

Co-operative Education Agreement

Co-operative Education work terms are an integral part of my education at Dalhousie University, and since their successful completion is necessary for graduation, I understand and agree to abide by the following.

As a Science Co-op student I will be alternating specific periods of academic study and Co-op work terms. I understand I must be enrolled in a 20 credit degree program.

I agree and understand that each Co-op employment term must be for a minimum 13 weeks, minimum of 32.5 hours per week, and I must voluntarily return to university to continue my academic studies after each work term.

I understand that it is primarily my responsibility to find each work term. I agree to, and understand, that I am required to conduct my own independent job search.

I authorize the Science Co-op office to release to prospective employers my resume and academic transcript, when requested by Co-op employers, in order to assist their assessment of my suitability for a particular Co-op position.

I will seriously consider all Co-op job postings. I will consider the requirements and details for positions before interviewing for them. When offered a position, I will make a prompt reply regarding my acceptance of the position as this affects the Science Co-op program and other students. This is generally a twenty-four hour period or less. I understand that once I am in the position of being offered a position, I am expected to accept a position if offered to me and cannot decline a job offer at that point. If a job offer is declined, the Science Co-op office has the right to discontinue its services to me. Referral of students is the prerogative of the Science Co-op Office. Therefore, I will not refer any other student to a Co-op employer.

I agree to register for each of my required work terms with the Registrar's office under the course number listed for that particular work term.

I agree to pay the Science Co-op Fee that is charged to my Dalhousie student account four months in advance of each of my work terms. I understand that the fee is non-refundable and non-transferrable once charged.

I understand that each Co-op Fee is a program fee and not a Work Term Fee.

I understand that I must maintain a minimum GPA average to remain in the Science Co-op program. If my GPA falls below the set minimum GPA requirement, I may be asked to withdraw from the program.

Upon accepting a Co-operative work term, I recognize my responsibility to perform all tasks assigned to me to the best of my ability, to meet all the standards and conditions of my employment, and to abide by the work schedule established by my employer.

I understand I am expected to fully complete each work term. If I leave a work term, I understand my status in the Science Co-op program will be reviewed and I may be withdrawn from the program.

I will not seek or accept Co-op employment from any other employer once I have accepted a Co-op position.

I understand that the Science Co-op jobs, and username and password to view jobs, are confidential to me and are not permitted to be shared. I cannot share my Science Co-op jobs username and password as the jobs and information received is confidential to the Science Co-op program and its' students. The sharing of this information, and/or Science Co-op jobs, could result in being dismissed from the Science Co-op program.

I agree to submit the evaluation and work term reports, as required by the Science Co-op program, immediately after each work term period, by the deadline given by the Science Co-op office.

When I have accepted a work term, I understand I will be withdrawn from other job competitions.

If I obtain my own work term, I understand the position must be approved by the Science Co-op office to be considered a Co-op work term. I understand if I secure my own work term, a Co-op Fee is still applied to my account as it is a Co-op Fee and not a work term fee.

I am to notify the Science Co-op office of any significant changes in my status that would have a direct effect on my performance as a participant in the Science Co-operative Education program.

I hereby apply for admission to the Science Co-operative Education program. I agree to abide by the policies of the Science Co-operative Education program as conditions for admission to and continuation in the program.

Name (please print): _____ Date: _____

Student's Signature: _____ Student #: _____

Student Degree Major: _____