



# Co-operative Education

Fanshawe College is a leader in Co-operative Education

Co-operative Education  
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## Work Term Agreement (Complete both front and back)

STUDENT – Complete ALL fields on page 1			
Student Name	Student #	Program	
Student Phone #	Student non-FOL Email Address		
Work Term (check all that apply)	<input type="checkbox"/> Winter: Jan-Apr <input type="checkbox"/> Summer: May-Aug <input type="checkbox"/> Fall: Sept-Dec           YEAR: <span style="background-color: black; color: black;">[REDACTED]</span>		
Work Term # (check all that apply)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		

**Learning Goals** – Identify a minimum of **3 learning goals (following attached instructions/ worksheet)** you will strive to achieve during your work term—what is it that you hope to learn that will expand your knowledge in your field of study? **You may attach a separate page if necessary**

1	
2	
3	

Read each point below and initial to signify your understanding of the following Co-op Procedures, found in the Fanshawe College Policy Manual—A117: Co-operative Education Program, Guideline A: Implementation.

<span style="background-color: black; color: black;">[REDACTED]</span>	For <i>International Students</i> : I have attached a copy of my co-op work permit to this form. I understand that a work term in Canada <b>will not be approved</b> until my co-op work permit is received. (Procedure 5.8)
<span style="background-color: black; color: black;">[REDACTED]</span>	I will continue to monitor my <i>@fanshaweonline.ca email</i> throughout my work term(s) and respond to my Co-op Consultant, within 48 hours, as required. (Procedure 7.1.5)
<span style="background-color: black; color: black;">[REDACTED]</span>	Acceptance of this offer is binding; once I sign this form I am not permitted to accept other interviews or offers of employment, nor am I able to quit my co-op job prior to speaking with my Co-op Consultant. To do so may result in an 'F' grade for the work term(s). (Procedure 7.1.7)
<span style="background-color: black; color: black;">[REDACTED]</span>	I am required to submit this Work Term Agreement form at the latest by: <b>February 10 for a Winter work term, June 10 for a Summer work term, or October 10 for a Fall work term.</b> (Procedure 7.1.9)
<span style="background-color: black; color: black;">[REDACTED]</span>	I understand I am required to submit my Student Evaluation form by: <b>April 15 for a Winter term, August 15 for a Summer term, or December 15 for a Fall term.</b> (Procedure 7.1.11) If I am a student in a <i>degree program</i> I am also required to submit my Work Term Report by: <b>May 15 for a Winter term, September 15 for a Summer term, or January 15 for a Fall term.</b>
<span style="background-color: black; color: black;">[REDACTED]</span>	I am required to participate in a Site Monitor with my Co-operative Education Consultant and employer. (Procedure 11.1 and 11.2)
<span style="background-color: black; color: black;">[REDACTED]</span>	In the event of illness, emergency, or if I encounter difficulties during my work term, I understand that I must contact both my employer and Co-operative Education Consultant immediately.

**I attest that everything on this form is accurate and agree to complete my work term according to the details outlined:**

Student's Signature	Date
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		<b>Student Name</b>				<b>Student #</b>			
<b>EMPLOYER – Complete ALL fields on page 2</b>									
Employer									
Address									
City		Province		Postal Code		Country			
Employer Contact Name									
Employer Contact Email Address									
Employer Contact Phone # and extension									
<b>Does your WSIB or private accident insurance cover the student during the co-operative education work term?</b>									
<input type="checkbox"/> Yes		<input type="checkbox"/> No							
<b>Direct Supervisor - Please fill this out if the student's supervisor is <i>different</i> than employer contact</b>									
Name									
Phone # and Extension				Email Address					
Address of student worksite (if <i>different</i> from employer address)									
<b>Work Term Information - Students - Please review Procedure 4.2 for minimum hour and week requirements</b>									
Co-op Position Title				Start & End Date					
# of Weeks		Hourly Wage		# of Hours per Week		Total # of Hours			
Job Description – please outline the student's expected duties in this role (you may attach a separate job description):									
<b>As a Fanshawe College Co-operative Education Employer, I agree to the following by signing this work term agreement:</b>									
1) I will treat the co-op student with respect, dignity, and fairness—as I would any other employee. I will comply with all relevant legislation and regulations, including those under human rights, regional employment and health & safety laws. I will provide the student with appropriate job site orientation, safety training and supervision.									
2) I agree to participate in a Site Monitor to evaluate the student's experience; this may include an on-site visit by the Co-operative Education Consultant.									
3) I will contact the Co-operative Education Consultant immediately if issues arise during the work term.									
4) This agreement is only valid if the defined start and end dates align with, or do not extend beyond, the start and end dates of the associated academic term, as defined by Fanshawe's academic calendar.									
5) Employers are expected to comply with the workplace guidelines set by public health authorities and to comply with emergency orders and regulations issued by the government of Ontario at all times. Details of expectations for workplaces from public health can be found here, <a href="https://www.healthunit.com/covid-19-resources-workplaces">https://www.healthunit.com/covid-19-resources-workplaces</a> Information related to government orders and regulations amended or issued due to COVID which affect workplaces can be found here <a href="https://www.ontario.ca/page/2019-novel-coronavirus">https://www.ontario.ca/page/2019-novel-coronavirus</a>									
<b>Employer's Signature</b>				<b>Date</b>					
<i>We look forward to an exciting partnership, as together we prepare our students for the workforce of the future!</i>									
<b>Based on the information provided here, I approve this Co-operative Education Work Term:</b>									
Co-op Consultant's Signature:				Date:					

