Engineering Co-op Internship Program Information and Processes

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I.   Engineering Co-op Internship Program

The Engineering Co-op Internship Program (co-op program) supports the College of Engineering's aspiration to distinguish our graduates as well-rounded leaders whose technical, professional, and people skills create positive change in the world. The co-op program helps position students for success in their careers.

The co-op program is an academic work-integrated learning program available to undergraduate students enrolled in the College of Engineering. The program adheres to the principles and best practices of co-operative education as outlined by Co-Operative Education and Work-Integrated Learning (CEWIL Canada).

The program is classified as an "option" within University of Saskatchewan nomenclature. Participation in the Engineering Co-Op Internship Program is a choice to enhance student learning. Students are not required to complete the program to be eligible for graduation. However, students who choose to participate in the co-op program and receive all the available supports and benefits from this employment and work experience, are expected to fully engage in processes and responsibilities outlined in this document. Students who complete at least 12 months of work experience through the co-op program will graduate with "Co-op Internship" on their parchment.

Students who are approved to participate in the Engineering Co-op Internship Program receive instruction, support, and guidance as they learn, develop, and apply their engineering and career readiness skills by participating in:

- Introduction to Co-operative Education and Internship course (ECIP 200.1)
- Career development sessions provided by Engineering Co-op and Career Centre staff
- Networking and information sessions hosted by employer partners and the College of Engineering
- Co-op/internship job search processes
- Engineering Co-operative Internship Program Work Placement courses (ECIP 400-level courses)
- Sharing their co-op program experience with stakeholders of the program

II.   Engineering Co-op and Career Centre

The Engineering Co-op and Career Centre administers the Engineering Co-op Internship Program and ensures that the interests of both students and employers are protected as the students move through the co-op program.

The Engineering Co-op and Career Centre provides support year-round, which allows students to access services and resources at the time they need them, including:
- Preparation of students for participation in the co-op program
    - Teaching co-op preparation course
    - Program orientation through group and individual instruction
    - Information sessions and events
    - Supporting students throughout the job search process
    - One-on-one career coaching

- Ongoing work-integrated learning efforts and employment support
  - Guiding students to make the most of their work term placements
  - Supporting students through difficult workplace situations
  - Visiting students at work sites to conduct evaluations
  - Evaluating and documenting student performance on work term placements
- Fostering long-term professional relationships with industry partners to support the program
  - Employer recruitment process and job development
  - Mentorship program
- Maintaining student records
  - Marking work term assignments
  - Maintaining academic records

III.   Co-op Program Eligibility

a) Approval into the Co-op Program

Approval into the co-op program means that the student can participate in activities and take advantage of services offered within the co-op program, including access to the exclusive job board for co-op/internship opportunities in CareerLink.

To be approved, the student must:

1. Be enrolled in the College of Engineering and pursuing a Bachelor of Science in Engineering program

2. Be in good academic standing as per the [College of Engineering Academic Promotion and Standards Policy](#)

3. Have completed the first-year common core of engineering and have officially chosen a degree program area

4. Have passed Introduction to Co-operative Education and Internship course (ECIP 200.1)

b) ECIP 200.1

Introduction to Co-operative Education and Internship course (ECIP 200.1) is a one-credit course taught by Co-op & Career Centre staff. ECIP 200 is available to undergraduate students within the College of Engineering who have completed their first-year common core and have officially chosen their degree program area.

ECIP 200 is graded as pass/fail. Once a student has successfully passed ECIP 200, they are approved into the Engineering Co-op Internship Program.

c) Eligibility to take on a Work Placement

Work placements are not guaranteed; students must participate in the recruitment process and be given a formal job offer to secure a co-op/internship work placement. Students can take on multiple work placements through the program, totaling a maximum of 20-months of work experience.

To take on a work placement through the co-op program, students must:

1. Be approved into the co-op program;

2. Have completed at least two years of the Bachelor of Science in Engineering program at the time of the first work placement;

3. Not be registered in a capstone design course during the time in which the work placement will take place;

4. Return to studies following a work placement with at least 12 credit units of coursework remaining towards the requirements for their Bachelor of Science in Engineering degree; and

5. Complete their degree program in the timeframe outlined the Undergraduate Degree Completion Timeframe Policy.

In cases where a student has secured a co-op work placement and then gets placed under academic action because they have failed to meet the minimum academic standard outlined in the College's Academic Promotion and Standards Policy, the following will occur:

1. Co-op program staff will notify the student's co-op placement supervisor and inform them that the student will be placed under academic action; and

2. The student will follow the instructions given in the letter issued by the College of Engineering informing the student that they will be placed under academic action, including their ineligibility to participate in the Co-op Internship Program and the opportunity to appeal their academic action in writing to the Student Academic Affairs Committee (SAAC).

