

 ASSINIBOINE COMMUNITY COLLEGE	# Pages	Number
	1 of 2	A12
Policies and Procedures	Originator Vice-President, Academic	
Title Co-operative Education	Effective Date April 1, 2013	Replaces July 1, 2007

Purpose:

To establish guidelines for setting up and evaluating students in co-operative work placements and to outline areas of protection for participating students and co-operative education employers.

Preamble:

Co-operative education is an experiential mode of learning that integrates academic study and classroom theory with related, paid experiences at the work site. Co-operative education differs from work practicums in two main ways:

- Co-operative education students receive remuneration from the employer while participating in a co-operative work placement.
- Normally, co-operative work placements are no less than 12 weeks in length.

Policy:

1. Students are expected to seek their own co-operative work placements in accordance with the procedures set up by the academic school. All co-operative work placements must be evaluated and approved by the school before the start date of the work placement. Although every effort will be made to assist students in obtaining co-operative work placements, the college cannot guarantee that placements will be found for every student.
2. Approving potential employers and arranging for and/or conducting student evaluations are the responsibilities of the Dean/Director or designate.
3. Students must have a cumulative weighted grade point average (CWGPA) of 2.0 or greater, and meet program-specific prerequisites in order to be eligible to participate in a co-operative work placement. When a student does not meet the minimum 2.0 CWGPA or other co-operative work placement prerequisite requirements, the registrar will notify that student he/she does not meet the prerequisite(s), and will copy this letter to the academic school. The school will notify the employer (see attachment D for sample) that the student is not eligible to receive credit for the co-operative work placement, that the work placement will not be monitored by Assiniboine personnel, and that the student is not covered by insurance through the college. The employer may choose to terminate the student's work placement upon receipt of this notification.
4. All prerequisites for co-operative work placements will be stated in course outlines.
5. All students enrolled in co-operative work placements are protected under the college's Respectful College policy which states "The "Workplace" is broadly interpreted by the Manitoba Human Rights Commission and by recent case law and as applied to the college includes: any location where the business of the college is being carried out (e.g. classrooms, offices, regional and extension centres, work and co-op placements, cafeterias, gyms, etc.)"
6. Co-operative education employers shall receive notification that co-operative work placement students are covered under the College's Worker's Compensation plan. The only exceptions to this would be:
 - i) students who are not residents of Manitoba
 - ii) students who spend more than 6 months outside the province on their work placement
 - iii) students who opt to do their work placement outside Canada

When any of these conditions apply to a particular student, the Vice-President, Academic will be informed and will take steps to ensure that the student has sufficient insurance while on their work placement.

7. In exceptional circumstances only, an "Indemnity for Liability" (attachment C), duly signed by the student, Dean/Director and Vice-President, Academic, will be prepared, and copies forwarded to the co-operative education employer. These circumstances will be determined by the Vice-President, Academic.
8. All students are expected to maintain communication with their school on all matters pertaining to their participation in the co-operative work placements. Consultation with the appropriate instructor, and/or Dean/Director or designate is essential wherever regulations and protocol pertinent to the co-operative work placement are an issue.
9. Evaluation of students on co-operative work placements will be done on forms provided by the school. The Dean/Director or designate will ensure that these forms are completed and forwarded to the school office.
10. A student who fails to report for or complete a co-operative work placement without the approval of the Dean/Director or designate will be given a failing grade for the co-operative work placement.
11. Should an employer dismiss a student with cause, the procedures listed below under "Dismissal with Cause" will be followed.
12. In cases where an employer has indicated that a student's performance is unsatisfactory, the procedures listed below under "Unsatisfactory Performance" will be followed.

Procedure:**1. Dismissal with Cause:**

- a) Students who have been dismissed with cause by an employer must notify their Dean/Director or designate within five working days of the dismissal.
- b) The Dean/Director or designate will contact the student and the employer to determine the reasons behind the dismissal. A full report will be forwarded to the Dean/Director within five working days.
- c) Should the facts support the employer's action, the student will be given a failing grade for the work placement. Should the individual responsible for arranging/monitoring co-operative work placements, in consultation with the Dean/Director, decide that another work placement is not practical or warranted, the student may not be allowed to register for another work placement. Such a decision is subject to academic appeal by the student.
- d) Should there be any doubt as to the justification of the employer's actions, the individual responsible for arranging/monitoring co-operative work placements, in consultation with the Dean/Director, may, if possible, assign the student to another work placement, or, if necessary, make other arrangements that will satisfy the practical component required for graduation.

