

UNIVERSITY OF MANITOBA POLICY

Policy:	CO-OPERATIVE EDUCATION
Effective Date:	September 1, 2020
Revised Date:	
Review Date:	September 1, 2030
Approving Body:	Senate
Authority:	
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate: (If applicable)	
Contact:	Vice Provost (Teaching and Learning)
Application:	Students, Staff and Faculty

Part I Reason for Policy

- 1.1 The reason for this policy is to establish a common understanding of Co-operative Education and identify minimum standards across co-operative education programs, for students, staff, faculty and the employer community. This allows students to participate in Co-operative Education opportunities that provide a similar depth of experience. Established minimum criteria will also promote increased employer partnerships by providing the employer with an opportunity to access resources to support student placements.

Part II Policy Content

Introduction

- 2.1 The University of Manitoba has a long history of offering co-operative education within its faculties. Co-operative Education has been recognized as pedagogically valuable as it allows students to put theory into practice while deepening learning as students test skills learned in the classroom. The University is committed to delivering an exceptional student experience inclusive of Co-operative Education, which is a form of work integrated learning.

Definition

- 2.2 The following term is defined for the purpose of this policy:
- (a) **“Co-operative Education”** is a Senate approved academic program which combines academic study with paid work experience. It is linked to the student’s area of study in appropriate fields of business, industry, government, social services, academic research and the professions in accordance with the minimum criteria laid out in section 2.4.
- 2.3 Only programs that meet the definition and minimum criteria identified in section 2.4 will be called Co-operative Education. Programs that do not meet the definition and all minimum criteria in section 2.4 will be named to another form of experiential learning.
- 2.4 Co-operative Education programs will adhere to the following minimum standards:
- (a) Each work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation.
 - (b) Each work situation will be for a term of at least 10 consecutive weeks.
 - (c) The student will be employed by the employer on a full-time basis (at least 35 hours per week) throughout the term of a work placement.
 - (d) The student receives remuneration (salary or wages) for the work performed.
 - (e) The student will be engaged in productive work and not just observing the work of others.
 - (f) The institution will inform employers about available tax credits and subsidies, of which the programs are aware.
 - (g) The institution delivering the co-operative program will ensure that most of the student's work will provide training or work experience that is directly related to and reinforces the goals of the co-operative education program.
 - (h) The satisfactory completion of the work placement will earn the student a credit toward his or her degree or other certification in the Senate approved academic program.
 - (i) The time spent in periods of work experience makes up at least 20% of the time spent in academic study.
- 2.5 The above standards are the minimum criteria for existing or new Co-operative Education programs. Programs will meet or exceed the minimum criteria and strive

toward the standards set by Co-operative Education and Work-Integrated Learning Canada (CEWIL).

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 The Vice-Provost (Teaching and Learning) is responsible for the review of this Policy.
- 3.3 All Staff, Faculty and Students are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Provost and Vice-President (Academic) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is September 1, 2030.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Provost and Vice-President (Academic), deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Academic Calendar](#)