

UBC ARTS CO-OP PROGRAM

Buchanan C121 – 1866 Main Mall West Mall
Vancouver, BC Canada V6T 1Z1

Tel: (604) 822-1529
Fax: (604) 822-4667

arts.co-op@ubc.ca
<http://co-op.arts.ubc.ca>

SLAIS LETTER OF UNDERSTANDING 2011

I accept the offer of a position in the UBC Arts Co-op Program, and agree to carry out the following responsibilities to the best of my ability:

REGISTRATION

- I understand that the Arts Co-op Program will register me in the scheduled co-op courses (ASTU 501, 502, and 503) for each work term once I have accepted a job offer.
- I understand that I am required to pay my graduate fee installment when I am on a work term.
- I understand that the co-op courses do not count towards the academic credits required for my degree program, but maintain my full-time student status with the University while I am on co-op work terms. Each ASTU course appears on my transcript as 3 non-academic co-op credits.
- I agree to pay the non-refundable \$216.48 Administration and Career Advising Fee (one-time only) and have included my payment with this signed letter.

Initial: _____

INFORMATION RELEASE

I hereby give permission for my academic records to be released to the Arts Co-op Program.

- I hereby give permission for the Arts Co-op Program to release my resume, cover letters, transcripts, and other relevant information to prospective employers in order to secure employment for work terms while I am enrolled in the Arts Co-op Program.

Initial: _____

CO-OP WORKSHOPS/PRE-EMPLOYMENT TRAINING

- I will complete the mandatory co-op workshop on January 14, 2012 and understand that I am encouraged to attend the optional co-op workshops and seek one-on-one feedback from the Arts Co-op Program staff to help me succeed with my job search.
- I will meet with the SLAIS Co-op Coordinator for a mandatory 30-minute resume consultation in November or December 2011 (March or April 2012 for January 2012 students) and I understand that I must complete this meeting before I will be permitted to apply for co-op job postings.
- In addition, I will complete a mandatory 30-minute mock interview with the SLAIS Co-op Coordinator in January or February 2012 (May or June 2012 for January 2012 students).

Initial: _____

COMMUNICATION WITH THE CO-OP OFFICE

- I will check my email account and the online Arts Co-op database on a daily basis for updates from the Arts Co-op Office.
- I will respond promptly and professionally to all messages relating to co-op from my Coordinator and the Arts Co-op staff.
- I will promptly notify my Coordinator of any changes regarding my work eligibility, work status, and current contact information.
- I will inform my Coordinator immediately of any inappropriate, and/or unsafe, and/or unethical behaviour or treatment during the interview process and/or at the work site.

Initial: _____

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JOB SEARCH PROCESS

- I understand that the Arts Co-op Program does not, and cannot, guarantee co-op work terms. The Arts Co-op Program will make every effort to assist me in obtaining suitable co-op work term employment; however, it is ultimately my responsibility to secure co-op work term employment.
- I understand that only applying to a limited number of job postings will severely limit my chances of finding a co-op job for a particular work term.
- I understand that I may be dropped from the program if I do not actively apply for co-op positions within the first 12 months of starting the co-op program.
- I understand that should I wish to pursue a self-directed work search, I will discuss this with my Coordinator and work with my Coordinator on this process..
- I agree to allow the Arts Co-op Program to solicit positions on my behalf.
- I agree not to solicit positions from a co-op employer directly on my own, without prior permission from my Coordinator.
- I will provide the Arts Co-op Program and prospective employers with accurate and appropriate information regarding my qualifications and interests.
- I will participate in each job posting/interview process required to obtain a co-op work term. I agree to attend all interviews with employers that have selected me as a candidate and act professionally. I understand that the Arts Co-op Office or my Coordinator may, if necessary, select interview times on my behalf. I will notify my Coordinator or the Arts Co-op Office immediately of any interviews that must be rescheduled.

Initial: _____

JOB OFFERS

- I will consult my Coordinator before accepting any job offer. I understand that my Coordinator will contact the employer to ensure the position is suitable as a co-op work term and to inform the employer of the Co-op guidelines.
- I understand that participation in the Arts Co-op Program may require me to accept positions outside of the Greater Vancouver Regional District and although many companies subsidize relocation expenses, I may be required to pay the necessary travel expenses. If I have any restrictions concerning location and travel, I will discuss them with my Coordinator before applying for the job. I am aware that geographic location is not a valid excuse for turning down a job offer and that I may be withdrawn from the program as a result.
- If I am offered a position outside of co-op job offerings, I will discuss this with my Coordinator before accepting the offer; I understand that I am expected to count this position as a co-op work term if the position meets the Arts Co-op Program criteria. I understand that I may be withdrawn from the program if I fail to do so.
- I understand that the work terms are paid employment and reflect the organization's salary scale as well as the student's level of training and experience. I am prepared to accept the salary offered by employers and will not attempt to negotiate my salary.
- I understand that if I return to a co-op employer for subsequent work term/s, I will be registered in the co-op course and required to pay my graduate fee installment.
- I understand that once I sign an offer of employment with an employer and/or agree to verbal offer of employment, I have a professional and ethical obligation to satisfy the requirements of my employment contract. I also understand that if I break my contract of employment I will not be satisfying the conditions of the program and I will receive a Fail (F) for the co-op course and be removed from the Arts Co-op Program.
- I understand that before turning down a job offer, I will discuss my rationale with my Coordinator.