<b>Student Name</b>	
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<b>Student #</b>	
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**WRITING LEARNING GOALS**

A **Learning Goal** is an **objective** or result that you wish to accomplish during your co-op work term. It should emphasize and outline where you will be experiencing growth throughout your work term.

Learning goals help provide **your employer** with direction about what you hope to accomplish, and **you** a way to evaluate your own learning progress.

Your work term goals will be one of the measures used by **your co-op consultant** during your mid- term monitor, and you will be expected to reflect back upon these goals when you complete your **final student reflection** at the end of your co-op work term.

**Your Work Term Agreement must include a minimum of three (3) goals: one to match each of the Learning Goal categories explained below.**

**LEARNING GOAL CATEGORIES (DOMAINS)**

A learning goal may overlap into two or three domains, although usually one area is dominant. The domains can be thought of as the three “H”s:

HEAD	(Cognitive - thinking, knowledge)
	Refers to processes such as memorizing, recalling, analyzing, evaluating and applying information
HEART	(Affective - Heart -emotions, beliefs, attitudes)
	Refers to how a person feels about a situation or issue. Examples include demonstrating appropriate behaviours, feelings and opinions toward other people, ideas and things
HANDS	(Psychomotor- Hands: doing; physical skills)
	Refers to activities requiring physical dexterity conditioning and/or stamina

**WRITING YOUR LEARNING GOALS**

You will need to write **one goal** for **each** of the three Categories (Head, Heart, Hands).  
 Your learning goals should be specific and achievable within the timeframe of your work term.  
 For each learning goal, make sure the following questions are answered:

WHAT is the task to be accomplished?

HOW will it be accomplished?

WHEN will it be completed?

HOW will it be measured/evaluated, and by whom?

		Student Name		Student #	
	WHAT	HOW	WHEN	HOW WILL I MEASURE	
HEAD (example)	Demonstrate initiative	Asking for feedback on performance	By the middle of the work term	Compare employer’s feedback from mid-term to final evaluation	

**“By the middle of the work term, I will demonstrate initiative by asking my employer for feedback on my work performance. I will be open to constructive criticism and adjust my learning goals to improve my performance for the final work term evaluation. “**

	WHAT	HOW	WHEN	HOW WILL I MEASURE
HEART (example)	Interact with guests in a professional manner	-Observe managers and co-workers -Practice techniques learned in class	Starting at the beginning of term	Positive feedback from guests, co-workers and managers regarding my interaction/behaviour

**“From the beginning of the work term I will demonstrate a professional engaging manner with guests by modelling behaviour, stepping out of my comfort zone to ask questions and interact with guests of my own accord, and will adjust my behaviour based on their reactions.”**

	WHAT	HOW	WHEN	HOW WILL I MEASURE
HANDS (example)	Develop competency with ACME Point of sale software	Operations manual, in house training, ringing in sales	By end of term	Take and correctly ring in orders without assistance from my supervisor(s)

**“By the end of the co-op work term I will be able to competently operate the ACME P.O.S system by reading the operations manual, taking the company’s in-house training and practicing applications.”**

	WHAT	HOW	WHEN	HOW WILL I MEASURE
HEAD				
HEART				
HANDS				

**Once you have created your goals, state them in sentence form (following the examples above), then include them in your Work Term Agreement form in the Learning Goals box.**