

# SIMON FRASER UNIVERSITY

## MEMORANDUM

S. 78-73

As amended and approved by Senate, June 5, 1978.

SENATE

From SENATE COMMITTEE ON

ACADEMIC PLANNING

Subject PROPOSALS FOR COOPERATIVE  
EDUCATION PROGRAMS AT SFU

Date MAY 18, 1978

MOTION A: "That Senate approve, and recommend approval to the Board of Governors, that Simon Fraser University introduce the offering of Cooperative Education Programs."

If Motion A is approved -

MOTION 1: "That with regard to program definition, recommendations 1-6 below be adopted:

### Program Definition

1. 'That Simon Fraser University adopt the selective, four year, trimester mode of operation with work experience equal to one-half the academic experience (i.e. 4 work semesters).'
2. 'That a 2.5 cumulative G.P.A. on 30 hours of post-secondary credit be required for admission to and for continuation on a co-op program.'
3. 'That work semesters be of 14-16 weeks duration to provide occupational continuity to the employer.'
4. 'That work semesters be graded on the basis of P or W and that no semester hours of credit be granted for them.'
5. 'That Simon Fraser University adopt as the basic format for alternating work and study the plan shown in Table 1 attached.'
6. 'That those who hold a student-authorization or other special permit from Employment and Immigration Canada are ineligible to enter Cooperative Education Programs.'

MOTION 2: "That with regard to program development, recommendations 7-13 be adopted as follows:

||

### Program Development

7. 'That Simon Fraser University offer formal Co-operative Education Programs for a period of four academic years beginning with 1978-3 through 1982-2 and monitor co-op students from admission to graduation.'

8. 'That Simon Fraser University commence its Co-operative Education Programs with the Departments of Computing Science, Mathematics and Kinesiology.'

[Note: It is reasonable to expect that the number of students who will be admitted to the Co-operative Education Programs on a per annum basis in each of the above departments will be of the order of:

CMPT-30; MATH-24, KINES-20; - TOTAL 74

These numbers should be viewed as targets not limits and may be adjusted depending upon job availability, student interest and student attrition rates.]

9. 'That if it is possible in a discipline(s) to identify qualified students and place them in appropriate jobs during 1978-3, this option should be taken.'

[Note: Such students could graduate 1981-2.]

10. 'That S.F.U. Senate approved practica experiences for which credit was earned may be counted, where appropriate, towards a co-op education degree either: (a) as part of the study semester credit hour requirements for graduation, or (b) in partial fulfillment of the practica (work semesters) required for the co-op degree.'

[Note: Within existing S.F.U. programs, there are students with practica experiences for which credit was earned who may wish to use such experiences towards a degree with the co-op designation. The intent of the motion is to permit such students the option, subject to appropriate approvals, of counting the credit earned practica experience(s) as partial fulfillment of the study semester credit hour degree requirements or the practica co-op degree requirements but not both. The amount of recognition which may be given will be determined by the departments concerned subject to approval by SCUS.]

11. 'That transfer students be admitted to the program at the level appropriate to their standing but subject to the requirement of completing four successful work semesters normally concluding with a study semester. Transfer students should normally start with one semester on campus in order both to take part in the job competition as well as getting to know and be known by their department co-ordinator.'

- delete* 12. ~~'That the proposals within this paper shall not apply at this time to programs in Chemistry and Physics.'~~

MOTION 3: "That with regard to program organization, recommendations ~~13-17~~ be adopted as follows:  
~~12-16~~

Program Organization

~~12-13~~. 'That Co-operative Education be administered through a Director (reporting to the Office of the Vice-President, Academic).'

[Note: A secretary will be required, part-time initially, increasing as required.]

~~13-14~~. 'That an external review of the Co-operative Education Program be undertaken in the 1980-3 semester.'

~~14-15~~. 'That impetus for beginning a co-op program should come from within a department. Departments, however, should be encouraged to consider co-op education with planning assistance in conducting comprehensive feasibility studies for the discipline provided by the Director of Co-operative Education.'

~~15-16~~. 'That until the above-mentioned reviews, Department Co-ordinators be appointed from within Computing Science and Mathematics.'

[Note: It is expected that duties will approximate 50% of load. It is intended that the Director of Co-op Education be also appointed Kinesiology Co-ordinator, likely at 50% load for a trial period until the end of 1979-3. Release time should be considered dependent upon other duties.]

