

## CO-OP PLACEMENT POLICY

### 1. Policy Statement

The Toronto School of Management (TSOM) Co-op programs allow students the opportunity to combine their strong obtained through studying with practical skills developed through the practicum. The Co-op is a scheduled experience in which a student is placed with an organization where their level of skills and experience will be of value to both the host and the student.

### 2. Scope

All our students who have recently finished the academic portion of co-op programs specializing in the field of Business, Management, Hospitality & Tourism, Big Data or IT will have to complete the co-op module as a mandatory requirement in order to successfully graduate from their chosen program. All students eager to enter the Canadian market should complete resume-building, interview skills and co-op preparation workshops prior to the start of their Co-op.

### 3. Key Highlights

- Students are matched with organizations based on host requirements, and level of student skills and experience.
- All international students are legally eligible to work in Canada for the duration of their Co-op (having Co-op work permit).
- All students are proficient in English.
- Students must abide by policies and expectations of the host company as would apply to all employees.

### 4. Outline of Responsibilities

#### 4.1. TSoM's Responsibilities

- To enter into mutual partnerships with industry leading organizations
- To outline the procedures necessary for both the student and host in regard to the Co-op program at TSoM
- To provide opportunities for co-op placements to qualified students within specified deadlines as communicated in advance to students and host
- To be available for any questions, queries and/or support for both students and host prior and during and after the Co-op
- To prepare and arm both students and host organization with appropriate information to have a smooth and mutually beneficial Co-op

#### 4.2. Host Organization Responsibilities:

- To follow the provincial or territorial Employment Standards Act and follow Workplace Health and Safety standards for the province or territory
- To complete relevant paperwork at the beginning, throughout, and end of student's Co-op
- To set clear expectations for their intern at the start of the Co-op
- Be willing to allocate some time, resources, and working space to mentor interns
- To provide opportunities for a student to cover the required Co-op hours of the student's program
- To prepare in advance sufficient tasks for intern and to ensure that these tasks will reflect agreed upon job description as much as possible
- Aim to provide the intern with a balanced combination of lower and advanced skill level tasks
- To assume the same level of responsibility for health and safety of students as they would for any other employee or trainee in the company
- Notify the school in advance if the host wishes to pay, or compensate, or reimburse the student

#### 4.3. Student Responsibilities:

- To pass the academic portion of the program prior to the Co-op start date
- To have no outstanding balance with the college
- To ensure a medical insurance coverage is valid for the term of the Co-op
- To provide proof of valid study permit, co-op work permit and other immigration documentations if applicable
- To attend all the training and workshop sessions offered by Career Services prior to the Co-op start date
- To notify Career Services by the last day of your last module if Co-op Search Assistance is required or not

### 5. Duration of Co-op

| <b>Business</b>   |                      |
|---|----------------------|
| Diploma in Business Administration Co-op Program              | 480 hours (24 weeks) |
| Diploma in Business Management Co-op Program                  | 480 hours (24 weeks) |
| Diploma in Digital Marketing Specialist Co-op                 | 240 hours (12 weeks) |
| Certificate in Business Essentials Co-op                      | 240 hours (12 weeks) |
| <b>Hospitality and Tourism</b>                                |                      |
| Diploma in Hospitality and Tourism Management Co-op Program   | 480 hours (24 weeks) |
| Advanced Diploma in Hospitality and Tourism Co-op Program     | 480 hours (24 weeks) |
| Diploma Fundamentals of Hospitality and Tourism Co-op Program | 600 hours (30 weeks) |
| Certificate in Customer Service Excellence Co-op              | 240 hours (12 weeks) |
| <b>Big Data</b>   |                      |
| Diploma in Data Analytics Co-op                               | 240 hours (12 weeks) |
| <b>IT</b>   |                      |
| Diploma in Cybersecurity Specialist Co-op                     | 240 hours (12 weeks) |

## 6. Work permit restrictions for international students

The co-op module is not a scheduled break. The international students are allowed to use their co-op work permit only for the co-op placement as required by the program, and only if the co-op confirmation letter signed by the employer is communicated to TSOM. Any other opportunities during the co-op term can be only taken under their Study Permit and only for a part-time (20h/w) job.

## 7. Co-op Placement Process

### 7.1. If Co-op Search Assistance REQUIRED

- Provide Career Services with the 3 preferred positions for placement from the list provided in the Learning Management System (Canvas)
- Provide Career Services with a tailored resume for the preferred positions within two weeks after the last day of the completion of their last module
- Career Services will send students' resumes to the employers for their consideration
- Career Services will assist the host company with the Interviews scheduling
- Successful candidates who are offered a co-op position will complete all necessary documentations related to the Co-op program and will submit it to Career Services
- If not selected for preferred options, student will work with Career Services to explore other available options
- If, at this time, the student is not interested in any of the positions available, the student will no longer be eligible for Co-op search assistance by the Career Services. The student will need to continue his/her search and provide details of the placement found for approval

### 7.2. If Co-op Search Assistance NOT REQUIRED

- Provide Career Services with the job offer for placement approval by the Co-op approval deadline
- Complete all necessary documentations related to the Co-op program and submit it to Career Services including the acceptance of a particular co-op work placement
- Conduct themselves in a professional manner prior and during the Co-op
- Follow this TSoM's Co-op Placement Policy
- Follow the guidelines and policies of the host organization they have been placed with

## 8. Covid-19 related Co-op Accommodations

### 8.1. Availability of the Capstone Project

Students unable to find a co-op placement during the pandemic or forced to move out of Canada, have an option to choose joining a Capstone Project in place of a Co-op Work Placement that is part of their curriculum, to complete the requirements for graduation.

The capstone Project provides an opportunity for students to integrate and apply their Program Learning Outcomes to a project that may take a variety of forms. To complete the project, students will require to work with a mentor, conduct research, document their findings and submit a project report.

## **8.2. Extension of co-op term:**

- Students unable to find a placement because of Covid-19, will be allowed one extra full term of co-op to their LOA, only if communicated to Student Services/Career Services prior to the expiry of an existing LOA.
- Students who fail to communicate their situation on time, will be allowed an extension of the time enough only to join and complete the capstone project.