

## CO-OPERATIVE EDUCATION AND INTERNSHIP

There are two MANDATORY Co-operative Education Placements in the Recreation and Sport Management and the Tourism Studies Diploma programs. Excelling in Co-operative Education placements is just as vital as excelling in coursework, and students are advised to plan and participate in Co-operative Education throughout the academic year.

In the Degree program, students have a choice between doing a Co-operative Education placement (only available to students with two previous Co-operative Education placements in their diploma program – National Guidelines), or an Internship.

**Students must meet eligibility requirements before they are approved to do a Co-operative Education or Internship Placement!**

### How are Co-operative Education and Internship Eligibility Determined?



Eligibility is based on satisfactory completion of all the following criteria. **Failing to meet any one of the following criteria means you will not be approved to complete a Co-operative education or internship placement.**

- First and Second Year – a 4.0 point grade average of all courses required for that year and completion of all core courses for that year.
- Third year co-op and internship – a 4.0 point grade average and completion of all core courses for the year.
- Success in obtaining an approved job placement.
- Attendance and participation at mandatory seminars and satisfactory completion of all requirements listed on course outline by dates due. Seminars are TRMT 099 or RMGT 099 and will be scheduled throughout the academic year. The Co-operative Education Office will distribute the schedule of topics during the first week of classes.



The Co-operative Education Department and Internship Co-ordinator will enroll all eligible students into their appropriate Co-op/Internship work term sections. ***You do NOT need to register yourself.*** The deadline for the \$506.00 tuition payment is the end of June (International students deadline is April 1<sup>st</sup>).

A reminder to all students that because you are earning 9 credits, this keeps your full time student status throughout the work term.

**Remember that when you pay for your Co-operative Education fee you are paying for tuition. You do not pay to have someone find you a job – that is the shared responsibility of the student and the Co-operative Education office.**

## **International Students Please Note:**

- The Co-op/Internship tuition for international students is \$1250.00 per work term as set by the International Education Department in 2004.
- International students should note that it usually takes more effort for international students to obtain a work term and secure a working visa.
- The word placement may be misleading – it does not mean that someone finds you a job – it means that you apply competitively for positions in the real job market. Learning how to find employment in the Canadian environment is critical for international students.

**Tuition and payment deadlines are set by the International Education Department for all International students. International Education requires International students to pay their Co-op/Internship tuition for the summer work term no later than April 1<sup>st</sup>. Please beware that if you miss this deadline, the International Education Department will add a late payment charge of several hundred dollars. Be careful!**

## **Make your Co-operative Education experience easier!**

### **Ten things all students should do:**

1. **Attend and participate in ALL Co-operative Education or Internship preparation sessions** throughout the semester. Hand in ALL assignments. Failure to do both of these means you are ineligible to do a Co-operative Education placement or a work-study next summer.
2. **Ensure that you are eligible** to do a Co-operative Education Work term or Internship in the spring – so are your grades high enough, and have you completed all CORE courses for the program you are in?
3. **Meet regularly** with the appropriate contact in Co-operative Education throughout the spring semester – do they know what your Co-op or Internship goals are?
4. **Visit the Co-operative Education office and check the postings ALL SPRING! DON'T LEAVE IT TO THE LAST MINUTE BECAUSE THE BEST EMPLOYERS RECRUIT EARLY! INTERNSHIP STUDENTS ARE ALLOWED TO ACCESS THESE POSTINGS AND APPLY.**
5. **Apply, apply, and apply** for as many jobs as you are interested in. This is the time to see if your resume and cover letter get you in the door for an



interview. Besides, NEVER TURN DOWN A JOB UNTIL IT IS OFFERED TO YOU!

6. **Prepare for your interview** with what you have learned in Co-op prep OR Internship workshops and WebCT course resource. WOW them.
7. **JIM IS YOUR GREATEST ALLY!** He knows everyone and everything about Co-op so use him as a resource. John Plantinga is your greatest ally in Internship.
8. **Let Co-op know which job you have taken and where you will be** throughout the summer as YOU MUST BE MONITORED ON YOUR PLACEMENT in order for it to count! Be sure to hand in the proper forms for Internship so that the Internship instructor can sign you up.
9. **Keep track of your learning** while working. **Write your final report** and **HAND IT IN BY THE DEADLINE.**
10. **Revise your resume** to show your professional development, and use your experiences throughout the year to advance your knowledge of the field.

## What is the difference between Co-operative Education and Internship?

THESE ARE TWO FORMS OF EXPERIENTIAL LEARNING MODELS. EACH HAS ADVANTAGES AND STRENGTHS. CAREFULLY EVALUATE THE TWO AND DETERMINE WHICH IS MOST APPROPRIATE TO YOUR PERSONAL INTERESTS AND WHICH WILL PROVIDE YOU THE MOST OPTIMAL EXPERIENCE FOR FUTURE CAREER DEVELOPMENT.

