



Co-op/IIP Student Handbook

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Co-op/IIP Student Handbook

The Price Faculty of Engineering provides undergraduate students, who have been accepted into their department of choice, the option of participating in **the Co-operative Education & Industrial Internship Program (Co-op/IIP)**. This program alternates on-the-job work experience with academic terms. It offers students a unique opportunity to develop engineering employment and professional skills that enhance their academic Engineering program of study and prepare them for work post-graduation. Engineering Co-op/IIP is an optional program. Students are admitted and remain in the program at the discretion of the Director.

Co-op/IIP Rules & Regulations

1. **GPA:** Students must maintain a term GPA greater than 2.0 to remain in the program. Co-op/IIP students should see their Co-op/IIP Coordinator immediately if their term GPA falls below 2.0. Students on “*Academic Warning*” or “*Probation*” may have their acceptance deferred or have Co-op/IIP permissions suspended until they successfully complete two terms with a GPA above 2.0 and an assessment of “*Satisfactory*”. Students who are “*Required to Withdraw*” are not eligible for Co-op/IIP and will remain ineligible even after reinstatement to the faculty. Ineligible students are encouraged to concentrate on their academics, rather than participate in Co-op/IIP. Students with concerns about their ability to remain in Co-op/IIP due to their academic standing should contact their Co-op/IIP Coordinator as soon as possible.
2. **Account Status:** Students must be in good financial standing with the University of Manitoba to access University services including Co-op/IIP. Students who are placed on hold (regardless of the reason), may have their permissions for Co-op/IIP removed until the hold is released. Students on hold or who anticipate being put on hold should see their Co-op/IIP Coordinator immediately to discuss their options.
3. **Job Postings:** Engineering Co-op/IIP job postings are posted in UM Connect or sent by e-mail. All jobs are posted for the express purpose of providing Co-op/IIP students with work placement opportunities. They are essential for the Co-op/IIP program to connect our students to Co-op/IIP employers, who have requested Co-op/IIP students. Misuse of this information by sharing details with non-Co-op/IIP students will result in permanent removal from the program. Students should read all postings carefully to ensure they understand the terms of the employment including but not limited to job location, duties, salary, and if overtime or a Drivers License is required. See *Job Search Procedure* section of the *Co-op/IIP Student Handbook* for additional information.
4. **Work Term Commitment:** Students should read all postings carefully to ensure they understand the terms of the employment. Employers provide training and accept external contracts based on the availability of student employees. Therefore, students are committed to completing the full work term with an employer and are not allowed to quit if the job is not what they expected. Quitting a co-op placement in the middle of the term may result in removal from Co-op/IIP. Students who accept a longer work term (8, 12 or 16

months) must be prepared to complete all terms as agreed. Students who have any concerns about their placement should consult their Co-op/IIP coordinator as soon as possible.

