

**I.H. Asper School of Business**  
**University of Manitoba**  
**Co-operative Education Option/Asper Co-op Program**  
**Rules and Regulations Document**

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# **Asper Co-operative Education Option/Program Academic Regulations**

All I.H. Asper School of Business Co-operative Education Option (hereafter called the Asper Co-op Program) students, the Co-op Faculty Advisor, and Co-op Program staff are responsible for understanding the policies, regulations, and guidelines of the University of Manitoba, the Faculty of Management/I.H. Asper School of Business (hereafter called the Asper School of Business) and the Asper Co-op Program.

The General Academic Regulations are published in The University of Manitoba Undergraduate Calendar and are found on the University website.

This document provides additional academic regulations and procedures established at the Asper School of Business for the Asper Co-op Program. It provides the detailed policies and practices as applied within the Faculty. It is important that these academic regulations be read in conjunction with University of Manitoba and Asper School of Business policies and procedures. If any parts of these academic regulations are inconsistent with those of the Asper School of Business or the University of Manitoba, those take precedence. Whenever the Asper School of Business shall change its regulations, the Asper School of Business will automatically update the appropriate sections of this document without requiring further approval from Faculty Council.

## **1. Administration**

The Asper Co-op Program is a Faculty-based option managed under the general guidance of the Undergraduate Program Committee of the Asper School of Business.

The Co-op Faculty Advisor is responsible for the academic administration of the Asper Co-op Program in accordance with the regulations for the Bachelor of Commerce (Honours) degree of the Asper School of Business and the regulations of the Faculty Council of the Asper School of Business in conjunction with the Undergraduate Program Office. The person holding the Co-op Faculty Advisor position serves as a non-voting ex-officio member of the Undergraduate Program Committee. The Co-op Director manages the overall direction and administration of the Co-op Program. The Co-op Coordinators administer the day-to-day activities of the Co-op Program. The Dean of the Asper School of Business or his/her designate is ultimately responsible for the Co-op Program.

## **2. Entrance Requirements and Selection Criteria**

Those applying to the Asper Co-op Program must have completed or obtained:

- 2.1 All Bachelor of Commerce (Honours) admission requirements as specified in the University of Manitoba Undergraduate Calendar, the Asper School of Business.
- 2.2 A minimum degree grade point average of 3.0 upon assessment of the Asper School of Business.
- 2.3 A minimum of 45 credit hours in the Bachelor of Commerce (Honours) Program, before commencing the student's first co-op work term, and no fewer than 39 credit hours

remaining in the Bachelor of Commerce (Honours) Program before the commencement of the first co-op work term.

**In addition to the above requirements:**

- 2.5 An interview with the Co-op Office will be required for admission to the Asper Co-op Program and applicants for the Asper Co-op Program will be evaluated based on a complete application.

**Note:**

- 2.6 Each year, 5 seats will be allotted to the Canadian Indigenous Ancestry Category. This category is intended for all First Nations, Métis, and Inuit applicants who have attained a minimum DGPA of 2.75 and met all other requirements for application to the Asper Co-op Program. Students wishing to be considered in the Canadian Indigenous Ancestry Category must indicate so in the appropriate section on the Asper Co-op Program Application Form. If students do not indicate this on the application form, they will not be eligible for consideration within this category. All applicants admitted under this category are required to register with the Indigenous Business Education Partners (IBEP) for a period of at least two academic terms following admission. If you are unsure whether to apply under this category, please consult with the Indigenous Business Education Partners (IBEP), 350 Drake Centre, phone (204) 474-7401. Proof of Indigenous Ancestry will be required to register for IBEP. Unfilled seats in this category will not be filled from outside the category and will not be transferred for use in future years.

If a student has been found to have deliberately falsified information in the application for the Asper Co-op Program, the matter will be immediately reported to the Associate Dean, Undergraduate Program as an allegation of academic dishonesty and handled according to the University Student Discipline Bylaw.

If, prior to acceptance into the Asper Co-op Program, it is found that the student has had an allegation of academic dishonesty upheld against them, the student will no longer be eligible for entrance to the Asper Co-op Program.

