

Co-op/IIP Student Handbook

The 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 paid, 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. 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 > 2 to remain in the program. Co-op/IIP students should see their Co-op/IIP coordinator immediately if their term GPA < 2. Students on “*Academic Warning*” or “*Probation*” may have their acceptance deferred or have Co-op/IIP permissions suspended until they complete up to 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 the Co-op/IIP program. Students with concerns about their ability to remain in the Co-op/IIP program 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 participate in Co-op/IIP. Students who are placed on hold (regardless of the reason), will have their permissions for Co-op/IIP removed until the hold is released. Students on hold or anticipate being put on hold, please see their Co-op/IIP Co-ordinator immediately to discuss their options.
3. **Job postings:** Engineering Co-op/IIP job postings are posted in CareerConnect or sent by e-mail. All jobs are posted for the express purpose of providing Co-op/IIP student’s work placements. 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 Driver 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 life long 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 CareerConnect. 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 or the Co-op/IIP director. See the *Job Search Procedures* of the *Co-op/IIP Student Handbook* section for additional information.
6. **Job offers:** 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 Co-op/IIP staff office on their behalf. Late fees may apply if Co-op/IIP staff needs to enrol a student who has secured a position. See *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 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 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 possible removal from the Co-op/IIP program. 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 the program.

10. **Professionalism:** Co-op/IIP is built on the philosophy of teaching life long 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).

11. **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 must apply for the Co-op/IIP program in October. (See the *Application Information sheet* or the *Co-op/IIP* website for eligibility requirements). The application procedure includes a mandatory Information Session in September/October, an online application in CareerConnect, 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 their Co-op/IIP Coordinator before acceptance into Co-op/IIP is granted. If additional work and revisions are required, these need to be completed before final acceptance in the program.
- 1.3. Students will receive e-mail notification of a mandatory Orientation session in January. At the end of the meeting, students receive an acceptance form, indicating that Co-op/IIP can release information that aids in their job search and that they will follow the above 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 CareerConnect "Engineering Co-op/IIP".
- 1.4. Students who wish to be accepted in to 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, miss a deadline or a required sessions/workshop, acceptance will be delayed.

2. First Steps

- 2.1. Engineering job postings, the Co-op/IIP Student Handbook, and the *Work Term Documentsion Guideline*, are posted in CareerConnect. 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 be registered with STEP services. Students should complete a STEP online application as soon as they are accepted into Co-op/IIP (available on-line at www.studentjobs.gov.mb.ca). This is required for *all* jobs with the Province of Manitoba, including MIT and Manitoba Hydro.
- 2.3. All international students must have a valid Co-op Work Permit before they start work. International students should see their Co-op/IIP coordinator for a letter of support as soon as they are accepted into Co-op/IIP so that the student can apply for the required co-op work permit. It takes at least 10 weeks to get a work permit.

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 in regards to 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.

<https://umanitoba.ca/international/>

3. Work Term Definition

3.1. To qualify as a Co-op/IIP placement the Work Term must be a paid position.

3.2. Work Terms must be full time employment 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. Student's can not 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 or the Co-op/IIP director.

4. Job Search Procedures

4.1. Engineering Job postings will be uploaded in CareerConnect 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 CareerConnect, 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 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 CareerConnect. 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 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 Skype interviews may be conducted and it is recommended that the student arrange 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. When students receive a job offer, they should inform their Co-op/IIP coordinator immediately to help celebrate! If a student is uncertain about how to respond to the employer to accept or how to ask for more time to consider accepting the position, they should contact their Co-op/IIP coordinator immediately to discuss their options.
- 4.8. Once a student has accepted a 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 go to other 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. Initiate Work Term Record in Career Connect (Part 1) and upload their letter of offer.

5.2.2. Register for co-op course in Aurora (see Co-op/IIP Handbook or U of M 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

Summer term sections

T01	Biosystems
T02	Civil
T03	Electrical and Computer
T04	Mechanical
T05	IEEQ

Fall/Winter term sections

A01	Biosystems
A02	Civil
A03	Electrical and Computer
A04	Mechanical
A05	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 CareerConnect/Resources. A meeting will be held in March to explain the procedures.

Each co-op course contributes to one of three courses required to obtain your co-op designation on your degree and are 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 CareerConnect 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 in regards to their position and contact information while on work term.
- 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 to 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* and upload the document in Part 2 of the Work Term Record. The template can be found in CareerConnect or email your Co-op/IIP coordinator.
- 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 their 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.
- 6.6. New students should become members of Engineers Geoscientists Manitoba (EngGeoMB) when they start work. Up to one year of their **pre-graduation experience** can be claimed by students who are enrolled with EngGeoMB at the time the work experience is gained. It is the student's responsibility to apply to EngGeoMB and submit Progress Reports if desired. The Progress report must be validated by the student's supervisor and a professional member of EngGeoMB (may be the same person). If a student is not supervised by a professional engineer, they should discuss the approval process with their Co-op/IIP coordinator before or as soon as possible in their work term. Please see the Engineers Geoscientists Manitoba website, pre-graduation experience, for more information.

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 2 page 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 CareerConnect*.
- 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 CareerConnect on time. For due dates students should refer to the *Work Term Documentation Guidelines* on CareerConnect.
- 7.6. The Work Term Portfolio is reviewed by their Co-op/IIP coordinator 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 in regards to 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 on 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 the option to withdraw from the Co-op/IIP program.
- 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:
 - 8.3.1. Resume, cover letter and interview prep and assistance
 - 8.3.2. Access to Co-op exclusive events (eg. Reverse Career Fair)
 - 8.3.3. Identifying themselves to employers as an active Co-op student who is eligible for tax credits and wage subsidies
 - 8.3.4. Access to the Career Connect Engineering portal and Co-op Engineering Jobs 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 in regards to 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 a loan payments depending on the length of term. Refer to the Financial Aid and Awards for additional information:

https://umanitoba.ca/student/fin_awards/government_aid/index.html

- 9.2. **U of M Facilities:** Students will have the library and recreation fees charged along with co-op course fees. Students completing co-op work terms are eligible to use University

of Manitoba facilities (libraries etc). They are also eligible to activate a Recreation Services Student Membership to use the gyms.

<http://umanitoba.ca/faculties/kinrec/recreationservices/membership/details.html>

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.*

<https://www.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>

<https://www.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:

http://www.studentcare.ca/View.aspx?locale=en&uid=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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