

# Cooperative Education Workbook

# Cooperative Education Workbook

*A Work Term Guide for Co-op Success*

*FANSHAWE COLLEGE*

FANSHAWE COLLEGE PRESSBOOKS  
LONDON



Cooperative Education Workbook Copyright © 2021 by Fanshawe College is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/), except where otherwise noted.



# Contents

About This Workbook	vi
 <u>Introduction</u>	
How to Use This Workbook	3
Deadlines, Documents and Reminders	4
7 Job Skills for the Future	6
Worksheet: Learning Goals	8
Cooperative Education Work Term Resources	10
Student Support Resources	12
Form: Work Term Agreement	17
Form: 7 Job Skills for the Future	19
Learning Goals	20
Frequently Asked Questions about Co-op Work Terms	22
 <u>Appendix</u>	
Document Downloads	26
Version History	27

# About This Workbook

This open textbook has been compiled and edited by [Career, Cooperative Education, and Community Employment Services](#) in partnership with the [OER Design Studio](#) and the [Library Learning Commons](#) at Fanshawe College in London, Ontario.

## Contact Information

Co-operative Education Office | Room D1063 | London Campus Email: [coop@fanshawec.ca](mailto:coop@fanshawec.ca) | Phone: 519-452-4294

## About eCampusOntario

eCampusOntario is a not-for-profit corporation funded by the Government of Ontario. It serves as a centre of excellence in online and technology-enabled learning for all publicly funded colleges and universities in Ontario and has embarked on a bold mission to widen access to post-secondary education and training in Ontario. This workbook is part of eCampusOntario's open textbook library, which provides free learning resources in a wide range of subject areas.

## Share

If you adopt this workbook, as a core or supplemental resource, please report your adoption in order for us to celebrate your support of students' savings. Report your commitment at [www.openlibrary.ecampusontario.ca](http://www.openlibrary.ecampusontario.ca).

We invite you to adapt this book further to meet your and your students' needs. Please let us know if you do! If you would like to use Pressbooks, the platform used to make this book, contact eCampusOntario for an account using [open@ecampusontario.ca](mailto:open@ecampusontario.ca).

# INTRODUCTION

## Workbook Contents

This workbook contains the following sections

- [How to Use This Workbook](#)
- [Deadlines, Documents and Reminders](#)
- [7 Job Skills for the Future](#)
- [Worksheet: Learning Goals](#)
- [Cooperative Education Work Term Resources](#)
- [Student Support Resources](#)
- [Form: Work Term Agreement](#)
- [Form: 7 Job Skills for the Future](#)
- [Learning Goals](#)
- [Frequently Asked Questions About Co-op Placement](#)
- [Document Downloads](#)
- [Photo Collage: Fanshawe Students on the Job](#)
- [Version History](#)





# How to Use This Workbook

## CONGRATULATIONS ON SECURING A CO-OP WORK TERM!

This workbook is designed to help you make the most of your co-op work term. It includes information about steps to take throughout the term, documentation required, deadlines for submission, helpful links and contact information to have on hand should you need them throughout your work term.

**Booklet use is optional**, but you may wish to use it in the following ways:

- Use online, download or print specific pages to take with you to your work term so you have all the necessary documents at your fingertips. Use to journal and track your progress and to help draft your Student Reflective Summary.
- Prepare for your **mid-term monitor** and **Student Reflection Summary**
- Track your progress toward the **learning goals** you established in your **Work Term Agreement**
- **Reflect** on your **learning**, and **experience** gained throughout your work term
- Take it to the next level – understand and document your learning to effectively build your resume and express the skills and experiences that you developed through your **work term** to future employers
- Use the guided **self-reflections** and journal to record any specialized equipment, industry-related computer applications, tools or processes that you used



