

Co-op and Practicum Placements

The Focus College co-op or practicum placement is designed for students to apply their new understanding immediately upon completion of the academic portion of the program.

Students in the final term, or nearing completion of their program will be provided with placement leads (real employers with real positions to fill) and the student will interview for the placement.

Placements positions will be sought by Focus College and/or our partners. When a placement is found a small number (maximum of three) of properly positioned students will be invited to interview for the position. The host organization will select the candidate based on their own internally developed criteria.

Students unsuccessful in the interview will be placed back in the applicant pool and will be provided opportunities for subsequent positions.

Students need to successfully interview for a position.

Students will be able to pursue their own placement with industry-related firms. Student arranged placements will need to meet the same standard as placements coordinated by Focus College or our partners.

At the end of the co-op placement, students will have one final academic assessment to complete and, upon successfully doing so, will have completed the program.

The final assessment will be a non-research, experiential paper documenting the work experience, what was learned, how the knowledge gained in the program was utilized in the workplace, why the placement was a good fit, how the placement might have been better, how the student made an impact in the workplace.

Grading for the placement portion of the program is on a Pass-Fail basis. A successful work term requires an acceptable work term report submitted by the student and an acceptable employer evaluation. The Vice President Operations or their designate evaluates the work term report.



Designated Learning
Institution Number
019330446102



ADMISSION APPLICATION FOR the CO-OP and PRACTICUM PROGRAM

Name:

Student Number:

Address:

City:

Province:

Postal Code:

Cell Phone/Mobile:

Your program:

Emergency Contact:

Name

Phone number

Are you an International Student? Yes No

Work Permit Expiry date:

Date

Program Coordinator Signature

I understand that if I am accepted into the program, I am committed to completing the required number of courses within this program and I am in no way guaranteed a placement during the placement term.

Signature

Date



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If accepted into the program, I agree to the following terms and conditions. Failure to comply with the terms of this agreement may result in being withdrawn from the program.

Academic Expectations

1. To remain in the Program, I must maintain the minimum academic standard required by my program. Further, I will advise the Program Coordinator if I am in academic difficulty (e.g. failing classes) or expect to be subject to academic discipline.
2. I agree to complete the full work term for my program.
3. Although Focus College evaluates the work term report, the placement organization evaluates my performance on the job. I know I must receive a satisfactory evaluation from the employer to pass the work term.
4. I may not withdraw from the Program without a valid reason, and I must complete a Program Withdrawal Form. My withdrawal request must be approved by the Program Coordinator.

Placement Expectations

5. I understand that I must register and pay the respective fees (if any) for the placement term.
6. All job information is privileged and for students only. I will not give placement information to non-Program students.
7. I will fully participate in the recruiting cycle by applying for all relevant positions and attending all required interviews. I will also notify the Program Coordinator immediately if I am unable to attend a scheduled interview. The Program Coordinator has my permission to schedule interviews on my behalf.
8. The Program Coordinator has my permission to seek positions on my behalf and to release my resume, cover letter, transcripts and any other relevant employment information to prospective employers.
9. I will respond promptly to all messages from the Program Coordinator and will notify the office of any changes in my work status and personal contact information.



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10. I will discuss any restrictions about work location and travel with my Program Coordinator in advance.

Work Term Expectations

1. While on the work term I understand that I represent Focus College and the Program and I will conduct myself in a professional manner.

2. I must achieve the program standard of a “Pass” on the work term report. If information contained in my work term report is confidential, I will safeguard the employer’s right to confidentiality by applying to the Program Coordinator for permission to do a confidential work term report.

3. During and after the work term I will respect the policies and procedures of the placement organization and maintain confidentiality.

4. Focus College has my permission to release relevant personal information (including but not limited to academic and employment information) to both prospective and current employers.

a) Employment information includes, but is not limited to, name, telephone number, e-mail address, student number, social insurance number and Visa status.

b) Academic information includes final grades and academic action that changes the student’s academic status and Non-Academic Misconduct as outlined in Focus College’s regulations.

5. When either seeking a placement or on one, I give my current or prospective placement organization consent to release information to Focus College that is related to my placement (such as salary information and letter of offer) and information related to my performance.

6. In an emergency or urgent situation, the Program Coordinator has my permission to speak to my family or emergency contact.



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