



School of Architecture

M.Arch. Co-operative Education Agreement

This agreement, together with the University Working Rules and Regulations, govern the Co-op program in the School of Architecture. They are designed to facilitate consistent ways of working and the optimal use of available resources to achieve the best possible education experience for the students in the School.

- It is each student's responsibility to register online for the work term and pay the associated fees.
- Each student must update his/her record on Banner with current contact information on or before the first day of the term regardless of his/her employment status. It is important that an address be provided for your actual location especially if it is outside Canada.
- The work term schedule has been designed to complement the academic program. A student must apply in writing to the Professional Practice Teaching Group, through the Co-op Coordinator, for approval to deviate from that schedule.
- Although the School of Architecture provides job search assistance, it is each student's responsibility to find a suitable position in the field of architecture for the work term. The Professional Practice Teaching Group, through the Co-op Coordinator, must approve all positions.
- The deadlines established by the Co-op Coordinator are strictly enforced.
- A job offer must be accepted or declined by the date set by the Co-op Coordinator in the requested format in the prescribed timeframe.
- If a student starts work in a position that is not approved by the Professional Practice Teach Group, the experience cannot be used for work term credit. When a student obtains an offer of a position on his/her own, s/he will notify the Co-op Coordinator immediately to request approval of the position. When approval is given, the student will notify the Co-op Coordinator of his/her decision regarding acceptance.
- A student must have the approval of the Professional Practice Teaching Group, through the Co-op Coordinator, to do supervised research for work term credit. All research proposals must be submitted in writing. If a student starts work on research that is not approved by the Professional Practice Teaching Group, the experience cannot be used for work term credit.

- The Co-op Coordinator is not responsible for the actions of employers or the actual conditions of employment. It is each student's responsibility to know the conditions of employment before accepting a work term position. When accepting a position, a student is agreeing to and will honour the conditions of employment. Each student should provide a copy of the letter of engagement from his/her employment to the Co-op Coordinator for the student's file.
- Students will immediately notify the Co-op Coordinator of any difficulties experienced in the workplace during the work term. Unless there is a threat of harm, students will not resign from a work term position before discussing the situation with the Co-op Coordinator.
- Students will immediately notify the Co-op Coordinator and the employer of any significant changes in their academic and/or employment status, including academic or employment dismissal, which would have an impact on their performance in the Co-op program.

I authorize the Co-op Coordinator to release to employers information from my student record, including my academic transcript. I understand that information will not be included if it would violate Canadian Human Rights legislation.

I authorize employers to release to the Co-op Coordinator relevant employment related information. I understand that information will not be included if it would violate Canadian Human Rights legislation.

I am aware that the work terms are a significant component of my professional development and understand the importance of conducting myself, through all aspects, in a professional manner. I also understand that my conduct during the work term affects the reputation of the School of Architecture and Dalhousie University.

I agree to abide by the points set out in this document.

Student name (printed)

Student signature

Student ID number

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