# Deadlines, Documents and Reminders

## Work Term Documents And Deadlines

Steps to Completion	Document	What to do	Deadlines
Submit completed Work Term Agreement and job description to your Co-op Consultant	Work Term Agreement-With Goals	In Orbis, complete your <b>WORK TERM AGREEMENT FORM</b> - follow the instructions provided on page 8 It will remain pending until approved by your Consultant. If you are an International student, provide a copy of your <b>Co-op Work Permit</b> to your Consultant.	<b>Fall Term:</b> October 10 <b>Summer Term:</b> June 10 <b>Winter Term:</b> January 10
Participate in your Mid Term Monitor	No Document Required	Your Co-op Consultant will contact you and/or your employer to make arrangements	Usually conducted about halfway through work term
Submit Student Reflective Summary	Student Reflection (Online)	Your Co-op Consultant will send you an email, prompting you to complete your Student Reflective Summary in Jobsite.	Your Co-op Consultant will email the deadline to you through Jobsite (check your FOL email) - usually about 2 weeks prior to end of term
Final Employer Evaluation	Final Evaluation	Your Co-op Consultant will connect with your employer	Your Co-op Consultant will email a link for your employer (supervisor) to complete the Evaluation through Jobsite

## Hours Requirement

- **Diploma or Certificate:** Minimum combination 12 weeks and 420 hours remunerated, program-related experience
- **Degree:** Minimum 420 hours remunerated, program-related experience

*The fact that you have reached the minimum hours does not mean you may leave your job – these are minimum hours designed to provide flexibility in extenuating circumstances. You are required to work for the entire period of your work term.*

## Things To Do Before You Begin Your Work Term

- Ensure you have arranged for accommodation and transportation, as necessary
- Contact your employer to determine your start date and time, location, and dress code
- Ensure you have private health care coverage as required (International Students), or out-of-Province co-op (all students)
- Have a valid Co-op Work Permit (International Students) and make sure it extends at least 90 days past the end of your term, if ending on a work term
- **Continue to monitor your FOL on a regular basis throughout the work term**



# 7 Job Skills for the Future

## 7 Job Skills for the Future

In an effort to track students' development and application of the 7 Job Skills for the Future, we are requesting students to assess the demonstration of these skills at both the beginning of the work term, and then again at the completion of the work term. **Using the chart below, please rate your demonstration of each skill (1 being weak to 5 being strong).**

For a detailed description of each of the 7 skills refer to [Jobs Skills for the Future – Research Guides Home at Fanshawe College](#) (libguides.com)



## TIPS FOR SUCCESS ON THE JOB

**Follow these tips to help develop your 7 Job Skills for the Future!**

- Novel and Adaptive Thinking – **NT**
- Social Intelligence – **SI**
- Complex Problem Solving – **CS**
- Resilience – **R**
- Self Directed Learning – **SL**
- Implementation Skills – **IS**
- Global Citizenship – **GC**

- **Prepare ahead:** Know where you are going, who you are checking in with – **SI, SL**
- **Take important documents:** Social Insurance (SIN) card, Health card, void cheque, identification and work permit (if applicable) – **IS**
- **Learn and follow Health & Safety protocols:** wear required **PPE** (personal protective equipment) as required – **IS**
- **Dress appropriately:** with clean uniform, name tag or other employer requirements for dress code – **IS**
- **Ask questions and take notes:** so you can refer back to process and procedures at a later date – **SL, CS, IS**

- **Develop your ability to take initiative:** think before asking questions and try to present a solution with a request for confirmation of your solution – **NT, SL, CS, IS**
- **Mind your behaviour:** Your behaviour is a reflection of you, your employer and Fanshawe – at all times, even when you are not working – **SI**
- **Be social:** but act appropriately and don't be so social it affects your work – **SI**
- **Put your phone away:** check messages when on breaks or after hours – **SI, IS**
- **Offer to help:** Offer to assist co-workers on other projects – **R, SL, CS, IS**
- **Demonstrate a positive attitude:** and willingness to learn – **R, SI, CS, IS**
- **Understand:** the reporting structure and your role in the team – **NA, SI, SL, IS**
- **Manage:** your time to complete your duties and ask for direction if you are unsure of priorities – **IS, CS**
- **Contribute:** to the organization's mission, vision and values – **SI, NT, GC, CS, IS**
- **Ask for feedback:** on your performance and progress – **SD, R, CS, IS**
- **Connect with your Co-op Consultant:** if you have concerns – **SI**
- **Enjoy:** the experience! – **NT, SI, GC, R, SL, CS, IS**



# Worksheet: Learning Goals



Download an [accessible MS Word version](#) or an [Adobe PDF](#) of these resources for offline viewing.

