

Co-Op Work Experience Policy

Guildford College		ID-04470
Name of Institution		Institution Number
Co-Op Work Experience Policy	Nov. 25, 2024	October 1 st , 2025
Name of Policy	Effective Date	Revision Date
Business Essentials Diploma with Co-Op		
Name of Program		
Co-Op		840 hrs
Type of Work Experience		Duration in Hours

Purpose

The Co-op Work Experience Policy is designed to ensure that students gain meaningful work experience relevant to their field of study while fostering career readiness and professional development. The policy outlines eligibility, program structure, and expectations for students, employers, and instructors involved in the Co-op program.

Program Structure

- **Duration:** Students must complete a minimum of 800 hours (20 weeks) of work placement.
- **Work Sectors:** Placements can be in diverse industry sectors including finance, marketing, retail, management, operations, human resources, small business support, and project management.



- **Job Roles:** Roles may include administrative assistant, marketing coordinator, customer service representative, accounting assistant, business analyst intern, and sales associate, among others.

Eligibility

- **Academic Requirements:**
 - Students must complete at least 60% of their diploma program.
 - Maintain a minimum 60% in all courses.
- **Pre-requisite:**
 - Completion of the Employment Strategies course with a minimum "C" grade.
 - This course includes career preparation topics such as resume building, interview skills, and job search strategies.
- **International Students:**
 - Must hold a valid Co-op Work Permit and comply with immigration requirements.

Pre-Placement Preparation

- **Workshops:**
 - Resume and interview training.
 - Workplace etiquette sessions to cover professionalism and time management.
- **Career Goals:**
 - Individual consultation to align co-op experiences with career aspirations.



- **Job Search Support:**
 - Access to job boards and networking opportunities.
 - Instructors review and approve self-identified job opportunities for co-op eligibility.

Placement Requirements

- **Supervision:**
 - Employers must assign a supervisor or mentor to provide guidance and evaluations.
- **Learning Outcomes:**
 - Placements should align with academic outcomes, enabling students to apply classroom knowledge in real-world settings.
- **Job Description:**
 - Employers must provide clear roles and responsibilities.

Expectations

- **Employer Responsibilities:**
 - Assign meaningful tasks to promote professional growth.
 - Conduct mid-placement evaluations and provide feedback.
 - Ensure compliance with workplace policies and confidentiality agreements.
- **Student Responsibilities:**
 - Submit regular progress reports or reflective journals.
 - Attend feedback sessions with the supervisor and co-op instructor.



- Abide by workplace policies and demonstrate professionalism.

- **Instructor Responsibilities:**

- Act as a liaison between the student and employer.
- Conduct site visits to ensure alignment with learning outcomes.
- Address issues or conflicts promptly.

Assessment

- **Evaluation:**

- Employer feedback.
- Student self-assessment.
- Academic report or presentation summarizing the co-op experience.

- **Criteria:**

- Assessment includes both soft skills (e.g., teamwork, communication) and hard skills (e.g., financial analysis, marketing).

Post-Co-op Requirements

- **Academic Reintegration:**

- Students must complete at least one academic semester post-placement.

- **Reflection and Presentation:**

- Present a summary of their co-op experience and its relevance to career goals.

- **Recognition:**



- Successful completion earns a Co-op designation on diplomas or degrees.

Program Support

- **Placement Assistance:**
 - Networking with local businesses to expand placement opportunities.
 - Students are encouraged to secure their own placements, with college support available.
- **Continuous Improvement:**
 - Regular program review based on feedback from students and employers.

This policy ensures that co-op placements at Guildford College are meaningful, professional, and aligned with students' academic and career goals while supporting employers in providing enriching work experiences.
