in eight weeks.
 - The work permit will expire the same date as your study permit.

As soon as you receive your work permit, provide the Co-op Office with a photocopy. Again, the work permit is not a job guarantee; you will not be able to proceed through the Co-op placement process until your work permit arrives. This way, when you accept a job, you are legally permitted to go to work.

Visa students should note that all policies and procedures outlined in the Co-operative Education *Student Handbook* apply to them.

Complete information about Citizenship and Immigration regulations can be found at www.cic.gc.ca