Students are advised that satisfying the minimum entrance requirements does not guarantee a place in the Asper Co-op Program. In the event that the demand for placements exceeds the number of places available, or that appropriate levels of staffing of the co-op office are not available, a cap may be placed on the number of students accepted into the Asper Co-op Program. In such situations, the Asper School of Business reserves the right to determine and select the best qualified applicants.

### **3. Application Requirements**

In addition to the minimum requirements of the Asper School of Business, applicants for the Asper Co-op Program will be evaluated based on a complete application. This will

include the following, which may be beyond the basic requirements stated in the Asper School of Business admission requirements (see Sections 4.3.2 Application Requirements for the Asper Co-op Program in the Faculty of Management/I.H. Asper School of Business section of the Undergraduate Program Calendar);

- 3.1 A completed co-op application form
- 3.2 A completed Consent of Release of Personal Information form
- 3.3 A statement of purpose: The applicant must submit a statement outlining his/her motivations for participating in the Asper Co-op Program, and
- 3.4 A group interview conducted by a minimum of two staff members of the Asper Co-op Office.

Upon completion of the co-op application form and the group interview, each applicant's academic standing is verified by the Undergraduate Program Office.

Applications to the Asper Co-op Program must be received prior to the application deadline specified on the Asper Co-op website ([www.umanitoba.ca/asper/co-op](http://www.umanitoba.ca/asper/co-op)), except by special permission from the Co-op Program Director. All completed applications must be submitted directly to the Asper Co-operative Education Program Office.

## 4. Admission Procedures

Admission to the Asper Co-op Program is competitive. In addition to the minimum requirements of the Asper School of Business (found in the University of Manitoba Undergraduate Calendar), applicants for the Asper Co-op Program will be evaluated based on a complete application, a group interview and verification of academic standing.

- 4.1 **Preliminary Screening.** A preliminary screening of applications will be made by staff of the Asper Co-op Office for:
  - 4.1.1 Completeness of application information, and
  - 4.1.2 The applicant's motivation, clarity in expression, and professionalism, as evidenced in the application form, and
  - 4.1.3 Registration for a group interview.
- 4.2 **Selection**
  - 4.2.1 The Asper Co-op Selection Committee shall be comprised of staff of the Asper Co-op Office.
  - 4.2.2 Selection will be based on the criteria outlined in Section 4.3.
  - 4.2.3 Group interviews will be conducted by at least two members of the Asper Co-op Selection Committee.
- 4.3 **Selection Interview Criteria** A number of factors are taken into account in arriving at an admission decision:
  - 4.3.1 Compliance with the admission requirements outlined in Section 2, and
  - 4.3.2 The applicant's presentation, communication skills, confidence, preparation, maturity and reliability, initiative, flexibility, and ability to respect the Asper Co-op Program requirements as demonstrated at the time of the group interview.
  - 4.3.4 Admission requirements may be waived in exceptional cases, subject to the discretion of the Asper Co-op Director in accordance with Section 2.6 of this document.

## 5. Appointment of Co-op Faculty Advisor and Co-op Director

The Dean of the Asper School of Business, or Dean's designate, appoints the Asper Co-op Faculty Advisor. The Co-op Program Director is the Director of the Career Development Centre at the Asper School of Business.

## 6. Program Requirements

- 6.1 Students enrolled in the Co-op Program are required to maintain satisfactory progress toward their B. Comm. (Honours) degree and be registered in a minimum of 9 credit hours between co-op work terms after admission to the Asper Co-op Program. Enrollment in the 9 credit hours provides students with increased theoretical knowledge to apply to their next co-op work term, adding value for their employers and increasing the transfer of knowledge for their academic coursework. Students may elect to take up

to 3 credit hours while on a co-op work term; choosing to do so does not reduce the requirement of enrolment in a minimum of 9 credit hours in each academic term. Students wishing to enroll in more than 3 credit hours while on a co-op work term must apply to the Asper Co-op Faculty Advisor for permission to do so, including furnishing a letter from their co-op employer indicating that the employer approves of this exception; if approved a student may not take more than six hours of academic credit while on a work term and may not take more than one course at a time.

