

Co-op Placement Policy

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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
- Students must abide by policies and expectations of the host company as would apply to all employees
- All international students are legally eligible to work in Canada for the duration of their co-op (co-op work permit issued)
- All students are proficient in English.

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 working experience to qualified students within specified deadlines as communicated in advance to students and host

- To prepare and arm both students and host organization with appropriate information to have a smooth and mutually beneficial co-op
- To be available for any questions, queries and/or support for both students and host prior and during and after the co-op term.

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 term
- To set clear expectations for their work at the start of the co-op term
- Be willing to allocate some time, resources, and working space to mentor students
- To provide enough 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 student 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 complete 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.

5. Co-op hours required for a successful graduation

Program	Co-op Hours Requirement	Term Duration
Business		
Diploma in Business Administration Co-op	480 hours	24 weeks
Diploma in Business Management Co-op	480 hours	24 weeks
Certificate in Business Essentials Co-op	240 hours	12 weeks
Diploma in Digital Marketing Specialist Co-op	240 hours	12 weeks
Diploma in Digital Business Management Co-op	720 hours	36 weeks
Hospitality and Tourism		
Diploma in Hospitality and Tourism Management Co-op	480 hours	24 weeks
Advanced Diploma in Hospitality and Tourism Management Co-op	480 hours	24 weeks
Diploma in Fundamentals of Hospitality and Tourism Co-op	600 hours	30 weeks
Certificate in Customer Service Excellence Co-op	240 hours	12 weeks
Technology		
Diploma in Data Analytics Co-op	240 hours	12 weeks
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. TSoM international students are allowed to use their Co-op Work Permit only for the co-op placement as required by the program, and only with the co-op confirmation letter signed by the employer and communicated to TSoM Career Services. International students are not eligible to use the Work Permit for any other employment, and hours worked without prior communication of confirmation letter will not be counted towards the term.

Any other working opportunities during the co-op term can be only taken under the Study Permit and only as a part-time (20h/w) job.

7. Co-op Placement Process

7.1 If Co-op Search Assistance is REQUIRED

- Student will provide Career Services with 3 options for a desired placement from the list provided in the Learning Management System (Canvas) within two weeks after the last day of the completion of their last module
- Student will 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 student's resume to employers for their consideration
- Career Services will assist the company with the interviews scheduling
- Student offered a co-op position will complete all necessary documentations related to the Co-op program and will submit it to Career Services within the allotted time frames
- If not selected for preferred options, student will work with Career Services to explore other available options
- If by the end of scheduled break the student has not taken any positions offered, the student will proceed with self-search as per Par. 7.2 and provide details of the placement self-secured for approval within the allotted time frames.

7.2 If Co-op Search Assistance is NOT REQUIRED

- Student will provide Career Services with the job offer for placement approval. TSoM is under no obligation to approve placements that are deemed to be unsuitable
- Upon approval, student will 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
- Student will conduct themselves in a professional manner prior and during the co-op
- Student will follow this TSoM's Co-op Placement Policy
- Student will follow the guidelines and policies of the host organization they have been placed with.

8. Alternative co-op opportunities

8.1 Virtual internships

TSoM creates many opportunities for students to partake in real-time projects with large variety of companies to get practical working experience. Opportunities are provided with TSoM partnered companies, as well as through a virtual internship platform. These opportunities available allow students to work flexible hours and have been pre-approved by Career Services.

8.2 Capstone Project

Students have the option to join a Capstone Project as a substitute of a co-op work placement and will be eligible for graduation upon its successful completion.

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.

9. Communication with Career Services

9.1 Work placement communication

Search Period	Student's Action
By the end of two weeks of scheduled break	Students requesting an assistance in placement will communicate their tailored resume and preferred positions to Career Services
By the end of first month of the co-op term	Students with no secured placement will contact Career Services for help and will accept a position offered
Mid co-op term	Students not placed by that time will request Career Services to join a Capstone Project

Students who do not complete the work placement/virtual internship/capstone project by the end of program day as stipulated on their LOA will receive a Fail (F) grade for their co-op term and will face the possibility of the cancellation of the registration.

9.2 Work placement documents

Period	Document
Within first week of the start	Confirmation of Acceptance Letter, signed and dated by both employer and student
Once a month	Attendance Report, signed and dated by both employer and student for every week worked
Last day of co-op placement	Practicum Evaluation Report, completed by the employer
Last day of co-op placement	Student's evaluation of Co-op Supervisor, completed by the student

10. Extension of LOA

Co-op term is an integral part of the program serving the purpose of providing working opportunity for students to practice skills obtained in class. Career Services provides for students a large variety of opportunities to complete the final term of their program.

A partial extension may be allowed to students in the final stage of their placement or Capstone Project only to ensure its completion.

Student who refused to accept available position will not be eligible for the LOA extension, will receive a Fail (F) grade if the term is not completed on time. Student willing to retake the module, will need to pay retake fee and will be granted extension equal to the duration of their program co-op term placement. Should the placement not be completed during extension period the student will receive a final Fail (F) grade and registration with college will be cancelled.

All requests for an extension will be considered by the Career Services based on its merits, and will require proof of securing placement.

11. Eligibility for graduation

Students who have successfully completed the work placement/virtual internship/Capstone Project by the date of program end, and have their student accounts in good standing will proceed to graduation from the program.