**NOTE:** You create your learning goals within your Work Term Agreement and will find full instructions there. This (Optional) form will help you track your progress throughout your work term, prepare for your midterm monitor and your Student Reflective Summary.

## Learning Goals (Outcomes)

<b>GOALS</b> <i>( As stated in your WTA Form )</i>	<b>MID-POINT</b> <i>( Reviewed with consultant at student monitor )</i>	<b>END OF WORK TERM</b> <i>( Explain if goals were achieved or not achieved during work term )</i>



# Cooperative Education Work Term Resources

These resources will assist in preparation for your **Midterm Check-in**, completion of your **Student Reflective Summary** and updating your **Resume**.



Download an [accessible MS Word version](#) or an [Adobe PDF](#) of these resources for offline use.

## Activity (Learning) Log

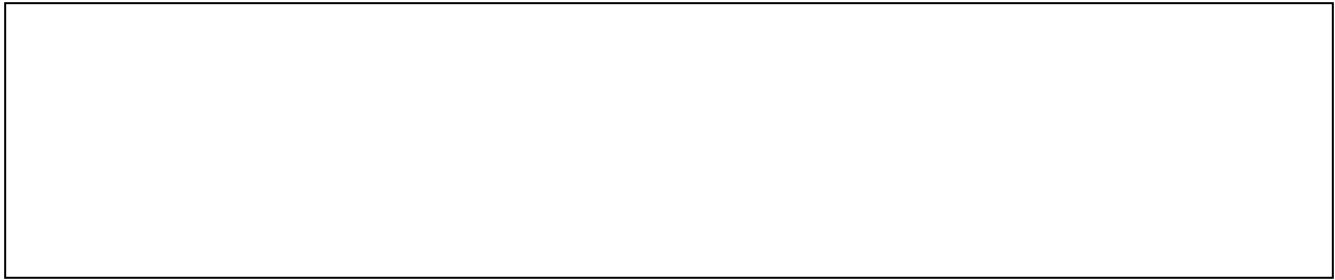
Generate a list of key activities you engaged in during your Work Term, including what skills and/or knowledge were utilized. Update list frequently. Additional page(s) as needed.

Date	Activity	Skills and/or Knowledge Applied

## Tools of the Trade

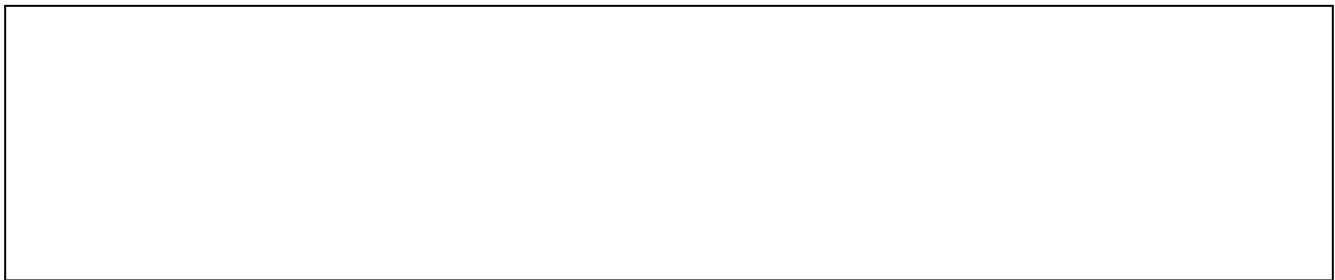
Create a brief list of the various industry tools you used during your work term. (Eg. Software, equipment, tools, machines, manuals etc. Be specific)





## Resume Builder



An accurate, up-to-date resume is critical to your future career success. What key points can you add to your resume based on your work term experience?