- Students whose degree G.P.A. falls below 2.0 in any given term are subject to withdrawal from the B.Comm. (Hon.) program (as per section 4.3.6 Withdrawal from the Asper Co-op Program in the Faculty of Management/I.H. Asper School of Business Undergraduate Academic Calendar).
- To continue in the Asper Co-op Option, a student's performance will be evaluated following each academic term to ensure standards are met for continuance in the Asper Co-op Program. The student must meet all academic degree and individual course prerequisites for further study, departmental continuation and graduation requirements. Continuation is also contingent upon satisfactory performance on co-op work terms. (*See section 8.4 of this document.*)

6.2 Co-op Work Terms: Students admitted into the Asper Co-op Program are required to apply for, and participate in, a total of twelve months of co-op work terms. Typically, the co-op work terms will be taken in three, four-month-long work terms; however, other schedules may be approved on an as-needed basis. Co-op work term opportunities will be posted by the Asper Co-op Office, and selection will be competitive at the discretion of the employer.

Students who do not secure a co-op work term may remain in the Asper Co-op Program, at the discretion of the Asper Co-op Director and Asper Co-op Faculty Advisor, and will be required to enroll in courses for that term. These students are encouraged to reapply for the following co-op work term competition. Students are expected to end their academic program on an academic term, not a co-op work term. Students who feel they need to end their academic program on a co-op work term may appeal in writing to the Asper Co-op Director, providing documentation as to the reasons for the request for the exception to be made. A minimum grade of "C" is required in each co-op work term course. Students who fail to meet the minimum "C" grade in each of their co-op work term courses will be required to withdraw from the Asper Co-op Program and have the following academic assessment noted on their transcript "Required to Withdraw from the Asper Co-op Program".

Co-op students are required to submit at least one written learning objective report and one co-op work term report per co-op course on their co-op work term activities. These reports are due at times designated by the co-op office. The Asper Co-op Office will provide students with instructions regarding the content and format requirements of the co-op learning objectives and work term reports.

6.3 Indications of unsatisfactory performance by a student on a co-op work term will be

thoroughly investigated by the co-op office. As a result of the investigation, if benefits from further professional training are questionable, the student may be required to withdraw from the Asper Co-op Program and the following academic assessment will be noted on their transcript “Required to Withdraw from the Asper Co-op Program”. The student would then be assessed for eligibility to enter the regular B.Comm. (Hon.) program (see section 8.4 for more information).

- 6.4 Graduation Requirements: To graduate from the Asper Co-op program, students are required to meet the Bachelor of Commerce (Honours) Program graduation requirements as outlined in the Faculty of Management/I.H. Asper School of Business section of the University of Manitoba Undergraduate Academic Calendar, plus completion of twelve months of co-op work terms, with each co-op work term course having been assigned a “C” grade or better. Students passing all three co-op work term courses will be permitted to use the three co-op courses together as equivalent to three (3) credit hours of a 2000+ level business option.
- 6.5 Students who do not complete a minimum of three work terms, or who fail to meet the minimum C grade in each of their Co-op work term courses will not receive the Co-operative Education Option designation on their degree, but their final marks for each co-op work term course they did complete will appear on their transcripts. Students will receive 1 credit hour for each co-op work term course passed.
- 6.6 B.Comm.(Hons.) Co-operative Option students who are required to revert or voluntarily revert to an alternative degree program must fulfil all academic requirements of that degree.

## **7. Co-op Courses: Co-op Learning Objectives, Co-op Work Term Reports, Student/Employer Evaluations, Site Visits, and Grades**