~~16-17~~. 'That the term of office of a Departmental Co-ordinator be for a full calendar year beginning 1979-1.'

[Note: Special arrangements shall be made for the 1978-3 semester.]

MOTION 4: "That for those who complete an approved Cooperative Education Program there be assigned a "Cooperative Education" degree designation.

MOTION 5: "That Senate delegate to SCUS the authority and responsibility to approve practicum courses (which have been formally approved by Senate) for use on Cooperative Education Programs. SCUS will periodically report to Senate its actions on these matters."

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To..... Senate

From..... Senate Committee on

Academic Planning

Subject..... Co-operative Education  
Programs at S.F.U.

Date..... May 18, 1978

### INTRODUCTION

At its meeting on May 10th, 1978 the Senate Committee on Academic Planning approved the attached motions relating to Co-operative Education Programs at Simon Fraser University and forwards them to Senate for its consideration. The following information is provided to Senate to assist in its deliberations on these motions.

### BACKGROUND

Universities in North America concluded long ago that practicum or work experience was a legitimate and worthwhile inclusion in their curriculums, particularly in certain disciplines. In the U.S.A. this practice began in 1906 in engineering and Canada followed suit in 1957. By 1975-1976, the last year for which detailed figures are available, there were in the U.S.A. and Canada 696 universities and colleges involved in such activity and 155,686 students employed in 129 different majors. The umbrella term "Co-operative Education" is used by all of these institutions and certain standards have been adopted by national organizations for co-op education in both the U.S.A. and Canada.

At Simon Fraser University, forms of co-operative educational opportunities have been made available in a number of departments including Computing Science, Criminology, Kinesiology, Mathematics, Bio-Chemistry, Physics and Education. All of the experiences to-date have been positive both from the viewpoint of the departments concerned as well as the students involved in such undertakings. Since all of the developments have been departmentally initiated, a variety of approaches now exist.

The development of a variety of departmentally initiated approaches has proved valuable in assessing their viability within the Simon Fraser University context. The Senate Committee on Academic Planning believes that it is highly desirable to adopt a set of principles which are internally consistent across departments and externally consistent with other universities in Canada. In formulating the attached

recommendations, the Committee gave consideration to the following issues which have arisen from our experiences to date:

- 1) Optional versus mandatory.
- 2) Type - alternating versus parallel
- 3) Number of practica
- 4) Credit versus no credit
- 5) Courses add-on versus inclusive
- 6) Work discipline related versus unrelated
- 7) Paid versus voluntary work
- 8) Registered or not at Simon Fraser University
- 9) Fees
- 10) Degree of supervision
- 11) Evaluation

#### RATIONALE FOR PROPOSALS

The attached recommendations (Appendix 1) of the Senate Committee on Academic Planning reflect the outcome of the Committee's deliberations on each of the above issues. Specifically:

- 1) Optional programs should be retained. The major advantage of them is that if we are unable to secure enough jobs for the students or if the students are unable to secure jobs on their merits in the competition, such students can then fall back on their regular degree program.
- 2) Alternating programs should be employed. Criminology's experience with a parallel program has identified the weaknesses of such an approach.
- 3) Four practica should normally be required. While some variation in the number of practica exists across Canadian universities, the Committee felt that the principle of having as work experience half the amount of time spent in academic experience is appropriate.
- 4) No credit should be assigned to practica. In considering the proposals for practica submitted by the Department of Mathematics, the Senate Committee on Academic Planning gave intensive discussion to this issue. Debate on this issue was carried forward into the Senate meeting with approval being given to the Mathematics proposal on the basis of no credit being assigned. For this reason, the Committee can see no justification for asking Senate to approve other proposals involving credit for similar kinds of experiences.

