

Policies & Practices for Co-op Employment

Established September 2023

Overview

As a McMaster Engineering co-op student, you are expected to conduct yourself in a professional and ethical manner throughout your participation in the co-op program. Our team is here to support and guide you throughout your co-op journey to ensure your success on the job and in your program.

The policies outlined here are applicable to all co-op students regardless of whether you find a job on OSCARplus or through your own independent search. Our team is your first point of contact for any questions you may have and to support you in navigating any situation related to your job search and co-op experience.

The Faculty of Engineering at McMaster University reserves the right to take appropriate action in instances where students do not adhere to these expectations or engage in unprofessional conduct during the co-op process. In some cases, this may include reduced access to the OSCARplus co-op job board, being placed on probation in the co-op program, or removal from the co-op program. Please note: multiple infractions across policy types could lead to an escalated action plan, assessed on a case-by-case basis.

Purpose

The policies set out in this document support the operation and delivery of the Faculty of Engineering Co-op Program in alignment with national accreditation standards and expectations set out by [Co-operative Education & Work-Integrated Learning \(CEWIL\) Canada](#). Engineering Co-op & Career Services (ECCS) adheres to these policies and expects the same of McMaster Engineering co-op students.

Extenuating Circumstances

In situations where extenuating circumstances may warrant alternative approaches/actions from what is outlined in this policy document, students are expected to contact their Career Educator for guidance and support in advance of taking action on their own.

Policies & Expectations

Work term registration

Students are required to register their work term within 10 business days after accepting an offer of employment and no later than the employment start date indicated on their employment contract. Students must meet all the conditions outlined on the [co-op confirmation form](#) and are not permitted to backdate the registration of their co-op work term (i.e. students are not permitted to register a co-op work term once employment has commenced or concluded).

Note: Degree Completion Program (DCP) students may submit a Prior Learning Assessment (PLA) for their co-op.

Interviews

Students are expected to attend all interviews to which they have been invited and should be monitoring their email at least once per day while in an active job search term.

A student may decline an interview opportunity under the following conditions:

- If they have already received an offer of employment from another company.
- If they have an exam/class conflict, are ill, have a family emergency, for religious observation, or another extenuating circumstance. In cases like this the student should request to reschedule their interview by emailing engcoop@mcmaster.ca.

Actions & Outcomes

If a student has not responded to an interview request within a 24-hour period or does not show up for an interview, the following actions may be applied.

- (1st occurrence) OSCARplus access is suspended. Student must meet with their Career Educator to discuss next steps.
- (2nd occurrence) Student is placed on probation in the co-op program and access to the job board is suspended. Student must meet with their Career Educator and a Manager to discuss next steps.
- (3rd occurrence) Student may be removed from the co-op program and moved to a non-co-op academic plan.

Job offers

Once a student has accepted and signed an offer of employment, they become ineligible for additional interviews or accepting other offers (note: confirmation/acceptance of an offer via email is considered an accepted offer for which this policy applies). ECCS does not encourage or endorse job offer renegees and students are not permitted to renege on an accepted co-op offer. In a situation where a student is considering renegeing for any reason, they are expected to contact their Career Educator before making any decision that impacts their offer acceptance.

Actions & Outcomes

If a student renegees for any reason that is deemed inappropriate, the following action may be applied.

- (1st occurrence) OSCARplus access is suspended. Student must meet with their Career Educator to discuss next steps.
- (2nd occurrence) Student is placed on probation in the co-op program and access to the job board is suspended. Student must meet with their Career Educator and a Manager to discuss next steps.
- (3rd occurrence) Student may be removed from the co-op program and moved to a non-co-op academic plan.

Resigning from co-op early

Once a student starts a co-op they are expected to remain in the position for the duration of the co-op. A student should speak with their Career Educator if there are any issues before deciding to resign from the co-op position.

Actions & Outcomes

If a student resigns from their co-op for any reason that is deemed as inappropriate, the following actions may be applied.

- (1st occurrence) OSCARplus access is suspended. Student must meet with their Career Educator to discuss next steps.
- (2nd occurrence) Student receives a failed work term status, is placed on probation in the co-op program and access to the job board is suspended. Student must meet with their Career Educator and a Manager to discuss next steps. Student will not be refunded the co-op work term fee.
- (3rd occurrence) Student may be removed from the co-op program and moved to a non-co-op academic plan.

Termination with cause

If a student is terminated for just cause (e.g. unprofessional conduct), the ECCS team will review the reasons that led to the termination to ensure a full understanding of the situation before determining a course of action.

Actions & Outcomes

If a student is terminated with cause for reasons that are deemed appropriate/justified, the following actions may be applied.

- (1st occurrence) Student receives a failed work term status, is placed on probation in the co-op program and access to the job board is suspended. Student must meet with their Career Educator and a manager to discuss next steps. Student will not be refunded the co-op work term fee.
- (2nd occurrence) Student may be removed from the co-op program and moved to a non-co-op academic plan.