- 7.1 Co-op courses (IDM 2982, 3982, 4982):  
Co-op course requirements for the Asper Co-op Program are equivalent to the coursework requirements of the B.Comm. (Hons.) program with the exception that each co-op course (IDM 2982, 3982, 4982) will receive 1 credit hour for each co-op course passed. A minimum grade of “C” is required in each co-op course. Students passing all three co-op courses will be permitted to use the three co-op courses together as equivalent to three (3) credit hours of a 2000+ level business option. Co-op course requirements provide an opportunity for students to set goals, reflect on their experience and demonstrate their ability to think critically and to write effective formal business reports through completion of the Co-op Learning Objectives and the Co-op Work Term Reports. Co-op courses also provide feedback to the student and information for tracking the student's progress through the program. The Co-op Faculty Advisor or his/her designate will mark the Co-op Learning Objectives and Co-op Work Term Reports with a grade, which will contribute to the student's final grade for the co-op course.
- 7.2 Student/Employer Evaluations: Midway through a co-op work term, the employer will be required to evaluate the student's communication skills, vocational skills, work qualities and habits, and key competencies through participation in a site visit conducted by staff of the Asper Co-op Office and will provide feedback on the student's strengths and areas

for improvement. The employer will also provide a final evaluation at the end of the student's co-op work term that assesses overall performance. The Student/Employer evaluations will assist the Co-op Faculty Advisor in designating a grade for the co-op course.

- 7.3 Site visits provide feedback to the student, the employer, and the Asper Co-op Program. Once per co-op work term, a Co-op Coordinator or the Co-op Director will visit the work site in person (where feasible), or by phone/web to meet with the student and his/her supervisor to track the student's progress and assess the co-op work placement.

## 8. Withdrawal from the Asper Co-op Program

Students may be required to withdraw from the Asper Co-op Program for any of the following reasons:

- 8.1 Failure to maintain the minimum academic requirements of the Asper School of Business
- 8.2 Failure to maintain the minimum credit hour requirements of the academic term in the co-op option
- 8.3 Failure to maintain a minimum grade of "C" in each co-op course
- 8.4 Unsatisfactory performance in the work place during a co-op work term (see Section 4.3.4 in the Faculty of Management/I.H.Asper Undergraduate Academic Calendar)
- 8.5 Failure to observe the ethical standards of the Asper School of Business and the University in place at the time; including being found guilty of academic dishonesty, or
- 8.6 When, in the opinion of the Asper Co-op Director and Co-op Faculty Advisor, the student does not exhibit sufficient qualities of ability, skills, aptitudes, attitudes, diligence or motivation to complete the program successfully.

Students who have been required to withdraw from the Asper Co-op Program for either academic assessment reasons or other reasons will have the following academic assessment placed on their transcript: "Required to Withdraw from the Asper Co-op Program".

A student who withdraws after participating in the recruitment period or after accepting a position with an employer for a co-op work term, without written approval of the Co-op Director or Co-op Faculty Advisor will be withdrawn from the Asper Co-op Program and have the following academic assessment noted on their transcript "Required to withdraw from the Asper Co-op Program".

Students who wish to withdraw voluntarily from the Asper Co-op Program may do so by written letter to the Asper Co-op Director at any time prior to participating in the recruitment period through applications and/or interviews and prior to accepting a position for a co-op work term. Students may be granted permission to revert back to the regular B.Comm.(Hons.) program without being required to withdraw.

The Asper Co-op Program will have the right to disclose a student's status with the employer at



any time while the student is enrolled in the Asper Co-op program. Any co-op course grades earned by the student up to the date of the letter of withdrawal will stand.

## **9. Requests for Exceptions to Academic and Non-Academic Regulations and Appeals**

- 9.1 Appeals to academic regulations relating to the Asper Co-operative Education Option (i.e., those related to the entrance, continuing, and graduation requirements) will be processed in a similar manner to any other request for exception to academic regulations. Normally, the student's written request, accompanied by any supporting documentation, e.g. written notice of medical or compassionate circumstances, and a written recommendation from the Asper Co-op Faculty Advisor or the Asper Co-op Director, will be directed to the Undergraduate Program Manager for either immediate disposition or to forward on to the Undergraduate Program Committee for its consideration.
- 9.2 Appeals to non-academic program-related issues should be resolved by contact with the Asper Co-op Director, or the Asper Co-op Faculty Advisor. Appeals related to non-academic entrance or continuance issues are the responsibility of the Asper Co-op Director. If these appeals are not resolved to the student's satisfaction, the student may appeal in writing to the Undergraduate Program Committee through the Undergraduate Program Manager.

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