	Co-operative Education	Internship
Content	<ul style="list-style-type: none"> <li>• Fulfill the requirements of a job description</li> </ul>	<ul style="list-style-type: none"> <li>• Develop your own idea, project or international employment experience (sec.4.1)</li> </ul>
Duration	<ul style="list-style-type: none"> <li>• 10-18 weeks (30-40 hrs/week) (Extensions possible)</li> <li>• Regular operational seasonal job in Canada or another country</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 300 hours of work (extensions possible)</li> <li>• A specific project or international employment</li> </ul>
Status	<ul style="list-style-type: none"> <li>• Regular supervisor - employee relationship</li> <li>• Paid employment</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor-student relationship</li> <li>• Stipend, paid or volunteer</li> </ul>
Assignments	<ul style="list-style-type: none"> <li>• Work term report, log book</li> </ul>	<ul style="list-style-type: none"> <li>• Project proposal, final project report, log book and self evaluation</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>• Employer evaluation</li> <li>• Co-operative Education supervision and site visit</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor evaluation and faculty follow up (if required)</li> </ul>

Credits	<ul style="list-style-type: none"> <li>• Nine credits graded as credit or non credit</li> </ul>	<ul style="list-style-type: none"> <li>• Nine credits graded as credit or non credit</li> </ul>
Cost	<ul style="list-style-type: none"> <li>• Nine credits @ \$506.00</li> <li>• International fees \$1250.00</li> </ul>	<ul style="list-style-type: none"> <li>• Nine credits @ \$506.00</li> <li>• International fees \$1250.00</li> </ul>
Entrance criteria	<ul style="list-style-type: none"> <li>• Student in good standing and availability of space</li> <li>• 4.0 grade point average</li> <li>• Completion of all 3<sup>rd</sup> year core courses</li> <li>• Completed two previous Co-operative Education Work terms</li> </ul>	<ul style="list-style-type: none"> <li>• Student in good standing</li> <li>• 4.0 grade point average</li> <li>• Completion of all 3 year core courses</li> </ul>
Model	<ul style="list-style-type: none"> <li>• Optional by faculty approval</li> </ul>	<ul style="list-style-type: none"> <li>• By faculty approval</li> </ul>
Job search assistance	<ul style="list-style-type: none"> <li>• Co-operative Education Office resources and services</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional resources and services</li> <li>• Co-operative education job postings website</li> </ul>



Note: Due to National Co-op guidelines, all transfer students to the third year of the degree program must complete an internship unless they have already completed two Co-operative Education placements in their previous diploma program.

## What kinds of projects would constitute an Internship?

An Internship is a culminating field experience that builds on the application of learned skills and concepts by exposure to practical situations and issues under the guidance of a mentor so the student gains reasonable competence in a chosen area. The chosen area will be one of the following:

1. **A research focused option** where the student conducts a research project on behalf of an approved organization. An approved mentor is required preferably from within the organization to guide the student through the process and to provide for evaluation based on whether the project meets the stated goals set out in the proposal. *An example of this type of project would be conducting a user needs study for an organization seeking to define their future direction.*
2. **A developmental option** in which the student develops and possibly operationalizes a new project, event, or service on behalf of an organization. An approved mentor will have to be arranged who will provide assistance and guidance on behalf of and approved by the sponsoring agency to the student. *Planning a fund raising festival or event for a charity organization would be an example of a developmental internship project.*
3. **An entrepreneurship option** where a student under the guidance of an appropriate mentor plans, develops and possibly even establishes a business. The mentor should be knowledgeable in the chosen project area and/or in the process of new enterprise development. *Planning and developing your own eco tourism business in a particular community*

would be an example of this type of project. Students are to ensure such a business is completely within the legal parameters as set forth by the municipality, province and country.

4. **An international option** where the student who is interested in any one of a variety of travel, resort, or community development careers seeks a project or work experience in another country. Emphasis in this option is obtaining cross-cultural experience in a related recreation or tourism work setting. *Completing an internship at a resort outside of Canada is an example of an international internship.*

## **How do I make a decision on whether to do a Co-operative Education Work Term or an Internship in the third year?**

1. All third year students intending to enroll in and complete either a Co-operative Education work term or an internship commencing approximately in April 2007 will attend a seminar (TRMT 099) in September. Dates and times to be determined and posted in early September. The seminar will explain the two options available to students as well as the process students should follow.
2. A follow-up seminar will take place at a time to be announced for students requiring more information in order to determine on which route to proceed.
3. Students will be required to apply in writing to be approved for either the co-operative education or internship option, and why they prefer that route. The deadline for the application is the last school day in October. Late applications will be considered at the discretion of the faculty.
4. Faculty will review the applications in November. Students applying for either the Co-operative Education work term or Internship will be notified by **end of November**.

Approval in November is conditional based on a review of third year mid term grades as soon as they are available in the spring.

5. To be considered eligible for a co-op work term or Internship at the end of third year all the core courses in third year and attained a minimum "C+" grade point average.