- 5) Courses should be add-on not inclusive. This is not to imply that a work semester is something less than an academic semester, but rather that a co-op graduate has additional experiences not available to the non-co-op graduate.
- 6) All work semesters should be discipline related. The Committee recognizes that while this will sometimes be quite difficult to achieve in certain disciplines, it is preferable to start the program with this as a guiding principle and consider adjusting subsequently on the basis of practical experience.
- 7) Normally, all positions should be paid. From time to time positions will be identified which are acceptable to the University but which require volunteers. Despite the best good-will in the world, volunteers are not treated over time with the same concern as paid employees. The guiding principle is that the practical work experiences should be made as realistic as possible, both to the student and the employer.
- 8) Students should be registered at Simon Fraser University in order to make them bona fide students.
- 9) Fees paid for practicum courses should be established as half the fee normally charged for 15 semester hours credit. The practicum are designed to help bridge the gap between the students academic experience and the world of work. To achieve this end, the University is required to develop effective liaison with potential employers and obtain positions dedicated for the placement of students. For each work semester placement, the University will arrange for co-op employers to interview co-op students and will maintain a modest degree of oversight over approved co-op placements but will not monitor closely the work performance of co-op students. In doing so, the University will be required to make a substantial commitment of resources. The proposed fee is directly related to the scale of supervision required relative to those students who are enrolled full-time for credit at the University.
- 10) The degree of supervision of students should be governed by their number and location. The Committee believes one or at most two visits to each student midway through each work semester is appropriate. This will provide a sufficient level of supervision without entailing the much higher costs which would be related to a greater degree of supervision.

- 11) Assessment of performance in the practicum should take two forms. The first is a performance evaluation to be provided by the employer regularly during the job period and formally on an evaluation form provided by the University. The second is a work report submitted by the student on his practicum experience. To assign a pass grade in the practicum, departments should take into consideration both the performance reports submitted by the employer and the work report submitted by the student.

With specific reference to item 5 of Appendix 1, it should be noted that the key variables are (a) fall entry (b) paired students (i.e. grouped into two divisions), and (c) work does not begin until the middle of the end of the second year of studies. Variations in the timing of work semesters may be desirable for disciplines to correspond with established seasonal patterns in work load on the job (eg. chartered accountancy). Thus, two consecutive work semesters may be required.

As additional information to Senate, Table 2 identifies those institutions in B.C. active in or considering Co-operative Education Programs.

The Committee also addressed the question of student fees and program financing. While the decision on fees rests with the Board of Governors, Senate is advised that the Committee's recommendations to the President are:

1. That each co-op student enrolled in a study semester be assessed the normal tuition fees and Student Activity Fee.
2. That each co-op student enrolled in a work semester be assessed fees equivalent to one-half those charged for 15 semester hours of credit, plus the Student Activity Fee payable for "Off-Campus" courses.

Regarding program funding, the Committee also noted that an approach will be made to the Provincial and Federal Governments for start-up funding, to help meet the costs of the program, including those associated with a Director, Secretary, as well as administrative and operating costs to departments including sessional lecturer requirements. A co-operative education grant proposal is being prepared for submission to the Provincial Ministry of Education and the Federal Employment and Immigration Commission. The "provincial share" will not represent new money from the Ministry of Education but rather an identification of an institutional contribution in kind funded out of the University's operating revenue already committed by the Province. The "federal share" is contingent on Ministry of Education endorsement of the proposal and acknowledgement of Simon Fraser University's commitment of the "provincial share."

If individual senators desire more information on co-operative education, additional documentation can be reviewed in the Office of the Director of Co-operative Education.

4

# SIMON FRASER UNIVERSITY

## MEMORANDUM

Dr. P. Jewett

President

From Daniel R. Birch

Acting Vice-President, Academic

Subject Fees for Practicum Courses

Date 1978-05-09

The chairman of the Board's Faculty and Organization Committee requested that the Board be provided with a basis upon which to determine the appropriate scale of fees to approve for the proposed Mathematics Practicum courses approved by Senate. In the context of discussing Co-operative Education the Senate Committee on Academic Planning recommended that Co-operative Education work semesters be assigned course numbers but no academic credit and that the fee for such a semester be established as half the fee normally charged for 15 semester hours' credit. The following is an analysis of the similarities and differences between the existing professional program practicum and the proposed Co-op Education work semester.

### Comparison of Two Types of "Practicum"

|                           | <u>Professional Program<br/>Practicum</u>                                                    | <u>Co-op Education<br/>Work Semester</u>                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 1. Purpose                | To develop and demonstrate professional competence; perhaps for certification.               | To gain work experience related to field of study.                                                            |
| 2. Optional or Mandatory  | Required for professional recognition and, in the case of Education, for the degree (B.Ed.). | Required for addition of "Co-op" designation to degree but degree program itself can be completed without it. |
| 3. Registration           | Normal registration procedures including pre-registration.                                   | Normal registration procedures including pre-registration.                                                    |
| 4. Placement              | Assigned by the university after some consultation.                                          | Opportunity to interview arranged by university.                                                              |
| 5. Primary Responsibility | To university for fulfillment of specified requirements.                                     | To employer for fulfillment of job requirements.                                                              |

