

LCC CAREER CO-OP WORK EXPERIENCE POLICY

This policy applies to all Career Co-op Programs at LCC

1. **Congratulations on becoming an ISS Language and Career College of BC Co-op student and welcome to our Co-op Program.** ISS Language and Career College of BC ensures that work experience placements provide an opportunity for its career co-op students to enhance the skills learned throughout completion of their program of study.
2. Overview:
 - a. Vocational co-op placements: LCC prepares students to find work experience placements as part of a Career Co-op Program, approves placements before students begin work, monitors their work situation and provides additional support for both students and co-op placement hosts who require it.

Procedure:

1. Requirements to participate in the work experience component:

- a. If students fail to meet the attendance and performance requirements* of their courses, they do not qualify for a co-op placement, and e-mails specifying that the students are not entitled to use their work visas will go to the student.

Citizenship and Immigration Canada and the **Private Training Institutions Branch** will be informed via their online student data reporting systems.

- i. If Career Co-op students fail to meet attendance requirements of their study component, they will have an option to register for and attend extra classes. If this is successful, they will not lose their place in the program.
- ii. If Career Co-op students fail to achieve a 70% grade (and attendance requirements) in any Diploma course, or to meet the overall requirements of elective courses, they will have an option to resubmit work or retake a failed course at a later date. If this is successful, they will not lose their place in the program.

*Students review program specific attendance and performance requirements with the registrar and the Co-op Coordinator prior to signing their **letter of understanding**.

2. Before starting the career co-op diploma work experience component:

- a. Students attend one or more Career Co-op Orientations (offered weekly for students at any stage of their program) presented by the ISS Language and Career College of BC Co-op Coordinator, who will answer their questions, and provide them with:
 - i. An information package containing career co-op program details.
 - ii. A list of partnered host employers.
 - iii. Information regarding specific NOC codes related to each career co-op program.
 - iv. A link to current job posting and the ISSofBC Job Board, updated weekly.

- v. A **Work Placement Approval Form**, to be completed by the student when a job is found and submitted to ISS Language and Career College of BC for approval.
 - vi. A **Monthly Progress Report** and **Time Sheet** form.
 - vii. An **Employer Evaluation Form** for the employer to complete at the end of the work component.
- b. Students are not limited to choosing their co-op work placement with a partnered host company. If a student chooses a new company, the company will be contacted for further information and, if the company meets our standards, it will be included on the list for future students.
- c. Students with study visas permitting off-campus work are encouraged to find employment while they are still studying. Upon successful graduation of the study component, such students may approach their existing employer for permission to continue as a co-op student (adjusting the job requirements if necessary, to utilize the training received in their Study Component). Students may also opt to start a new job upon completing their study component.

3. Career Co-op Diploma work placement Process:

- a. Students are encouraged to look for an appropriate work placement with support from LCC's Co-op Coordinator, instructors and staff. By becoming involved in the job search process, students will be able to apply the knowledge gained in their coursework and take on an active role in their career development. In the unlikely event that a student has significant difficulty finding work after successfully completing the Study Component and receiving instructor and staff support, additional employment search support can be arranged with the LCC Co-op Coordinator. Prior to beginning the Work Component, students are encouraged to take advantage of the free job support services offered by the co-op department. To assist students, the Co-op Coordinator identifies work experience opportunities and provides counseling, job search skills and resume writing assistance.
- b. After a student submits a work placement approval form, the Co-op Coordinator contacts the proposed career co-op worksites to confirm information provided and to assess the commitment of the Workplace training host to enhancing student learning. The Co-op Coordinator explains LCC's co-op policies and expectations with respect to limits on hours worked (work hours must be equal or fewer than hours studied) *, activities related to learning objectives, and evaluation of student performance.

*The total hours of instruction are clearly outlined on the student's letter of acceptance and letter of understanding.

- c. If the host companies are approved to accept work experience students, the work placement approval form is signed and the host's name and contact information are entered on the school's roster of work experience placement sites.

4. Student responsibilities and participation:

- a. Students are expected to maintain communication with the co-op coordinator on matters related to the career co-op program. Students must inform the Co-op coordinator or an LCC staff member of any changes made to mailing address, telephone, or email.
- b. Students in a work placement will submit monthly timesheets (signed weekly by their supervisor) and progress reports to ISS Language and Career College of BC, ensuring that co-op employment does not form more than 50% of the total program of study, and these will be placed in the student's file.
- c. Employers will complete an Evaluation Form regarding the performance of the students at the end of their work placements and submit it to ISS Language and Career College of BC. A copy will be made for the student, and the original assessment placed in the student's file.
Staff members will utilize the Evaluation Forms to plan the most useful tutorial activities for the students after their work placements.
- d. It is the responsibility of the student and employer to ensure safety at the worksite. Students understand that they are required and responsible for purchasing valid medical insurance for the entire duration of their co-op work term. Medical insurance information, and other student support information, is readily available to all students through our registration office and online. If students are concerned about their personal safety at the workplace at any time they are encouraged to contact the Co-op coordinator immediately.

5. Upon successful completion of the work experience component:

A Career Co-op Diploma will be issued only if students complete all requirements of both the Study and the Work components of the program. A Certificate of Participation may be requested by the student if a Diploma is not awarded.

For TESOL Diploma Program practicums:

- a. When a student is ready for a teaching practicum (having successfully completed the TESOL program with a minimum 85% in each of the five courses), the Instructional Coordinator arranges a placement with a sponsor teacher (within ISSofBC), and ensures that the sponsor teacher has a copy of the TESOL Practicum Guidelines and the practicum student has a copy of the TESOL Practicum Handbook.
- b. During the practicum, the student is responsible for keeping a time sheet (signed by their sponsor teacher). The minimum number of hours to be completed is 10 hours of teaching observation and 10 hours of supervised teaching; additional hours may be assigned by the practicum sponsor teacher if required. The final three hours of supervised teaching are formally evaluated by the sponsor teacher (2 hours) and Instructional Coordinator (1 hour). Students must attain at least 70% to pass their practicum.
- c. At the end of the teaching practicum, the sponsor teacher ensures all work is complete and submits all paperwork including the time sheet, Class Profile, Observation Form, two lesson plans and two Student Evaluation forms to the Instructional Coordinator. The Coordinator adds the final lesson plan and final Evaluation Form. All the originals go to the student. A copy goes to the student's file.