2. Unsatisfactory Performance:

Cases in which an employer has indicated that a student's performance is unsatisfactory will be investigated by the Dean/Director or designate. He/she:

- a) Will discuss the situation with the student and the employer to verify the problem(s).
- b) Will implement an appropriate action plan agreeable to all parties.
- c) May stipulate that the student not be allowed to register for additional co-operative work placements, should a different work placement not be advisable.

Date

President



1430 Victoria Avenue East
Brandon Manitoba R7A 2A9
Telephone: 204-725-8700
Fax: 204-726-7110

TO WHOM IT MAY CONCERN

Students who are residents of Manitoba and who are enrolled in an Assiniboine Community College co-operative work placement are covered by the *Manitoba Workers Compensation Act* while performing work for another person. This applies, whether the work placement is in the province of Manitoba or not, as long as:

i) the student's legal residence is within the province of Manitoba

AND

ii) the placement does not take the student out of the province of Manitoba longer than 6 months

Such students are declared to be workers in the employment of the government for the purposes of subsection 77(1) of the *Workers Compensation Act* and they are eligible for compensation in accordance with subsection 77(3) unless another scheme of compensation for those workers is set out in that section of the schedule.

In the case where a student is injured while on co-operative work placement such that the injury fits the criteria for reporting to the Workers Compensation Board, the co-operative education employer must complete and file an Employer Incident Report with the WCB. An Employer Incident Report must be filed any time an injured employee or work placement student

i) as a result of the injury, misses time from work beyond the day of the injury

ii) requires medical treatment for the injury

In addition to filing an Employer Incident Report, the co-operative education employer must also act without delay to inform the college of the injury. This can be done by calling 204.725.8700 ext 6646 or 204.725.8700 ext 7021.

Students enrolled in co-operative work placements are protected under the college's Respectful College policy which states "The "Workplace" is broadly interpreted by the Manitoba Human Rights Commission and by recent case law and as applied to the college includes: any location where the business of the college is being carried out (e.g. classrooms, offices, regional and extension centres, work and co-op placements, cafeterias, gyms, etc.)"

April 1, 2013

Date

Vice-President, Academic, Assiniboine Community College



1430 Victoria Avenue East
Brandon Manitoba R7A 2A9
Telephone: 204-725-8700 ext. 6742
Fax: 204-726-7110

INDEMNITY FOR LIABILITY

PROGRAM: _____
(Name of Program)

Assiniboine Community College, as represented by The Board of Governors hereby agrees to indemnify and save harmless

(the "Co-operative Education Employer")

from liability, costs or actions, for damages, due to injury or loss suffered or sustained by any individual as a result of negligence or gross negligence of

(the "Student")

a student enrolled at Assiniboine Community College while attending in his/her capacity as a student, and which said negligence or gross negligence was not as a result of any instruction received from the co-operative education employer or its employees.

Date

Student

Date

Dean/Director, Assiniboine Community College

Date
College

Vice-President, Academic, Assiniboine Community

Date

(Name of Employer)
(Address of Employer)

Dear (Employer):

RE: (Student Name) and Co-operative Work Placement

This is to advise you that the above-named student, to whom you have offered employment, has not successfully completed the prerequisites for the Co-operative Work Placement. Therefore, this student is not eligible for Worker's Compensation coverage through the college, or for coverage under the waiver of liability associated with Assiniboine's co-operative work placements.

While it is entirely your decision to hire or continue to employ this student, please note that the student will not be monitored or evaluated by Assiniboine staff, as he/she is not eligible to receive credit for the Co-operative Work Placement.

If you have any questions, please do not hesitate to contact the undersigned.

Thank you for your continued support of Assiniboine Community College, our programs and our students.

Sincerely,

(Dean/Director, Name)
Dean/Director, (School Name)

c. Student File