## Comparison of Two Types of "Practicum" (Continued)....

|                                  | <u>Professional Program<br/>Practicum</u>                                                                              | <u>Co-op Education<br/>Work Semester</u>                                                                |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 6. Payment to Student            | Possible subsidy; usually minor, if any.                                                                               | Full salary or wages.                                                                                   |
| 7. Supervision                   | Close and regular supervision by university personnel and agency personnel.                                            | Regular employment supervision, little university supervision.                                          |
| 8. Withdrawal or Discontinuation | At the option of the student or of the university; under some circumstances university will arrange another placement. | At the option of the student or the employer; university will not intervene.                            |
| 9. Grading                       | "P" representing professional adequacy or "W" indicating voluntary or involuntary withdrawal.                          | "P" representing completion of term's employment; "W" indicating failure to complete.                   |
| 10. Place in Degree Requirements | Added on as part of a "fifth year" (Education) or integrated.                                                          | Added on, cannot displace other courses.                                                                |
| 11. Credit                       | Full course credit for time spent e.g. EDUC 401 - 8, EDUC 405 - 15.                                                    | No course credit but fulfillment of co-op education requirements.                                       |
| 12. Fees                         | Full fees in recognition of services, supervision and credit.                                                          | "Half" fees in recognition of administrative services, including job-finding; very limited supervision. |

SUMMARY:

Both types of practicum are designed to help bridge the gap between a student's academic experience and the world of work. In each case the university must develop effective liaison with potential employers and obtain positions dedicated for the placement of students. That aspect of the task may be more difficult for the Co-op Education Work Semester than for the professional program practicum. In any event both involve approaching businesses or agencies and obtaining commitments to

establish positions for the desired purpose. Thereafter the University's obligations are greater in relation to each aspect of the professional program practicum than the work semester. For work semester placement the University will arrange for Co-op employers to interview Co-op students and will maintain a modest degree of oversight over approved Co-op placements but will not monitor closely the work performance of Co-op students. Professional program students, on the other hand, are closely supervised and their performance is repeatedly evaluated in the practicum setting. The overriding distinction lies in the meaning of the transcript notation that the "course" has been passed. In the case of the professional program, the University is certifying a level of professional competence; in the case of the co-op Education work semester the University is recording the fact that the experience took place and that it was completed.

Although the University makes a substantial commitment of resources to each type of practicum there are major differences between them. The University has greater responsibility for and control over the student in a professional program practicum. The closer supervision makes it possible for the University to certify a level of competence and, therefore, makes it reasonable that University credit be granted. The proposed fee difference is directly related to the scale of supervision and the granting of credit.



D. R. Birch

DRB/tb

P.S. The professional program practicum requires orientation of the supervising professional to University expectations and that professional's participation in evaluation of the student's performance.

- 5 -

APPENDIX 1

CO-OPERATIVE EDUCATION PROGRAMS

AT

SIMON FRASER UNIVERSITY

MOTION #1: THAT WITH REGARD TO PROGRAM DEFINITION, RECOMMENDATIONS 1-6 BELOW BE ADOPTED:

Program Definition

1. That Simon Fraser University adopt the selective, four year, trimester mode of operation with work experience equal to one-half the academic experience (i.e. 4 work semesters).
2. That a 2.5 cumulative G.P.A. on 30 hours of post-secondary credit be required for admission to and for continuation in a co-op program.
3. That work semesters be of 14-16 weeks duration to provide occupational continuity to the employer.
4. That work semesters be graded on the basis of P or W and that no semester hours of credit be granted for them.
5. That Simon Fraser University adopt as the basic format for alternating work and study the plan shown in Table 1 attached.
6. That those who hold a student-authorization or other special permit from Employment and Immigration Canada are ineligible to enter Cooperative Education Programs.

MOTION #2: THAT WITH REGARD TO PROGRAM DEVELOPMENT, RECOMMENDATIONS 7-13 BE ADOPTED AS FOLLOWS:

Program Development

7. That Simon Fraser University offer formal Co-operative Education Programs for a period of four academic years beginning with 1978-3 through 1982-2 and monitor co-op students from admission to graduation.