5. **Job Searching:** Co-op/IIP is not a placement program. Our program is built on the philosophy of teaching lifelong employment skills including job search strategies. Therefore, it is expected that a student's job search will not be limited to the Engineering Co-op/IIP postings in UM Connect. Students should include searches of other job posting sites, employer websites, and pursue networking opportunities. Regardless of where a job is found, Co-op/IIP students in the program are required to inform the Co-op/IIP Office of any placement, register for the co-op course, and complete a Work Term Portfolio. If a student is applying for or is awarded a position, outside of the Co-op/IIP postings, they should always contact their Co-op/IIP Coordinator. See the *Job Search Procedures* of the *Co-op/IIP Student Handbook* section for additional information.
6. **Job Offers:** Students must accept the first job offer presented to them. As such, students should not apply for jobs they do not want. When students accept a job offer, their **decision is final**. They are not allowed to apply for additional jobs or attend interviews. Students who are uncertain about accepting a position should contact their Co-op/IIP Coordinator immediately to discuss their options. See the *Job Search Procedures* of the *Co-op/IIP Student Handbook* section for additional information.
7. **Registration and Tuition:** Students are responsible for registration, tuition, and written reports for every 4-month co-op placement. Students who do not register for the co-op course themselves will be registered by the Co-op/IIP office or the Registrar's office on their behalf. Late fees may apply if Co-op/IIP staff needs to enroll a student who has secured a position. See the *Registration and Tuition* section of the *Co-op/IIP Student Handbook* for additional information.
8. **Work Term Portfolio:** At the end of every 4-month work term, a Work Term Portfolio must be submitted by the student as a requirement of the co-op course. The purpose of the portfolio is for students to demonstrate that learning has taken place during a work term and for Co-op/IIP to evaluate such learning. In addition, students need to develop their employment skills including updating their resume to document this new experience and the skills gained through the cooperative experience. At the discretion of the Co-op/IIP Director and with the collaboration of the Co-op/IIP coordinators and department faculty reviewers, a student who fails to submit a complete Work Term Portfolio by the stated deadline for that term, or a student whose work is deemed unacceptable, will receive a Fail, and face possible removal from Co-op/IIP. This portfolio is submitted to fulfill the co-op course requirements and hence the University of Manitoba rules for Academic Integrity apply. See the *Work Term Portfolios and Grades* section of the *Co-op/IIP Student Handbook* for more information.
9. **Re-hires:** Students accepting Co-op/IIP job placements must realize that any subsequent job offers (re-hires of consecutive or non-consecutive terms) with a previous Co-op/IIP employer (whether facilitated through the Co-op/IIP office or not) will be considered Co-

op/IIP work terms. All the Rules and Regulations of the Co-op/IIP apply for re-hires, including registration in the Co-op/IIP course, payment of tuition, and submission of a Work Term Portfolio. Students should not misuse the program by taking a first Co-op/IIP work term and then returning the following year as a re-hire without registering for a Co-op course. Misuse of this rehire policy may result in permanent removal from Co-op/IIP.

10. **Exiting Co-op/IIP:** It is the expectation that students will remain in Co-op/IIP until graduation. If a student completes the required three (3) placements and is **not** on a work term, they will receive an email from the Co-op/IIP office and be given the opportunity to exit the program. Students who have not completed three (3) terms must contact their coordinator if they would like to discuss exiting the program. See the *Exiting the Program* section of the *Co-op/IIP Student Handbook* for more information.
11. **Professionalism:** Co-op/IIP is built on the philosophy of teaching lifelong employment skills including professionalism. Students need to endeavor to act in a professional manner while interacting with Co-op/IIP staff, the employers and while out on work term. This includes but is not limited to: attending prescribed Co-op/IIP sessions, attending Co-op/IIP workshops or other events for which they registered, monitoring and responding to their U of M email in a timely fashion, monitoring and responding to voice mail as required and completing the Co-op/IIP course requirements on time. All correspondence with the program must be through the U of M email system (*myumanitoba* email address).
12. **Codes of Behavior:** All Co-op/IIP students are ambassadors of the Faculty of Engineering and are expected to behave in a professional manner. Students must follow the guidelines of all University of Manitoba procedures and policies including University of Manitoba's Student Academic Misconduct, and Non-Academic Misconduct Procedures, the Respectful Work and Learning Environment Policy and the Engineer Geoscientist Manitoba's Engineering Code of Ethics. Violations may result in removal from the program.

Engineering Co-op/IIP is an optional program. Students are admitted and remain in the program at the discretion of the Director. Failure to comply with the above Rules and Regulations will result in disciplinary action, up to and including loss of a Co-op/IIP placement and/or immediate removal from the Co-op/IIP Program.

