



POLICIES and PROCEDURES

Responsible Unit	Co-operative Education (Sciences), Co-operative Education (Business and Arts)
Policy Number	C-13
Date Last Updated	29 July, 2010
Approving Sector Head	Dean of Science (Sciences), Dean of Professional Studies (Business and Arts)
Policy	CO-OPERATIVE EDUCATION

Acadia University has a decentralized Co-operative Education program which is a unit of the Academic Sector, reporting to the Dean of Science (Science Co-op) and Dean of Professional Studies (Business and Arts Co-op).

Acadia University's Co-operative Education (Co-op) Program is an academic program that formally integrates a student's academic studies with paid work experiences. The purpose of Co-op is to assist students in obtaining experiential learning opportunities to build upon skills and knowledge learned in the traditional classroom setting and in developing clear career goals by test-driving discipline-related roles. As part of the Co-op program, students attain professional development training, including resume and cover letter writing and interviewing skills, contacts and references in industry, competitive salaries which help pay for their education, and at least one year's worth of work experience in their field of study giving them a competitive advantage upon graduation.

Co-op is a primary recruitment strategy for many employers. Both Co-op Offices assist these employers with the advertising of Co-op positions and coordinating interviews and offers, creating the vital link between Co-op students and employers. The Co-op Offices also maintain and continually build relationships with employers to expand the quantity and diversity of Co-op placements available to students.

The Science Co-op Office is located in Suite 304, Huggins Science Hall, Acadia University. The Business and Arts Co-op Office is located in Room 113, Rhodes Hall, School of Business. The website is <http://www.acadiu.ca/employment/>.

1. Co-operative Education

- (a) Co-operative Education offers students the opportunity to gain an enriched understanding of their academic program through practical application. Studies show that Co-op students gain employment sooner after graduation, have higher salaries, and are more likely to find employment related to their degree area than non-Co-op graduates.

- (b) Acadia University offers Co-op as an option to the following degrees:
- Bachelor of Arts (excluding Music)
 - Bachelor of Business Administration
 - Bachelor of Computer Science
 - Bachelor of Science
 - Bachelor of Science in Nutrition
 - Master of Science (in Computer Science, and in Mathematics & Statistics)
- (c) Undergraduate students, with a minimum GPA of 2.5, enrol in Co-op at the beginning of their 2nd year of study. They complete 3 four-month work terms, or a 12 or 16 month internship to complete the Co-op Option. Each work term is a non-credit course, with applicable tuition fees, which is listed on the student's transcript of marks.
- (d) Graduate students, with a minimum GPA of 2.5, enrol in Co-op at the beginning of their 1st year of study. They complete 1 or 2 four month work terms (depending on degree) to complete the Co-op Option. Each work term is a non-credit course, with applicable tuition fees, which is listed on the student's transcript of marks.