8. That Simon Fraser University commence its Co-operative Education Programs with the Departments of Computing Science, Mathematics and Kinesiology.

[Note: It is reasonable to expect that the number of students who will be admitted to the Co-operative Education Programs on a per annum basis in each of the above departments will be of the order of:

CMPT-30; MATH-24; KINES-20;- TOTAL 74

These numbers should be viewed as targets not limits and may be adjusted depending upon job availability, student interest and student attrition rates.]

9. That if it is possible in a discipline(s) to identify qualified students and place them in appropriate jobs during 1978-3, this option should be taken.

[Note: Such students could graduate 1981-2]

10. That S.F.U. Senate approved practica experiences for which credit was earned may be counted, where appropriate, towards a co-op education degree either: (a) as part of the study semester credit hour requirements for graduation, or (b) in partial fulfillment of the practica (work semesters) required for the co-op degree.

[Note: Within existing S.F.U. programs, there are students with practica experiences for which credit was earned who may wish to use such experiences towards a degree with the co-op designation. The intent of the motion is to permit such students the option, subject to appropriate approvals, of counting the credit earned practica experience(s) as partial fulfillment of the study semester credit hour degree requirements or the practica co-op degree requirements but not both. The amount of recognition which may be given will be determined by the departments concerned subject to approval by SCUS.]

11. That transfer students be admitted to the program at the level appropriate to their standing but subject to the requirement of completing four successful work semesters normally concluding with a study semester. Transfer students should normally start with one semester on campus in order both to take part in the job competition as well as getting to know and be known by their department co-ordinator.
12. That the proposals within this paper shall not apply at this time to programs in Chemistry and Physics.

MOTION #3: THAT WITH REGARD TO PROGRAM ORGANIZATION, RECOMMENDATIONS 13-17 BE ADOPTED AS FOLLOWS:

Program Organization

13. That Co-operative Education be administered through a Director (reporting to the Office of the Vice-President, Academic).  
[Note: A secretary will be required, part-time initially, increasing as required.]
14. That an external review of the Co-operative Education Program be undertaken in the 1980-3 semester.
15. That impetus for beginning a co-op program should come from within a department. Departments, however, should be encouraged to consider co-op education with planning assistance in conducting comprehensive feasibility studies for the discipline provided by the Director of Co-operative Education.
16. That until the above-mentioned reviews, Department Co-ordinators be appointed from within Computing Science and Mathematics.  
[Note: It is expected that duties will approximate 50% of load. It is intended that the Director of Co-op Education be also appointed Kinesiology Co-ordinator, likely at 50% load for a trial period until the end of 1979-3. Release time should be considered dependent upon other duties.]
17. That the term of office of a Departmental Co-ordinator be for a full calendar year beginning 1979-1.  
[Note: Special arrangements shall be made for the 1978-3 semester.]

TABLE 1

DIV 3/DIV 4\* PAIRING FOR ALTERNATING WORK/STUDY

|       | YEAR I     |            |            | YEAR 2          |            |            | YEAR 3     |            |            | YEAR 4     |            |            |
|-------|------------|------------|------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|
|       | Sep<br>Dec | Jan<br>Apr | May<br>Aug | Sep<br>Dec      | Jan<br>Apr | May<br>Aug | Sep<br>Dec | Jan<br>Apr | May<br>Aug | Sep<br>Dec | Jan<br>Apr | May<br>Aug |
| Group | F          | Sp         | Su         | F               | Sp         | Su         | F          | Sp         | Su         | F          | Sp         | Su         |
| DIV 3 | S1         | S2**       | S3         | W1 <sup>+</sup> | S4         | W2         | S5         | W3         | S6         | W4         | S7         | S8         |
| DIV 4 | S1         | S2         | S3         | S4              | W1         | S5         | W2         | S6         | W3         | S7         | W4         | S8         |
|       |            |            |            | S1              | S2         | S3         | W1         | S4         | W2         | S5         | W3         | S6         |
|       |            |            |            | S1              | S2         | S3         | S4         | W1         | S5         | W2         | S6         | W3         |
|       |            |            |            |                 |            |            | S1         | S2         | S3         | W1         | S4         | W2         |
|       |            |            |            |                 |            |            | S1         | S2         | S3         | S4         | W1         | S5         |
|       |            |            |            |                 |            |            |            |            |            | S1         | S2         | S3         |
|       |            |            |            |                 |            |            |            |            |            | S1         | S2         | S3         |