Co-op/IIP Processes and Procedures

1. Intake procedure

- 1.1. Eligible students may apply for Co-op/IIP each October. (See the *Application Information sheet on the Co-op/IIP* website for eligibility requirements). The application procedure includes mandatory information sessions in September and January, an online application in UM Connect, an intake meeting with the student's Co-op/IIP Coordinator, and review of student grades in January.
- 1.2. Resumes, cover letters and the student's *Goals and Expectations* must be approved by Co-op/IIP Coordinators before acceptance into Co-op/IIP is granted. If additional work and revisions are required, these need to be completed before final acceptance into the program.
- 1.3. Students will receive e-mail notification of a mandatory Orientation session in January. After attending the meeting, students will need to complete and upload to UM Connect the Co-op/IIP Acceptance form, indicating that Co-op/IIP can release information that aids in their job search and that they will follow the Co-op/IIP Rules & Regulations of the program. Co-op/IIP Coordinators will then grant students who have completed the entire application process above, full access to UM Connect "Engineering Co-op/IIP".
- 1.4. Students who wish to be accepted into Co-op/IIP outside this normal timeline should see their Co-op/IIP Coordinator. An example would be a student applying to Co-op/IIP in October who wants to work in the winter term.

These steps are MANDATORY before acceptance into Co-op/IIP is granted. If you do not meet the program eligibility requirements, follow the Rules & Regulations, or miss a deadline or a required session/workshop, acceptance may be delayed or denied.

2. First Steps

- 2.1. Engineering job postings, the Co-op/IIP Student Handbook, and the *Work Term Documentation Guidelines* are posted in UM Connect. It is the student's responsibility to read these documents and check the site regularly.
- 2.2. Jobs with the Province of Manitoba require students to register with STEP services. Students should complete a STEP online application as soon as they receive acceptance into Co-op/IIP (available online at www.gov.mb.ca/csc/step). This is a requirement for *all* jobs with the Province of Manitoba, including MIT and Manitoba Hydro.
- 2.3. All international students need to apply for a Co-op Work Permit as soon as they apply to Co-op/IIP. A valid Co-op Work Permit is required to work and the time it takes to obtain one is quite lengthy. International students should see their Co-op/IIP Coordinator for a letter of support for their Co-op Work Permit application.

- 2.3.1. International students will periodically require Work Permit Renewals if their Study permit expires. Students who need to renew their permits should contact their Co-op/IIP Coordinator for a letter of support.
- 2.3.2. Co-op/IIP endeavours to provide students with the correct and up to date information regarding Work Permits but it is the students' responsibility to obtain the correct information. Co-op/IIP recommends that students contact the International Centre on campus for more information, umanitoba.ca/international.

3. Work Term Definition

- 3.1. To qualify as a Co-op/IIP placement the Work Term must be compensated.
- 3.2. Work Terms must be full time employment (35+ hours per week) over a minimum of 12 weeks for each 4-month work term.
- 3.3. Placements can be 4, 8, 12 or 16 months, comprised of Work Terms of 4 months each. Work Terms begin in May, September, or January to fit into the academic calendar.
- 3.4. To allow for the review of the work experience and to prepare the student for graduate employment, the work term must be followed by an academic term. Students cannot finish their degree while on a work term.

All Co-op/IIP Engineering postings have been vetted for Co-op/IIP's criteria.

If a student is applying for, or is awarded, a position outside of the Co-op/IIP postings, they should always contact their Co-op/IIP Coordinator.

4. Job Search Procedures

- 4.1. Engineering Job postings will be uploaded in UM Connect as they are received from participating employers. Co-op/IIP job postings will be posted in the system and/or sent to co-op students by e-mail. Students should check the system and their e-mail at least 3 or 4 times a week.
- 4.2. Students should be selective when submitting applications, choosing jobs that they are able to accept and are suited to their skills. To maintain the integrity of the program, students should not apply for jobs unless they are prepared to accept an offer for that position. For example, students should not apply to a position that requires a Driver's Licence if they do not have one or apply to a remote location if they are unwilling to move there. If, after an interview, students have serious misgivings about a job placement, they should contact their Co-op/IIP Coordinator for guidance immediately.
- 4.3. Job applications are submitted through UM Connect, e-mail or company websites. Read the job posting carefully for the job requirements, deadlines, how to apply and the requested documents for the application package. The application package will generally include a cover letter, resume, and web transcript as required. Documents should be saved as PDFs with the student's name in the file name. (Example: John Doe Resume.) It is recommended to submit application packages before the deadline

indicated in the job posting. Employers frequently review applications as they are received and may even close the posting prior to the stated deadline. Submit early! Late applications will not be considered.