# Student Support Resources

## Helpful Links

Resource Weblink	Description
<a href="#">Your Co-op Consultant</a>	See information in attached link for your program co-op consultant's contact information
<a href="#">Office of the Registrar</a>	For letters of offer, co-op confirmation letters, matters related to grades or graduation
<a href="#">International Office</a>	Any matter related to work permits, PGWP, travel out of Country.
<a href="#">Morcare – International Students</a>	International students MUST have private health care coverage – purchase through Morcare . If sick, or non- work related injury contact Morcare for further direction
<a href="#">Institute of Indigenous Learning</a>	Culturally supportive services for First Nations Status, Non-Status, Metis and Inuit
<a href="#">Accessibility Services</a>	Questions regarding accessibility and accommodations
<a href="#">Counselling Services</a>	Contact for assistance with mental health issues
<a href="#">Canadian Mental Health</a>	If you require immediate and/or additional counselling or are in crisis
<a href="#">Fanshawe Student Union</a>	Buy a bus pass and Domestic student medical insurance from the FSU
<a href="#">OSAP &amp; Financial Aid</a>	Questions about your OSAP? Apply for 'Continuation of Interest Free Status' (OSAP students only!)

<a href="#">Fanshawe College – Main Website</a>	General College Information including emergency information
<b>Orbis</b> – Use the job site button on your co-op course, or co-op home room page to access.	Your Co-op records, Work Term Agreement, transcript, evaluations etc. are housed here
<a href="#">Fanshawe Student Resources Home Page*</a>	Links to the multitude of Fanshawe College Student Services available.
<a href="#">Occupational Health &amp; Safety Act</a>	Information about Workplace Safety
<a href="#">Sexual Violence Prevention Advisor</a>	Prevention and Reporting of occurrences of a sexual nature
<a href="#">Ombuds</a>	Dispute resolution
<a href="#">Military Connected College</a>	Support for Military students who are currently studying at the College
<a href="#">Program Vocational Learning Outcomes</a>	Use the link tree to find your program-specific Learning Outcomes (for your Work Term Agreement)
<b>Terms and Conditions</b>	<p>Terms and Conditions must be completed prior to creating a Work Term Agreement</p> <div data-bbox="743 1167 1435 1474" style="border: 1px solid black; padding: 10px;"> <p> <i>An interactive H5P element has been excluded from this version of the text. You can view it online here:</i>  <a href="https://ecampusontario.pressbooks.pub/fanshawecoopworkbook/?p=185#h5p-12">https://ecampusontario.pressbooks.pub/fanshawecoopworkbook/?p=185#h5p-12</a></p> </div>
<b>Work Term Agreement</b>	<div data-bbox="743 1558 1435 1864" style="border: 1px solid black; padding: 10px;"> <p> <i>An interactive H5P element has been excluded from this version of the text. You can view it online here:</i>  <a href="https://ecampusontario.pressbooks.pub/fanshawecoopworkbook/?p=185#h5p-13">https://ecampusontario.pressbooks.pub/fanshawecoopworkbook/?p=185#h5p-13</a></p> </div>

<p><b>Student Reflective Summary</b></p>	<p>Complete in Orbis. Your Consultant will send you an with the deadline</p> <div data-bbox="743 226 1435 537" style="border: 1px solid black; padding: 10px;"> <p> An interactive H5P element has been excluded from this version of the text. You can view it online here:  <a href="https://ecampusontario.pressbooks.pub/fanshawcoopworkbook/?p=185#h5p-13">https://ecampusontario.pressbooks.pub/fanshawcoopworkbook/?p=185#h5p-13</a></p> </div>
<p><b>Employer Final Evaluation</b></p>	<p>Your Consultant will send an electronic link directly to your employer</p>



# Form: Work Term Agreement

## How To Create A Work Term Agreement

1. Log into Jobsite using the Jobsite button from your FOL Co-op Course or Co-op Homeroom page.
2. Select the co-op link on the left side of the screen to get to your co-op record in Jobsite.

### DASHBOARD

Career ▼

Co-op ▼

Co-Curricular Record ▼

3. Scroll down to the list of Work Terms on the main page of your co-op record
4. Under the appropriate term click the Add Work Term Record Link.

**+ Add Work Term Record**

5. Fill out the form with complete and accurate details.
6. When you have completed the form select the Save button at the bottom on the form. Your Work Term Agreement will be sent to your Co-op Consultant in pending status for them to review and approve.