\*Fall entry, beginning work after 3 or 4 semesters of study

\*\*S2 = Study semester by level

<sup>+</sup>W1 = Work semester #1

TABLE 2

INSTITUTIONS IN B. C. ACTIVE IN OR CONSIDERING  
CO-OP EDUCATION

|                  |                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| U.Vic.           | Chemistry<br>Physics<br>Geography<br>Mathematics<br>Computing Science<br>Economics<br>Public Administration<br>Creative Writing (planning)<br>Leisure Services (planning) |
| UBC              | Forestry<br>Engineering<br>Media<br>Commerce<br>Local Govt. } all being planned                                                                                           |
| BCIT             | 2 or 3 technologies yet undecided<br>to begin in 1979                                                                                                                     |
| VCC              | planning, subjects unknown                                                                                                                                                |
| Douglas College  | planning, subjects unknown                                                                                                                                                |
| Capilano College | Fashion                                                                                                                                                                   |
| Selkirk College  | Wildlife Mgt.<br>Nursing (planning)                                                                                                                                       |
| Okanagan College | Nursing                                                                                                                                                                   |

## CO-OPERATIVE EDUCATION

Location: Room 3184 - Administration Building  
Telephone: 291-4680  
Director:

Simon Fraser University currently offers Co-operative Education Programs in three departments. Each one has a Co-op Co-ordinator who is a member of and is located in that department.

Computing Science:

Mathematics:

Kinesiology:

### THE CO-OPERATIVE PLAN

Co-operative education is a plan of education which incorporates productive work into the curriculum as a regular and integral element. The name, co-operative education, reflects the necessary co-operative relationship established between the institution and the agency providing the work situation. The paid employment is related to the students' major interest within their field of study and although co-operative education was once thought of as strictly vocational, it now effectively serves academic disciplines far beyond those considered technical or purely scientific. Many students take a job to finance their education wholly or in part, but often the job is no more than a means to that end. Co-operative education is important because it allows those students with a career orientation to become full-time students of their subject both on and off campus and in a structured and purposeful manner.

## OPERATION OF THE PLAN

The responsibility for negotiating the work semesters in co-operative programs at SFU rests with the academic department involved, with overall co-ordination of the Program by the Director of Co-operative Education reporting to the office of the Vice-President, Academic. Co-ordinators from the academic departments provide the connecting link between the students, employers and the University. The co-ordinators meet employers to establish and maintain the program and to determine future requirements for students. They visit students on the job, and call on prospective employers when new job openings are required. They act as counsellors to the students and are available to deal with special problems that may arise.

## ADMISSION TO A CO-OPERATIVE PROGRAM

To enter and to continue in a co-operative program, a student must normally have a cumulative grade point average of at least 2.5. Students planning to enter a co-op program should contact the appropriate Co-ordinator as early as possible, but no later than the beginning of the semester prior to their first work semester. Normally, continuing students apply for admission to co-operative programs at the start of their third semester of study. Transfer students may be admitted as late as the beginning of their fifth semester of study.

Those who are on student-visa status, or other special visas, are ineligible to enter co-operative education programs.

## THE WORK - STUDY SEQUENCE

The diagram shows the arrangement of the eight semesters of study and four semesters of work required in co-operative programs at Simon Fraser. This is the standard pattern, but variations may occur to meet the needs of departments or of employers.

//

Also shown in the diagram is the procedure of splitting students at the same level into two groups or divisions. Division 3 is so named because students begin their first work semester after three study semesters and Division 4 after four study semesters. This split allows students to be paired for one job and affords the employer occupational continuity.

|       | YEAR I     |            |            | YEAR 2             |            |            | YEAR 3     |            |            | YEAR 4     |            |            |
|-------|------------|------------|------------|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|
|       | Sep<br>Dec | Jan<br>Apr | May<br>Aug | Sep<br>Dec         | Jan<br>Apr | May<br>Aug | Sep<br>Dec | Jan<br>Apr | May<br>Aug | Sep<br>Dec | Jan<br>Apr | May<br>Aug |
| Group | F          | Sp         | Su         | F                  | Sp         | Su         | F          | Sp         | Su         | F          | Sp         | Su         |
| DIV 3 | S1         | S2** S3    |            | W1 <sup>+</sup> S4 | W2         |            | S5         | W3         | S6         | W4         | S7         | S8         |
| DIV 4 | S1         | S2         | S3         | S4                 | W1         | S5         | W2         | S6         | W3         | S7         | W4         | S8         |

\*\* S2 = Study semester by level

<sup>+</sup>W1 = Work semester #1

4

Each work semester normally is of 14-16 weeks duration. Vacation time for students usually will vary from 1-4 weeks between work and study semesters.