IV. Work Opportunities

a) Position Requirements

A position qualifies for the co-op program if it meets the following criteria:

1. Term lengths of 4, 8, 12 or 16 months.

2. Start dates of January, May, or September.

3. Students must be engaged in quality engineering work that develops their skills and knowledge related to engineering.

4. Work placements must be full-time hours and paid; part-time positions do not qualify.

5. Professional Engineer supervision and/or mentorship is preferred, though not required.

b) Job Board

Co-op/internship opportunities can be found on the exclusive Co-op Internship Program job board in CareerLink. All jobs posted to this job board are reviewed and approved by Co-op and Career Centre staff prior to becoming visible to students. In cases where questions arise, Co-op & Career Centre staff may follow-up with the employer directly and/or consult with the Associate Dean-Academic and/or Department Heads to determine alignment with our engineering programs of study.

Students can also search public job boards to find co-op/internship opportunities; however, they must get the job position reviewed and approved by Co-op & Career Centre staff prior to applying for the position through the co-op program.

c) Recruitment Process

Work placements are not guaranteed. Students are expected to actively participate in employer recruitment processes including attending networking events, applying to job postings, taking part in employer interviews, and reviewing co-op position job offers to secure a work placement through the co-op program.

Employers are encouraged to contact the students directly to schedule interviews and make job offers. Personal plans which may affect a student's availability and job performance, i.e. part time jobs, vacation, courses, etc., must be discussed with an employer in the interview. Students must inform the Co-op & Career Centre staff immediately if they have received a job offer.

Once a student accepts a job offer by signing the official employment letter/contract, the student has committed to that employer. Students are not allowed to renege on a co-op position.

V. Work Placement

a) Pre-departure Session

Students who have secured a work placement through the program are required to attend a *Pre-departure Session*, usually scheduled in the month prior to their placement beginning. This session is hosted by Co-op & Career Centre staff and is designed to communicate program expectations and academic details to students.

b) ECIP 400-level Courses

Students are enrolled in a series of four-month ECIP 400-level courses while they are employed. For the first four months, the student is registered in ECIP 400. For the second four months, the student is registered in ECIP 401, and so on. Students can gain up to 20 months of work experience. These courses are 0 academic credit units and 15 operational credit units which maintains the student's full-time status while they are on work placement.

The Co-op & Career Centre staff enroll students in these courses. Students are not permitted to un-register themselves from these courses. Should this occur, the student will be removed from the Co-op Internship Program and the employer will be notified that the student is no longer allowed to participate in the program. Un-registering themselves from these courses also warrants a non-academic misconduct.

Co-op & Career Centre staff will maintain the Canvas course community hub, accessible by all students while on work placement and will be responsible for grading and/or reviewing all learning activities and assignments submitted through this hub. Details on assignments and grading policies are available in the ECIP 400-level course syllabus.

ECIP 400-level courses are graded as "pass" or "fail" and will appear on a student's transcript. Grades will be submitted by Co-op & Career Centre staff through PAWS at the end of each four-month block of time (i.e. Jan-April, May-August, and September-December).

c) Supervision

Students on work placement through the co-op program are not required to have direct supervision or mentorship from a Professional Engineer, however this is strongly encouraged, particularly if a student wishes to use the pre-graduation work experience towards their professional requirements through the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS).

Work placement supervisors are required to complete an interim and/or final evaluation with the student they are supervising. Details on this requirement are outlined in the Canvas course with the onus being on the student to provide their supervisor with a link to the evaluation(s). It is expected that the evaluation be reviewed by the work placement supervisor with the student prior to submission.

Co-op & Career Centre staff will review all evaluations and follow-up with work placement supervisors if concerns are brought forward in the evaluation.

d) Mentorship

Students on work placements of 8-, 12- or 16-months will be assigned an industry mentor for the first eight months of their placement. The purpose of the mentorship component of the program is to provide support, guidance, and new perspectives to students as they transition from school to a professional workplace.

Those selected to be mentors for the program will have applied to be a mentor and have been vetted by Co-op & Career Centre staff. Efforts will be made to ensure that mentors have their Professional Engineer designation or have held this designation in the past. In most cases, mentors will be assigned to students based on their program of study, however in some cases, a student and mentor may not be involved in the same discipline of engineering.

e) Site Visits

Co-op & Career Centre staff will conduct one site visit per work placement, to be conducted within the first four months of the placement (i.e. within the student's work placement probationary period). While it is preferable, and best practice, to conduct the site visits in person with the work placement supervisor and student, virtual site visits may be conducted in lieu of in-person.

The first fifteen minutes of the site visit will be spent in discussion with the work placement supervisor followed by fifteen minutes spent with the student.

The site visit serves as an opportunity to address any concerns that may have arisen in the first two or three months of the work placement, to check in on how things are going, provide/receive feedback, and to develop and/or strengthen the relationship between the College of Engineering and the employer. Site visits also serve as an opportunity to connect with the employer on future recruitment needs.

