

WORK EXPERIENCE POLICY

PTIRU Institution # 0473

DLI # 01979658882

Work experience is a required part of the following LCC Co-op programs:

- Digital Marketing and Office Administration Diploma with Co-op 48 weeks
- Digital Marketing and Office Administration Diploma with Co-op 64 weeks
- Business Operations and Digital Marketing with Co-op 96 weeks
- Business Operations and Digital Marketing with Co-op 112 weeks

The co-op work experience is a cooperative placement which

- consists of no more than 50% of the total hours of instruction, and
- provides a payment to the student.

LCC ensures that work experience placements provide an opportunity for students to enhance the skills they learned during their study term.

Procedure for Co-op student work experience

- a. **Prerequisites.** LCC Co-op Programs consist of a Co-op study term and a Co-op work term.
 - I. All Co-op students must have a Social Insurance Number and valid Study and Work Permits for the duration of their program.
 - II. All Co-op students must successfully complete their study component with a minimum of 70% grade in each diploma program course and fulfill all attendance requirements prior to starting their work experience.
 - III. If students fail to meet the attendance and performance requirements of their diploma program courses, they do not qualify for a co-op work experience placement, and LCC will email the students specifying that they are not entitled to begin their work experience. Students review program specific attendance and performance requirements with the Registrar prior to signing their Letter of Understanding during registration.
 - IV. If Career Co-op students fail to meet attendance requirements in any diploma program courses, they will have an option to register for and attend extra classes to make up for their absences. If this is successful, they will not lose their place in the program.
 - V. If Career Co-op students fail to achieve a 70% grade in any diploma program course, or to meet the overall requirements of elective courses, they will have an option to resubmit work or retake a failed course later. If this is successful, they will not lose their place in the program.

- b. **Preparation.** Before starting their Co-op work experience, students **must** attend at least one of LCC's weekly Co-op orientation workshops, where they are provided with orientation materials, including:
- I. an **information package** containing career co-op program details,
 - II. a list of **partnered host organizations**,
 - III. specific **NOC codes** related to each career co-op program,
 - IV. a list of **current work experience placements**, which are also posted on the LCC's Co-op Information Board and updated weekly,
 - V. a **Co-op Work Experience Agreement Form**, to be completed by the student when a work experience placement is secured and then submitted to LCC for approval,
 - VI. a **Monthly Progress Report** and **Time Sheet** forms, and
 - VII. a **host organization Evaluation Form** for the host organization to complete at specified intervals during and at the end of the work experience component of the program.

Students may also attend a one-on-one tutorial with the Co-op Coordinator to review all work experience placement procedures. During these meetings, the Co-op Coordinator will answer questions and help identify individually relevant hosts from the list.

- c. **Co-op Work experience placement.** Co-op work experience placements depend on many factors including the Co-op students' language capabilities, availability for the host's schedule, experience, and willingness to do the specific work offered.
- i. LCC provides a placement from the **work experience placement list** for every student who successfully completes their coursework in the study term.
 - ii. Students with study visas permitting off-campus work can work while they are still studying. Upon successful completion of the study component, such students may approach their existing employer for permission to change their status to co-op student (adjusting their responsibilities to utilize the training received in their Co-op Study term and meet learning objectives). If the prospective host is not already on LCC's list of partnered host organizations, the host must complete a Co-op Work Experience Agreement and be approved by LCC before any students in their work term can be placed with them. In addition, as with all Co-op work placements, the Co-op Coordinator must approve the specific position offered, as it must be related to program learning outcomes. Students are made aware that any hours worked during the study term are not counted as part of the work term component.

d. **Student responsibilities**

- I. Co-op students must attend a Co-op Orientation and regular Co-op meetings to receive updates and ensure they continue to meet the requirements of the Co-op program.
- II. 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 to their mailing address, telephone, or email.
- III. Students in a Co-op work placement must submit monthly timesheets (signed by their supervisor) and progress reports to the Co-op Coordinator for review to ensure that the co-op work experience does not form more than 50% of the total program of study. Please see the table below for the range of work experience hours for each LCC Co-op program.

Length of Co-op Program	# of hours of instruction in work experience*
For 48-week Co-op programs	520-700
For 64-week Co-op programs	748 - 760
For 96-week Co-op programs	984-1,028
For 112-week Co-op programs	1,124-1,168

*The number of hours of instruction in the work experience depends on the electives chosen by each student in their study term. The total hours of instruction for a specific student are clearly outlined in the students' Letter of Acceptance and the Student Contract.

- IV. Students are required to purchase valid medical insurance for the entire duration of their co-op work experience. Medical insurance information as well as other student support information is readily available to all students through LCC's registration office and website.
- V. If students are concerned about their personal safety at the host organization at any time, they are encouraged to contact the Co-op Coordinator immediately. It is the responsibility of both the student and the host organization to ensure safety at the work experience placement site.

e. **Host Responsibilities**

- I. A representative of the host organization must sign the **Co-op Work Experience Agreement Form** prior to any placements.
- II. The host organization must ensure that the work experience is supervised by someone qualified in a relevant career occupation and employed or retained by the host organization.

- III. A supervisor must sign the student's timesheets monthly.
 - IV. For the 48- and 64- week programs, the host institutions must complete two Evaluation Forms regarding the student's performance and submit them to the Co-op Coordinator.
 - V. For the 96- and 112-week programs, the host institutions must complete four Evaluation Forms regarding the student's performance, usually every 3 months, and submit them to the Co-op Coordinator.
- f. **LCC Responsibilities**
- i. The Co-op Coordinator will maintain **monthly** communication with the student and/or host to monitor the continued success of the program.
 - ii. The Co-op Coordinator will respond to any inquiries from hosts and students during the Co-op work experience placement, and perform problem-solving functions as needed.
 - iii. The Co-op Coordinator will maintain contact with the Host and follow up as needed to receive regular written evaluations of the student.
- g. **Activities during the Co-op work placement:** The co-op work placement must include activities directly related to the learning objectives of the student's chosen co-op diploma program. These activities vary with the program and are specified in the Co-op Work Experience document signed by each employer. Please see Appendix A for the activities related to your program.
- h. **Completing the Co-op Diploma Program:** A Career Co-op Diploma will be issued only if students complete all requirements of both the Study and the Work experience terms of the program.

To complete their co-op program students must

- meet the learning objectives of the Co-op program,
- attend at least 50% of their assigned work experience hours,
- receive more than one evaluation from the host organization, and
- attend their post-work tutorial* to pass their work experience component.

*Post-Work Tutorial: Co-op students must attend a post-work tutorial at the end of their program to share their work experience, give and receive feedback, and identify further ways to improve their soft skills as well as cultural awareness.