# Form: 7 Job Skills for the Future

To assess student development and application of the 7 Job Skills of the Future, we are requesting students to self-assess the demonstration of their skills at the beginning of the work term. The Assessment chart is embedded in your Work Term Agreement. Rate yourself by ticking the appropriate number: 1 being weak, to 5 being strong demonstration of the listed skills on the job.

For a detailed description of each of the 7 skills refer to the link below:

[Jobs Skills for the Future – Research Guides Home at Fanshawe College](#) (libguides.com)



# Learning Goals

## 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.

Work term learning goals must align with your Program Vocational Learning Outcomes (VLOs). VLOs are established for each program in conjunction with Ministry guidelines to dictate the overall learning goals for graduates of each program.

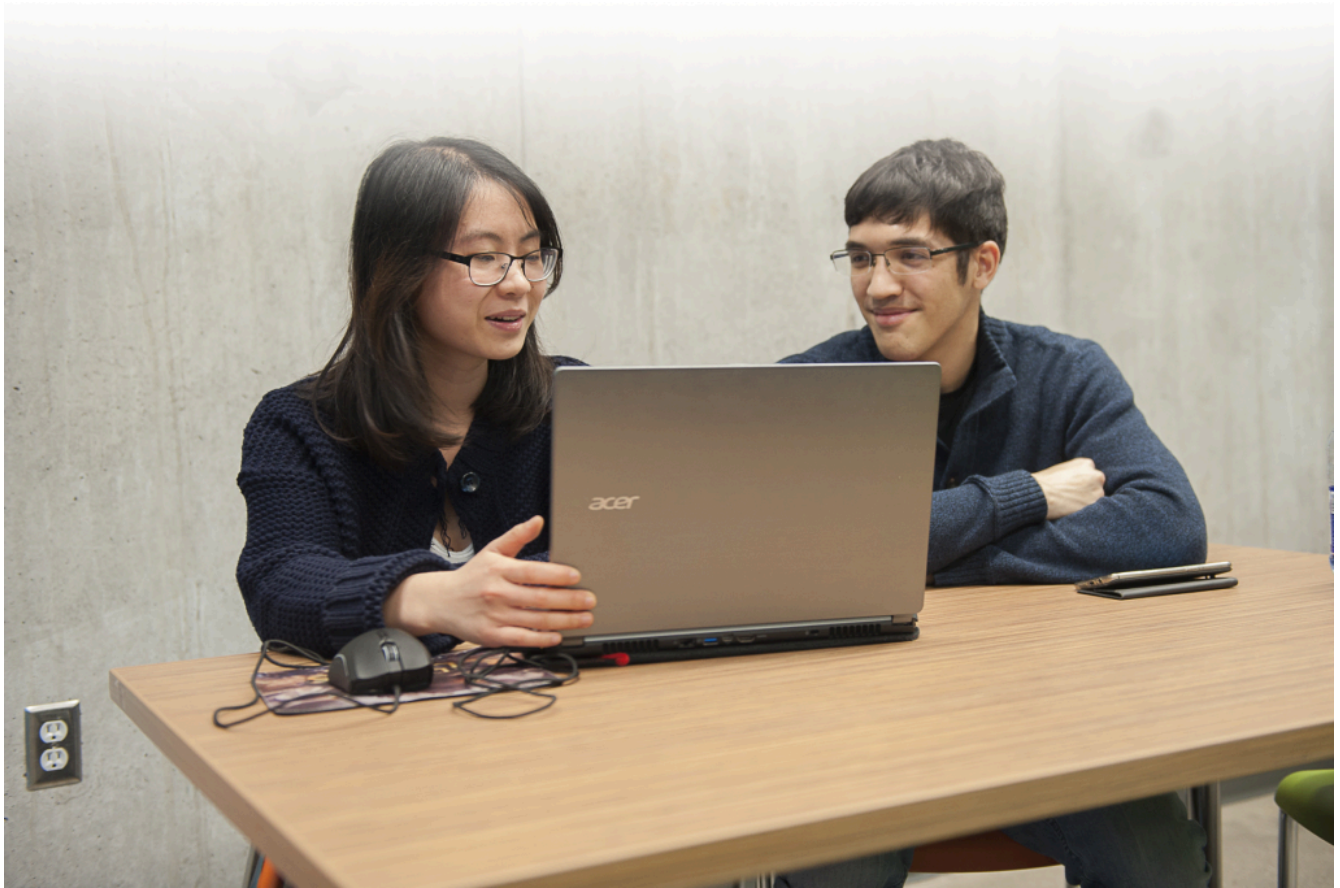
To find the VLOs for your specific program of study, please visit the link below:

