

CO-OPERATIVE EDUCATION

APPLICATION FORM

To be submitted to the Co-op Department by the **end of the first** week following the start of the semester preceding a work term. Only those students who meet the **"Eligibility Criteria"** (see reverse) need apply. **Late applications will not be accepted.**

Student Number:	S.I.N.:	Tel.:
Surname:	Given Name:	Date of Birth: _____ Yr. Mth. Day
Email: _____ @algonquincollege.com	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Bilingual (French/English) <input type="checkbox"/>
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Other(specify) _____		
• Proof of Canadian Citizenship or Landed Immigrant status may be required for many work term positions.		

Program Information:

- Business Administration - Information Systems
- Business Administration - Materials Management
- Business Administration - International Business
- Bachelor of Applied Arts - Interior Design
- Bachelor of Applied Business - eSCM
- Bachelor of Applied Technology - Photonics

Current Academic Level: _____

- Computer Programmer
- Computer Engineering Technology
- Computer Systems Technicians
- Computer Technology - Computing Science
- Electronics Engineering Technology
- Electronics Engineering Technician
- Internet Application Programmer

Check here if you were previously registered in a different Program of Study

I authorize the Co-operative Education Department to release transcripts of my academic records and information from my Co-op file to participating employers. I also agree to abide by the Co-operative Education Guidelines (see Co-op WEB SITE <http://www.algonquincollege.com/coop>). It is also understood that there is NO GUARANTEE of Co-op employment as a result of my acceptance into the Co-op Option of my program of study.

I also understand that a successful completion of a "PERSONNEL SECURITY ASSESSMENT" may be a condition of employment for many Co-op positions. Should this security screening not be completed by the scheduled start date for the work term, I RISK losing my work term opportunity and my Co-op status. Security Clearance is an employer requirement and Algonquin College Co-op Department cannot be held accountable for any lost opportunities resulting from delayed or unsuccessful security screening assessments.

Student Signature

Date

Departmental Approval:

Co-op Department: _____
Co-op Officer

Date

OVER

ELIGIBILITY CRITERIA for Applicants to Co-op:

Students applying for the Co-operative Education option of their program of study must meet all of the following criteria:

1. Be registered as a full time student in a program offering a Co-op option.
2. Be registered in a course load that will complete all required courses for all levels preceding a scheduled work term for the program.
3. Have the minimum required **Program Cumulative GPA** or greater, as calculated by the academic department, at time of approval. Achievement of this minimum does **not** guarantee admission into Co-op (see Selection Criteria below).
4. Register in a Co-op preparatory class.
5. Remain on cycle with their Program of Study. This is a “**ONE TIME OPPORTUNITY**” to apply and qualify. Please consult the Co-op department or your program manager for additional details.

ELIGIBILITY CRITERIA for Beginning a Work Term:

A student is NOT eligible to begin a work term if he/she:

1. is no longer registered in the Co-op option of a program; or
2. has not completed all courses that precede the work term on the program of studies, including the Co-op preparatory course; or
3. has not maintained the minimum required **Program Cumulative GPA** prior to the work term; or
4. is not eligible to work in Canada.

SELECTION CRITERIA:

Students will be selected by being ranked on their cumulative GPA. Only those students with the “highest” GPA and who meet all of the eligibility criteria will be selected. The Co-op department in conjunction with the program managers establishes intake limits of new Co-op students per program (see Table 1.0 in Co-op Guidelines). Once the maximum number of new Co-op students has been accepted, the program manager may establish a waiting list of qualified applicants, drawn from those who were not initially accepted. Students on this waiting list may be accepted into Co-op as a result of another student withdrawing from Co-op. There is no guarantee that a student who is on this waiting list will be accepted into Co-op. Each student on the waiting list will be required to remain registered in the Co-op preparatory course, in preparation for the possibility of being accepted into Co-op. No fee will be charged to such a student until he/she is accepted into Co-op.