

## Mohawk College Co-op Agreement

- The success of Mohawk College Co-op programs requires that all students follow Co-op Policies and Procedures.
- It is the student's responsibility to read and understand Co-op Policies and Procedures (available in CareerReady)
- To be eligible to participate in Co-op a student must:
  - Be registered full time in the semester prior to the work term and returning full time after the work term.
  - Pay Co-operative Education fees
  - Meet the academic standard for continued enrolment in the academic program
  - Accept the Co-op Agreement by clicking on "Accept" at the end of this document
- A student, who fails to follow the Co-op Policies and Procedures, will be prohibited from viewing/applying for jobs in CareerReady.  
By accepting the Co-op Agreement, the student authorizes Co-op Services to release the following information to Cooperative Education employers:
  - Name, address, telephone number, and Mohawk College email address
  - Resume, Cover Letter, and Academic Transcript
  - Prior placement information, including Employer Evaluations
  - Audit/summary data related to apprenticeship competencies (Internships only)
- By accepting the Co-op Agreement, the student authorizes employers to release information to Co-op Services regarding the student's work term employment.
- After the Promotion Meetings at the end of each semester, an unplaced student who has more than two course failures ceases to be eligible for Co-op recruiting for the applicable work term. The student will be unable to view or apply for Co-op jobs.
- Eligible Students are expected to participate in Co-op for all available work terms. Students who obtain the required number of Co-op credits will graduate with a Co-op Diploma. Those who do not have the required number of Co-op credits but have met the classroom program requirements will graduate with a Non-Co-op Diploma.
- Students must have a valid reason for declining a job offer. Students who turn down two job offers will be required to meet with their Co-op Specialist to discuss the validity of their reasons and may be blocked from further participation in the co-op recruiting process..
- Students who miss interview without notification may be blocked from further participation in the co-op recruiting process and are required to contact their Co-op Specialist immediately.
- Students who participate in a Co-op work term must submit the appropriate Work Term Assignment.
- A student will receive a "FL" grade for the work term if they:
  - Fail to report to an approved Co-op job
  - Quit an approved Co-op job without permission from Co-op Services
  - Are terminated for just cause
  - Do not submit a complete Work Term Package
- Students will not remain in, nor return to a Co-op job obtained through Co-op Services after their work term ends, without permission of Co-op Services.
- Students should expect to be treated as regular employees and must observe all company policies and procedures during their work term(s), neither expecting, nor requesting special privileges.
- Credit for the work term will be partially dependent upon students' meeting the employer's requirements, as reflected in the Performance Appraisals.
- Co-op Services will provide as many job postings as possible; however, employment cannot be guaranteed.

- Students are required to conduct a search for their own Co-op job. Co-op Services will provide both guidance and assistance

Failure to read and understand Co-op Policies and Procedures will not excuse inappropriate actions.

Mohawk College and its employees shall not be held liable or responsible in any way for losses incurred by a student due to dismissal from Co-op employment.