- [Vocational Learning Outcomes](#)

Click the link below to learn how to properly write your learning goals. Work terms will not be approved if identified goals are too vague.

- [Writing: Work-Term Learning Goals \(libguides.com\)](#)

This form is embedded in the Work Term Agreement Please use the instructions listed on the [previous Work Term Agreement page](#) to upload the information into Jobsite.



# Frequently Asked Questions about Co-op Work Terms

## What should I take to the job with me?

- Take all required documents as listed previously. If your job requires you to provide your own PPE, be sure to take it with you. If your employer requires certificates or other documents, make sure you have them with you. (SIN Card, Drivers License, Copy of Work Permit). Also, be sure to take a list of your emergency contacts for your employer to keep on file.

## Can I take vacation? What if I have a family emergency?

- You must discuss this with your employer. Time off is determined by your employer. If you have a personal emergency, contact your Co-op Consultant AND employer.

## What if I'm sick?

- If you are sick, you MUST let your employer know by following the company's reporting procedures. Employers may ask for a doctor's note for absences beyond 3 days to verify. If you are away for 3 or more consecutive days, you should also let your Co-op Consultant know, and provide details about the anticipated length of time you will be off.

## What if I have a Health & Safety concern or I feel unsafe?

- Your safety is critical while on the job. You have the right to refuse work that you believe is unsafe. The first step is to notify your immediate supervisor you believe the working condition to be unsafe. Please remove yourself from unsafe working conditions and contact your Co-op Consultant immediately. You can review the Occupational Health Act by clicking on the link in the Helpful Links Page. For more information, visit the [Employment Standards Act](#) website.

## What do I do if injured on the job?

- Your employer should be filing a report with The Workplace Safety Insurance Board (WSIB). Let your Co-op Consultant know right away so that we can support you. If your employer has not included you in their WSIB coverage, the college will cover you. Your Co-op Consultant will provide further information as necessary.

## Can I end the work term once I meet the minimum hours?

- **NO!** The specific number of hours provided in the guidelines, are the minimum hours required for a work term. Students are expected to honour the start and end dates agreed to in their signed Work Term Agreement form.

## What if I want to quit?

- Call your Co-op Consultant. Quitting a co-op without permission may result in a fail.

## What if I am fired?

- Call your Co-op Consultant immediately if you think you may be fired, or if you have already been fired. Being fired from your work term may result in a fail. If you want to extend modify, change or shorten your contract for any reason, you must first discuss it with your Co-op Consultant. We may need a new Work Term Agreement to track changes.

**The bottom line: When in doubt, contact your co-op consultant**



# APPENDIX

# Document Downloads

## File Downloads

For accessibility support for this workbook, please contact the Co-operative Education Office at: [coop@fanshawec.ca](mailto:coop@fanshawec.ca)

### Original Version of this eBook

- [Printable Book Version – Co-op Workbook \(PDF\)](#)





# Version History

This page provides a record of edits and changes made to this book since its initial publication. Whenever edits or updates are made in the text, we provide a record and description of those changes here. If the change is minor, the version number increases by 0.1. If the edits involve a number of changes, the version number increases to the next full number.

The files posted alongside this book always reflect the most recent version.

<b>Version</b>	<b>Date</b>	<b>Change</b>	<b>Affected Web Page</b>
1.0	01 October 2021	First publication	N/A
2.0	02 April 2023	Second Update	Various – updated for Fall 2023
3.0	09 September 2023	Third update	Various updates as per JL