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THE WORK TERM PERIOD

- I understand that when on a co-op work term, I am an employee of the employer and not an employee or agent of the University. In all matters relating to work activities, I am under the supervision and direction of the employer and not under the supervision and direction of the University.
- I will respect the policies and procedures of my employer, including policies regarding confidential/proprietary information during and after a work term.
- I will behave appropriately and according to the UBC Policies as outlined in the UBC Calendar for the duration of my participation in the Arts Co-op Program.
- I will follow the procedures as outlined in the UBC Arts Co-op Work Term Checklist and Student Handbook each term that I am in the Arts Co-op Program.
- If I am interested in enrolling in an academic course during any work term, I will seek approval from my Coordinator and the SLAIS Student Services Coordinator prior to commencing the course.
- I understand that I am required to submit a Work Term Assignments for every co-op work term (consecutive or not). I am aware that each assignment is due by the deadline set by the Arts Co-op Office. If I am not able to do so, I will contact my Co-op Coordinator before the deadline to discuss a possible extension. Late assignments without prior with my Co-op Coordinator will result in a Fail (F) grade for the work term and withdrawal from the Arts Co-op Program.
- I understand that I need a “Satisfactory” or better evaluation from my employer and a “Satisfactory” or better grade on my work term assignments to receive a “Pass” (P) for the co-op work term.
- I understand that if I am unable to complete a co-op work term for medical or compassionate reasons, I may be eligible to receive a “Pass” (P) on the work term if all of the following have occurred:
 - I notify my Coordinator, who will confirm with the employer that he or she is aware that I am unable to complete the work term;
 - I provide my Coordinator with a letter from my doctor or a medical certificate indicating I cannot complete the term;
 - My Coordinator determines that my performance and learning process on the co-op work term to date have been satisfactory; and
 - The employer has given me a “Satisfactory” for my work performance on their evaluation.

Initial: _____

COMPLETION OF THE CO-OP PROGRAM WITH CO-OP STANDING

- I agree to complete at least one scheduled work term in the Arts Co-op Program.
- I have created my work term schedule, and I agree to follow the schedule as outlined.
- I understand that any changes to the set co-op schedule must be discussed with my Coordinator.

Initial: _____

WITHDRAWAL FROM THE CO-OP PROGRAM

- I understand if I wish to withdraw from the Arts Co-op Program, I must obtain approval of the Arts Co-op Program Director.

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FAILURE TO COMPLETE THE WORK TERM AGREEMENT

- I understand that I may be assessed a “Fail” (F) for my work term for the following reasons:
 - Failure to report for work at the employer’s location
 - Ending a work term without permission from my Coordinator and employer
 - Dismissal based on my actions
 - Unsatisfactory performance as determined by the employer
 - Failure to submit required documents to the Arts Co-op Office
- I understand that acceptance of an 8-month job offer (two consecutive co-op work terms) requires me to complete all requirements for both work terms. If I terminate the work agreement early without the consent of my Coordinator, I may be assessed a failing grade for BOTH work terms.
- I understand that failure to comply with any of these terms will result in a Fail (F) on a work term and/or dismissal from the Arts Co-op Program. The Arts Co-op Program reserves the right to dismiss students for improper behaviour at the discretion of my Coordinator and the Director.

Initial: _____

The Arts Co-op Staff agrees to carry out the following responsibilities to the best of their abilities:

- Find challenging and rewarding work opportunities for our students
- Provide leading-edge pre-employment training workshops
- Provide open and honest feedback regarding students’ progress in the Program
- Be available for students during regular office hours every week
- Solicit student feedback and adapt programs and materials to reflect this feedback
- Involve students in the development of the Program through the elected student reps on the Advisory Committee
- Respond efficiently and fully to any questions students have before, during, and after their work terms
- Assist students with any problems they encounter during their work terms in a timely and professional manner
- Ensure that students are treated fairly and equitably during their work terms
- Visit all students at their workplaces (out-of-town placements may have a telephone site “visit”)

Acceptance into the Program is based on a clear understanding and acceptance of these guidelines, and a signature is required for acceptance into the Program.

To be used by the Arts Co-op Office only:

- Non-refundable \$216.48 Administration and Career Advising Fee received**
- Receipt provided to student**

Should you have questions about these guidelines, please speak with an Arts Co-op staff member prior to signing.

Student Name

Student Signature

Date

Arts Co-op Staff Member Signature

Date