- 4.4. It is expected that a student's job search will not be limited to the Engineering Co-op/IIP postings in UM Connect. Students should include searches of other job posting sites (including LinkedIn, INDEED), employer websites, and pursue Networking opportunities on campus and through personal connections. Research on campus may also qualify as a work term. Students should network with potential employers, approach employers who are currently not posting, or who have not yet participated in the Co-op/IIP program. Regardless of where or how a job is found, Co-op/IIP students in the program are required to inform the Co-op/IIP Office of any placement, register for the co-op course and complete a Work Term Portfolio. If a student is applying for, or is awarded, a position outside of the Co-op/IIP postings, they should always contact their Co-op/IIP Coordinator. A representative from Co-op/IIP may need to contact the employer to ensure the job meets the requirements of the program.
- 4.5. Students are encouraged to be organized while conducting their job search: keep records of the positions to which they apply, including the contact's name and e-mail address, copies of job postings, and copies of their application package for each application. Postings are no longer available for viewing after the closing date.
- 4.6. Employers usually contact students directly for interviews and offers. Employers may also schedule interviews through the Co-op/IIP Office. Students need to check their email frequently. Students must have voice mail and check it regularly. Telephone or virtual interviews may be conducted, and it is recommended that the student arranges for a quiet and private place for the interview. The Co-op/IIP office may be able to provide a private room for an interview if given sufficient notice.
- 4.7. Students must accept the first job offer presented to them. When students receive a job offer, they should inform their Co-op/IIP Coordinator immediately. If a student is uncertain about how to respond to the employer to accept or how to ask for more time to consider, they should contact their Co-op/IIP Coordinator immediately to discuss their options.
- 4.8. Once a student has accepted their job offer their **decision is final** and they need to cancel any scheduled interviews with other employers. They will not be allowed to apply for subsequent jobs or attend more interviews. Students should withdraw from all other applications they have made in the previous 4 weeks. As a professional, students need to realize that by accepting the position they have made a commitment with the employer. Breaking that commitment could have future repercussions for the student if they are dealing with the same employer, Human Resources professional or engineering manager.
 - 4.8.1. To withdraw from a competition, students need to send a personal e-mail to each employer. Co-op/IIP can help with the wording if required.

Students should understand that although the Co-op/IIP Coordinators will do everything possible to help students secure employment, the Co-op/IIP program cannot guarantee job placements. Co-op/IIP is not a placement program and effort is required on the part of the student to secure a position. However, Co-op/IIP has many resources to support students who are struggling to secure a position. Co-op/IIP staff are here to assist students personally or direct them to additional resources.

5. You Got a job! Registration and Tuition

5.1. Students are required to register for the co-op course and pay tuition fees for each 4-month Work Term. Students working consecutive work terms are required to register and pay fees for each 4-month Work Term.

5.2. As soon as students receive an offer they should:

5.2.1. Create a Work Term Record in UM Connect (Part 1) and upload their letter of offer.

5.2.2. Register for a co-op course in Aurora (see Co-op/IIP Handbook or UM Course Calendar)

5.3. The co-op course can be found in Aurora as seen below. Students will need to pay the tuition fees for the co-op course. U of M “Important Dates” and Aurora will have the dates for the current year.

Course Numbers:

ENG 4800 Co-op Work Term 1

ENG 4810 Co-op Work Term 2

ENG 4820 Co-op Work Term 3

ENG 4830 Co-op Work Term 4

ENG 4840 Co-op Work Term 5

Sections:

01 Biosystems Engineering

02 Civil Engineering

03 Electrical & Computer Engineering

04 Mechanical

05 IEEQ

5.4. Students **may** be eligible to register for up to 4 credit hours per term while on a work placement. Students require approval from their employer. Approval from the employer is recommended even in the case of a night class since the class time may affect the ability to work overtime if required.