The process by which students and employers choose each other for work semesters is as follows. Initially, employers arrange their interview date, indicate the number and type of students required and provide job descriptions. Prior to the interviews, which are held on campus two to three months before the work semester, job notices based upon the information provided by the employers are supplied to co-operative students. Students may apply for up to ten interview appointments, selecting the opportunities that offer the types of experience they are seeking. The interview system is designed to provide maximum freedom of selection to both employers and students.

Applicants' resumes, transcripts and employer evaluations obtained in previous work semesters are sent to employers who may then elect to interview all applicants or a selection of them. After the individual interviews are completed, employers prepare a list, in order of preference, of students who are acceptable for the job. At the end of the interview period students also state their order of preference for the employers with whom they have had interviews. These two sets of choices are combined to effect the best possible match of employers and students.

The University will then write to employers informing them of the students obtained by this selection process. Students will write confirming their acceptance of employment and include any details that they may wish to discuss in advance of reporting for their jobs.

Registration in a co-op program at Simon Fraser commits students to the acceptance of employment either through the regular job competition or, where it would be to a student's advantage, on an assignment that their Co-ordinator may determine.

5

Students with a job available to them outside of this procedure must have the job evaluated by their Co-ordinator. All positions held by students must be approved by the Director of Co-operative Education.

Also by registering in a co-op program, students give permission for the release to prospective employers copies of their transcripts and, when applicable, previous employer evaluations.

Under the procedure described above there may be some students who do not secure a job and some employers who do not obtain students. In such cases the University makes every effort to place these students and satisfy the employers where the best interests of each can be served.

Co-op students are required to return for a second work semester when acceptable to employers. Second work terms provide students with an opportunity for better assessment of the jobs and provide employers with the benefit of increased productivity. In many instances the second semester also offers students some new duties and responsibilities. Valid reasons for exceptions to this rule will be considered by the Co-ordinator. Additional work semesters are a matter of mutual agreement between employers and students.

Salaries paid to co-operative students are determined by the employers within their own wage structure. As students progress through their programs and assume more responsibility on work assignments, it is expected that their wages will increase as merited. In order to aid employers in establishing salary scales, the University will ask employers to complete confidential questionnaires of students' earnings for each work semester. Averages obtained from these surveys are made available

14

to students and to current and prospective employers to assist them in reviewing or establishing salary scales.

### FEES

During study semesters co-op students are expected to be full-time students and are assessed according to the regular fee schedule. During work semesters co-op students are formally registered as being in a practicum course; they are assessed course fees equivalent to one-half of those assessed for 15 semester hours of credit, the "off-campus" Student Activity Fee, and special fees if appropriate.

### EVALUATION

Students are required to prepare a work report relevant to their area of employment following each work semester. This provides experience in the preparation of written reports similar to those which an employer expects from a responsible staff member. The work report is evaluated as satisfactory or unsatisfactory by a member of the faculty and may ~~be~~ by the employer too.

Performance evaluation too is provided by the employer regularly during the job period and formally on the evaluation form provided by the University. This form asks for ratings of specific characteristics and an overall performance rating. Employers discuss their final evaluation with the student at an exist interview, and it is reviewed by student and co-ordinator upon return to campus.

During each work semester each student is visited, when practicable, on at least one occasion by a co-ordinator or other faculty member. Meetings such as these afford the opportunity for a frank exchange of views with the student and the employer on all aspects of the job and the student's performance.

The practicum courses (work semesters) are graded on a Pass/Withdraw (P, W) basis. (See general regulations.)

## GRADUATION REQUIREMENTS

In addition to the normal academic requirements, four satisfactory work reports and four work semesters are required for graduation in a co-op program. Unsatisfactory work reports may be improved or new ones submitted. Each practicum course (work semester) must be completed with a grade of P for a student to remain in good standing in a Co-operative Education Program.

A student's transcript shows completion of each work semester (practicum course), but no formal academic credit is given for them. Students completing the requirements of a Co-operative Program will receive a "Co-operative Education" degree designation.