In addition to site visits, students are encouraged to contact Co-op & Career Centre staff at any time during a work term. If any difficulties arise during the work term, if the work is not consistent with the job description, or if there are incidents that make students feel uncomfortable in the workplace, students should reach out to the Engineering Co-op and Career Centre.

f) Term Length Changes

Work placement term length changes are permitted, up to a total of 16 months, as long as the student, employer, and co-op program are all in agreement. Students who have just completed their second year of study who are on a 4-month work placement from May to August are not permitted to extend the length of their placement.

Changes to term lengths must be communicated via email to Co-op & Career Centre staff to ensure that the student's CareerLink work term record is updated and that the student is enrolled in the appropriate ECIP 400-level courses to correspond to their placement length. A copy of a signed letter of term length change is preferred, however an email directly from the employer indicating the change and the student's acceptance of the change is also acceptable.

g) International Work Placements

International work placements may be considered through the program. International work placements will require coordination with the International Student and Study Abroad Centre (ISSAC) to ensure that the student has the required documentation to work in another country. The onus is on the student to begin this process.

h) Taking Courses while on Work Placement

Students may be permitted to take one course per term while on work placement. Permission is required from Engineering Co-op & Career Centre staff prior to a student taking a course. Courses must not conflict with regularly scheduled hours of employment. As such, courses offered online or in the evening are preferred. Once permission is granted, Co-op & Career Centre staff will update the student's credit unit limit to permit them to register for a course.

VI.   International Students

International students are eligible to participate in the program, however, they will require a Co-op Work Permit, issued through Immigration, Refugees and Citizenship Canada (IRCC) prior to beginning their work placement.

The timelines associated with such a permit being issued can be very lengthy, as such, students are encouraged to apply as soon as possible for their permits. International students will require a letter issued by the College of Engineering, stating their approval to participate in the Co-op Internship Program, prior to beginning their work permit application process. Co-op & Career Centre staff will provide students with this letter as soon as possible after students have been approved to participate in the program. The Co-op Work Permit cannot be used for employment outside of the program.

VII.   Program Academic Agreement

Students must sign a Program Academic Agreement with the Co-op Internship Program before they begin a work placement through the co-op program. The Program Academic Agreement, along with this Processes and Policies document, is reviewed with students in the ECIP 200.1 class and the pre-departure

sessions. The agreement is located within their work term record in CareerLink. The student is not enrolled in ECIP 400-level work placement courses until the Academic Agreement is signed.

VIII.   Tuition and Fees

Students who secure a work placement will be enrolled into ECIP 400-level course and will be required to pay tuition and off-campus student fees for each 4-month work placement. Students working consecutive work terms are required to register and pay fees for each 4-month work placement.

Off-campus student fees do not grant access to the PAC, UPASS and health and dental coverage. Students are able to opt into the voluntary part time fee through Student Central to gain access to the PAC and UPASS. Students requiring access to the health and dental coverage may also opt in, however these coverage plans have specific deadlines.

IX.   Student Conduct Expectations

All students participating in the Engineering Co-op Internship Program are expected to act in professional and ethical manner and maintain culture of academic integrity. Those expectations apply to academic on-campus activities, co-op recruitment process (program applications, job applications, interviews, etc.), as well as work placements, and include, but are not limited to:

- Representing oneself truthfully at all times
- Being accountable for one's actions
- Conducting oneself honorably and responsibly
- Acknowledging and respecting the work of others.

All Engineering Co-op Internship Program students must adhere to all applicable University of Saskatchewan policies and procedures, including University of Saskatchewan's Student Discipline, and related Regulation on Student Academic Misconduct, and the Standard of Student Conduct in Non-academic Matters and Procedures for Resolution of Complaints and Appeals, as well as terms and conditions outlined in the Program Academic Agreement.

Engineering Co-op Internship Program is an optional program. Students are admitted and remain in the program as long as they meet the program eligibility requirements and comply with applicable policies and procedures. Violations may result in disciplinary action, such as restriction from searching and applying to jobs, up to and including loss of a placement and/or immediate removal from the program.

X.   Parchment Recognition

Students who complete 12-months or more of work experience through the co-op program, while maintaining expectations and requirements outlined in this document, will graduate with the "Co-op Internship" option listed on their parchment. Academic advisors will run reports when they are doing

graduation checks to determine which students will receive this notation on their parchment. Co-op Internship designations on transcripts and parchments are deemed as an advantage when seeking permanent employment.

XI.   Pre-graduation Work Experience and APEGS

Work placements through the program are not guaranteed as eligible pre-graduation <u>work experience</u> by APEGS and other licensing bodies, though most often, these work placements do meet eligibility criteria. In cases where Co-op Internship Program staff believe that a work placement posted on the CareerLink Co-op Internship Program job board may not qualify as acceptable towards licensing requirements, this will be explicitly outlined in the job posting itself.