5.5. Students should review the *Work Term Documentation Guidelines* in UM Connect / Resources.

Each co-op course contributes to one of three courses required to obtain your co-op designation on your degree and is in addition to the academic degree requirements.

6. On the Job

- 6.1. Students should have completed Part 1 of the Work Term Record in UM Connect as soon as they received an offer. Within 2 weeks of the start date, students need to complete Part 2 of their Work Term Record, once the student has more information regarding their position and contact information.
- 6.2. Students are responsible for keeping notes and records during the work term. At the end of each 4-month work term, students will be required to prepare a Work Term Portfolio. Co-op/IIP recommends students either keep a journal or download the Work Term Report template and make notes periodically.
- 6.3. Towards the middle of the work term, students need to complete the *Midterm Evaluation* in Part 2 of the Work Term Record.
- 6.4. The *Employer's Evaluation* should be submitted to the supervisor at least 4 weeks before the last day of work. See the *Work Term Documentation Guidelines* for more information.
- 6.5. Co-op/IIP Coordinators will want to connect with students who are out on work term. A site visit may be arranged during the work term and program reminders are periodically sent out. Students need to monitor their U of M email for correspondence. All correspondence with the program must be through the U of M email system.

Students are encouraged to contact Co-op/IIP Coordinators at any time during a work term. We love to hear how our students are doing! 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 Co-op/IIP office.

Co-op/IIP staff are available year-round.

7. Work Term Portfolios and Grades

- 7.1. At the end of every 4-month work term, a Work Term Portfolio must be submitted by the students as a requirement of the co-op course. The purpose of the portfolio is for students to demonstrate that learning has taken place during a work term and for Co-op/IIP to evaluate such learning. In addition, students need to develop their employment skills including but not limited to updating their resume to demonstrate this new experience and the skills gained through the cooperative experience.
- 7.2. The Work Term Portfolio is submitted to fulfill the co-op course requirements and hence the University of Manitoba rules for Academic Integrity apply.
- 7.3. The Work Term Portfolio includes a Work Term Report, a resume updated to include the work term experience, an employer evaluation, updated references, and a student evaluation. For the complete requirements, refer to the *Work Term Documentation Guidelines* and the *Work Term Report Template* on UM Connect.

- 7.4. Students working consecutive work terms are required to submit separate portfolios for each work term. The EngGeoMB guidelines state that a student needs to demonstrate growth through their work experiences. Co-op/IIP follows these same guidelines for subsequent Work Term Reports.
- 7.5. All documents must be uploaded in the Work Term Portfolio in UM Connect on time. For due dates students should refer to the *Work Term Documentation Guidelines* on UM Connect.
- 7.6. The Work Term Portfolio is reviewed by Co-op/IIP staff and a faculty member from the student's department. Students will receive feedback on their entire Portfolio from their Co-op/IIP Coordinator and feedback on the Work Term Report by Engineering faculty. Students are expected to update their documents based on feedback provided to ensure their submission is acceptable.
- 7.7. Students will be awarded a grade of Pass or Fail for each co-op course, based on the documents submitted in their Work Term Portfolio. At the discretion of the Co-op/IIP Director with the collaboration of the Co-op/IIP Coordinators and department faculty reviewers, a student who fails to submit a complete Work Term Portfolio by the stated deadlines for that term, or a student whose Work Term Report is deemed unacceptable, will receive a Fail, and possible removal from the Co-op/IIP program.
- 7.8. Students who have completed three or more work terms and obtain a passing grade on their co-op courses for three or more terms will have *Co-operative Education Option* acknowledged on their parchment.
- 7.9. The Co-op/IIP Work Term Report is structured so that it answers question 1 of the EngGeoMB's Progress Report. Submission to Co-op/IIP *does not replace* submission of a Progress report to EngGeoMB to gain pre-graduation experience. Students with questions regarding their EngGeoMB accounts or Progress reports should contact EngGeoMB directly. If a student is experiencing ongoing difficulty with an EngGeoMB issue, please contact the Co-op/IIP Office to arrange a meeting with the Co-op/IIP Director for assistance.

