

## Cooperative Education or Internship Designation

*(Required appendix for any program with a Cooperative Education or Internship Designation.*

*Any changes to this Appendix are required to go through Educational Approvals as a minor, substantive or major change)*

**By complying with the Camosun guidelines for Cooperative Education, students may qualify for either the Cooperative Education or the Internship designation on their credential.**

### Program:

#### 1. Mandatory / Optional

Completion of the requirements for the **Co-op designation** is (mandatory OR optional OR not applicable) for this Program:

Completion of the requirements for the **Internship designation** is (mandatory OR optional OR not applicable) for this Program:

#### 2. Eligibility for cooperative work experience

Approval by the Co-op Department

Student must complete COOP WEP (Workplace Education Prep) prior to their first work term.

If **Mandatory** ± a minimum \* 3 \$ R I 3 ' & prerequisite to the first work term and all subsequent work terms.

If **Optional** ± a minimum \* 3 \$ R I 3 ' & prerequisite to the first work term and all subsequent work terms.

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term (please specify):

Other (please specify):

#### 3. Criteria for work placements and work terms

Work placements and work terms must conform to the current practices outlined by the Co-op Department. Current Co-op practices can be viewed on the intranet at <http://intranet/coop/index.php>

#### 4. Generic Program Learning Outcomes for students pursuing the Co-op / Internship designation

**In addition to the regular Program Learning Outcomes (LO), students admitted to work terms will be able to demonstrate learning in each of the following four areas:**

*NOTE - Within each school and with the guidance of the Co-op & Internship Coordinator, programs will develop specific LO's appropriate to the area of study which may be adapted by the student in conjunction with the Field Instructor relevant to the individual and workplace setting. Where programs offer multiple work terms, demonstrated expectations and evidence of progressive learning in each subsequent work term is needed. The examples below are provided for guidance only.*

##### 1. Occupational and workplace awareness

*e.g. Students will be able to...*

Demonstrate knowledge of business objectives and processes used in a workplace setting;

**Cooperative Education or Internship Designation – Appendix A**  
**(continued)**

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## Cooperative Education or Internship Designation – Appendix A (continued)

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Include a table that outlines the possible schedule for Co-op / Internship students (see *example above*):

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1				
2				
3				
4				

### 7. Completion requirements for the credential:

#### Requirements for the Co-op designation

To be eligible for the Co-

**Cooperative Education or Internship Designation – Appendix A  
(continued)**

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**9. Special Notes:**

Students in this program may/may not complete more than the required minimum number of work terms for the respective designation (please specify):

**10. Program Specific Information:**

*(note This information is not under the direction of the Co-operative Education department. It is the responsibility of the School to ensure this information is communicated to students.)*

**Signatures**

\_\_\_\_\_  
Associate Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-op Director

\_\_\_\_\_  
Date

***FOR INFORMATION ONLY***

*The “Program Outline” and the “Cooperative Education Appendix” are the source documents for College*