

UBC ARTS CO-OP PROGRAM

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

Tel: (604) 822-1529 arts.co-op@ubc.ca
Fax: (604) 822-4667 www.artscoop.ubc.ca

UNDERGRADUATE 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:

INFORMATION RELEASE

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

Initial: _____

COMMUNICATION WITH THE CO-OP OFFICE

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

Initial: _____

CO-OP WORKSHOPS/PRE-EMPLOYMENT TRAINING

- I will attend all of the mandatory Co-op workshops for pre-employment training. Missing workshops for non-emergency situations will not be accepted. I will adjust my schedule accordingly to attend.
- I understand that pre-employment training is a prerequisite, and if I do not complete the pre-employment training, I may be withdrawn from the Co-op Program.
- I will pay the one-time Co-op Administration and Workshop fee by the deadline set by the Co-op Office.

Initial: _____

JOB SEARCH PROCESS

- I understand that the Co-op Program does not, and cannot, guarantee Co-op work terms. The 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 I am expected to apply for all Co-op jobs that are in line with the work term preferences I enter in the Arts Co-op on-line database.
- I understand that 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 before pursuing a self-directed job search, I will discuss this with a Coordinator and keep him/her updated on my progress.
- I agree to allow the Co-op Program to solicit positions on my behalf.
- I agree not to solicit positions from Co-op Employers directly on my own without prior permission from a Coordinator.
- I will provide the 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 will notify my Coordinator or the Co-op Office immediately of any interviews that must be re-scheduled. I understand that the Co-op Office or my Coordinator may, if necessary, select interview times on my behalf.

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RELOCATION

- I understand that participation in the Co-op Program may require me to accept positions outside of the Greater Vancouver Regional District, and I may be required to pay the necessary travel expenses.
- 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 if I turn down a job because I don't want to relocate.
- If I have any restrictions concerning location and travel (including finances, parental permission, or other), I will discuss them with a Coordinator before applying for any job outside of the Lower Mainland.

Initial: _____

JOB OFFERS

- I will consult with the Co-op Office before accepting any job offer.
- I understand that once I sign an offer of employment with an employer and/or agree to a verbal offer of employment, I have a professional and ethical obligation to satisfy the requirements of my employment contract. Once an offer is accepted, I am not able to accept any other offers for that specific term.
- I understand that before turning down a job offer, I will discuss my rationale with a Co-op Coordinator.
- I 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.
- If I am offered a position outside of the Arts Co-op Program job offerings (i.e. self-directed job search), I will discuss this with my Coordinator before accepting the offer; my Coordinator will contact the employer to ensure the position is suitable as a Co-op work term. 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 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 the Co-op course fee.
- I understand that 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.

Initial: _____

REGISTRATION

- I understand that the Co-op Program will register me in 3 Co-op courses (ASTU 310, 311, 410) corresponding to my work terms.
- I understand that I am required to pay my Co-op course fee for every Co-op work term (consecutive or not) whether I secured a Co-op work term through the Co-op Program or through my own self-directed job search.
- I understand that the Co-op courses do not count towards the 120 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. The Co-op designation will be added to my transcript and parchment when I have completed 9 Co-op credits.

Initial: _____

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 use of social media or e-mail for personal use during work hours, or confidential/proprietary information during and after a work term.
- I will behave appropriately and according to the UBC [Student Conduct and Discipline](#) Policies as outlined in the UBC Calendar for the duration of my participation in the Co-op Program:
<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,0,0>

U B C A R T S C O - O P P R O G R A M

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- I will follow the guidelines/procedures outlined in the Arts Co-op On-line Student Guide (“OSG”) for each Co-op work term.
- If I am interested in enrolling in more than one academic course during any work term, I will seek approval from my Coordinator and work supervisor prior to commencing the course. Written approval by my work supervisor may be required.
- I understand that I am required to submit Work Term Learning Assignments for every 4-month Co-op Work Term (consecutive or not). I am aware that each assignment is due by the deadline set by the Co-op Office. A late and/or missing assignment could result in a Fail (F) grade for the work term and/or withdrawal from the Co-op Program.
- I understand that I need a satisfactory or better evaluation from my employer to receive a Pass (P) for each 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 completes a satisfactory evaluation.

Initial: _____

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

- I agree to complete three (3) scheduled work terms in the Co-op Program, and know I may complete up to six (6).
- I understand that I may be removed from the Program if I do not actively apply for Co-op positions within the first 12 months of being accepted into the Program.
- I have created my work/study schedule in the Arts Co-op online database, and I agree to follow the schedule as outlined. I will update the schedule as soon as possible should changes to my academic schedule occur.
- I understand that any changes that affect my planned Co-op schedule must be discussed with my Coordinator. I am aware that my request may not be granted if it does not adhere to the Co-op Program’s terms and conditions.

Initial: _____

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 and/or my Coordinator
 - Failure to submit required documents to the 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 Co-op Program. The Co-op Program reserves the right to dismiss students for improper behaviour at the discretion of the Coordinator and the Director.

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ACADEMIC PERFORMANCE

- I understand that I must maintain a satisfactory academic standing (72% average) each academic term to remain in the Co-op Program.

Initial: _____

WITHDRAWAL FROM THE CO-OP PROGRAM

- I understand if I wish to withdraw from the Co-op Program, I must e-mail the Director to request that I be withdrawn, and include the reason for my request.

Initial: _____

FOR INTERNATIONAL STUDENTS ONLY

- I understand that I must obtain Employment Authorization from Citizenship and Immigration Canada. I will attend a mandatory information session regarding the application process. I will be required to pay all associated application fees.
- I understand that I will need to obtain and submit a letter of support from the Co-op Office with my application for Employment Authorization. I will give 24-hours notice when requesting this letter from my Coordinator.
- I will apply for a Social Insurance Number (S.I.N.) from any Canada Employment Centre before my first work term.
- If my status changes during my participation in Co-op, I will notify the Co-op Office immediately, as this will affect my eligibility for employment with a number of government agencies.
- I understand that as an international student, I will be unable to apply for some jobs within Canada because they have funding restrictions or citizenship requirements.

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 Arts Co-op Student Association and the elected student representatives 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 Workshop Fee paid
- Receipt provided to student

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

Student Name

Student Signature

Date

Arts Co-op Staff Member Name

Staff Member Signature

Date