If students have a valid reason to miss the Work Term Portfolio submission date or if they cannot submit a complete package, students should contact their Co-op/IIP Coordinator prior to the deadline to discuss the situation. In addition, Co-op/IIP Coordinators can help students struggling with what to include in their Work Term Report or how to best update their resume based on the work experience gained during the work term.

Students may contact their Co-op/IIP Coordinator during the work term at any time.

8. Exiting the Program

- 8.1. Each term students who have completed three successful work terms and are not out on work term, are provided with the option to withdraw from Co-op/IIP.
- 8.2. An email invitation to withdraw will be sent out each term to eligible students. Students are required to email their desire to withdraw by the deadline stated.
- 8.3. Once a student withdraws, it will be a permanent decision and they will not be considered for reinstatement to the program. Students who choose to leave Co-op/IIP prior to graduation will no longer be eligible for any Co-op/IIP services including but not limited to the following:
 - 8.1.1. Resume, cover letter and interview prep and assistance
 - 8.1.2. Access to Co-op exclusive events (e.g., Reverse Career Fair)
 - 8.1.3. Identifying themselves to employers as an active Co-op student who is eligible for tax credits and wage subsidies.
 - 8.1.4. Access to the UM Connect Engineering portal and Co-op Engineering job postings
- 8.4. If a student decides to remain in the program, then all future work terms will be considered co-op. Registration and fees will apply.

Students who have completed three successful work terms and therefore have received a pass on three or more co-op courses will receive the Co-op designation on their parchment whether they chose to exit the program or remain in Co-op/IIP until they graduate. Any questions or concerns regarding exiting the program should be directed to the Co-op/IIP Director.

9. Additional Information

9.1. Student Loans and Co-op Status

Students who have loans, scholarships or bursaries should report to the Financial Aid and Awards Office (422 University Centre) **before they leave for a fall or winter work term, and as soon as they return to classes** to discuss their situation. For both provincial and federal loans, students who are away from classes for work terms may be expected to make loan payments depending on the length of term. Refer to the Financial Aid and Awards website for additional information:

umanitoba.ca/financial-aid-and-awards/government-student-loans

9.2. U of M Facilities

Library and recreation fees will be charged along with co-op course fees. Students completing co-op work terms are eligible to use University of Manitoba facilities (libraries etc.) and activate a Recreation Services Student Membership to use the gyms.

umanitoba.ca/community/sport-recreation/recreation-services/membership-rates

9.3. Income Tax and CPP

The Canada Revenue Agency website states:

*If you are a **co-operative student** who attends an educational institution for an academic period and then you work for a similar period in a business or industry that relates to your academic studies, you are considered a full-time student **only** during the months you attend the educational institution.*

canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-219-moving-expenses/line-219-you-a-full-time-student.html

canada.ca/en/services/benefits/publicpensions/cpp/cpp-childrens-benefit.html

9.4. UMSU Health and Dental

Co-op students registered for a fall work term are eligible for the UMSU Health and Dental plan but will not be automatically enrolled in it. Students must self-enroll before the deadline. (The deadline is usually about September 15). Students who wish to enroll in the plan are advised to check their fee account summary in Aurora first, to make sure they have not already been charged. Details about self-enrollment are available on the following site:

https://www.studentcare.ca/rte/en/IHaveAPlan_UniversityofManitoba_Home

Co-op/IIP endeavors to keep this information up to date but students are required to inquire directly to the appropriate source for the most up-to-date information.

Engineering Co-op/IIP Team

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