

Co-operative Education

Co-operative Education

For more information about how to apply for the Co-op program and how the Co-op program works please visit the Co-op website.

All students participating in the Co-op program are governed by the Undergraduate Co-operative Education Policy.

Undergraduate Co-operative Education Policy Admission Requirements

Students can apply to Co-op in one of two ways: directly from high school, or after beginning a degree program at Carleton.

If a student applies to a degree program with a Co-op option from high school, their university grades will be reviewed two terms to one year prior to their first work term to ensure they meet the academic requirements after their first or second year of study. The time at which the evaluation takes place depends on the program of study. Students will automatically receive an admission decision via their Carleton email account.

Students who did not request Co-op at the time they applied to Carleton can request Co-op after they begin their university studies. To view application instructions and deadlines, please visit carleton.ca/co-op.

To be admitted to Co-op, a student must successfully complete 5.0 or more credits that count towards their degree, meet the minimum CGPA requirement(s) for the student's Co-op option, and fulfil any specified course prerequisites. To see the unique admission and continuation requirements for each Co-op option, please refer to the specific degree programs listed in the Undergraduate Calendar.

Participation Requirements

COOP 1000

Once a student has been given admission or continuation confirmation to the co-op option s/he must complete and pass COOP 1000 (a mandatory online 0.0 credit course). Students will have access to this course a minimum of two terms prior to their first work term and will be notified when to register.

Communication with the Co-op Office

Students must maintain contact with the co-op office during their job search and while on a work term. All email communication will be conducted via the students' Carleton email account.

Employment

Although every effort is made to ensure a sufficient number of job postings for all students enrolled in the co-op option of their degree program, no guarantee of employment can be made. Carleton's co-op program operates a competitive job search process and is dependent upon current market conditions. Academic performance, skills, motivation, maturity, attitude and

potential will determine whether a student is offered a job. It is the student's responsibility to actively conduct a job search in addition to participation in the job search process operated by the co-op office. Once a student accepts a co-op job offer (verbally or written), his/her job search will end and access to co-op jobs will be removed for that term. Students that do not successfully obtain a co-op work term are expected to continue with their academic studies. The summer term is the exception to this rule. Students should also note that hiring priority is given to Canadian citizens for co-op positions in the Federal Government of Canada.

Registering in Co-op Courses

Students will be registered in a Co-op Work Term course while at work. The number of Co-op Work Term courses that a student is registered in is dependent upon the number of four-month work terms that a student accepts.

While on a co-op work term students may take a maximum of 0.5 credit throughout each four-month co-op work term. Courses must be scheduled outside of regular working hours.

Students must be registered as full-time before they begin their co-op job search. All co-op work terms must be completed before the beginning of the final academic term. Students may not finish their degree on a co-op work term.

Work Term Assessment and Evaluation

To obtain a Satisfactory grade for the co-op work term students must have:

1. A satisfactory work term evaluation by the co-op employer;
2. A satisfactory grade on the work term report.

Students must submit a work term report at the completion of each four-month work term. Reports are due on the 16th of April, August, and December and students are notified of due dates through their Carleton email account.

Workplace performance will be assessed by the workplace supervisor. Should a student receive an unsatisfactory rating from their co-op employer, an investigation by the co-op program manager will be undertaken. An unsatisfactory employer evaluation does not preclude a student from achieving an overall satisfactory rating for the work term.

Graduation with the Co-op Designation

In order to graduate with the co-op designation, students must satisfy all requirements for their degree program in addition to the requirements according to each co-op program (i.e. successful completion of three or four work terms).

Note: Participation in the co-op option will add up to one additional year for a student to complete their degree program.

Voluntary Withdrawal from the Co-op Option

Students may withdraw from the co-op option of their degree program during a study term ONLY. Students at work may not withdraw from the work term or the co-op option until s/he has completed the requirements of the work term.

Students are eligible to continue in their regular academic program provided that they meet the academic standards required for continuation.

Involuntary or Required Withdrawal from the Co-op Option

Students may be required to withdraw from the co-op option of their degree program for one or any of the following reasons:

1. Failure to achieve a grade of SAT in COOP 1000
2. Failure to pay all co-op related fees
3. Failure to actively participate in the job search process
4. Failure to attend all interviews for positions to which the student has applied
5. Declining more than one job offer during the job search process
6. Continuing a job search after accepting a co-op position
7. Dismissal from a work term by the co-op employer
8. Leaving a work term without approval by the Co-op manager
9. Receipt of an unsatisfactory work term evaluation
10. Submission of an unsatisfactory work term report

Standing and Appeals

The Co-op and Career Services office administers the regulations and procedures that are applicable to all co-op program options. All instances of a student's failure during a work term or other issues directly related to their participation in the co-op option will be reported to the academic department.

Any decision made by the Co-op and Career Services office can be appealed via the normal appeal process within the University.

International Students

All International Students are required to possess a Co-op Work Permit issued by Immigration, Refugees and Citizenship Canada before they can begin working. It is illegal to work in Canada without the proper authorization. Students will be provided with a letter of support to accompany their application. Students must submit their application for their permit before being permitted to view and apply for jobs on the Co-op Services database. Confirmation of a position will not be approved until a student can confirm they have received their permit. Students are advised to discuss the application process and requirements with the International Student Services Office.

Co-op Continuation Requirements by Program

B.A. Honours Anthropology

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Anthropology program;

2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, any two of ANTH 3005, ANTH 3007, or ANTH 3008;
4. Obtained an Overall CGPA of at least 7.00 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours Anthropology students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: ANTH 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours English

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours English program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 9.00 and a Major CGPA of at least 9.00. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours English students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Report Course: ENGL 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	W	Fall	S	Fall	S
Winter	S	Winter	S	Winter	W	Winter	W	Winter	S
Summer		Summer		Summer	S	Summer	W		

Legend

S: Study

W: Work

Legend

S: Study

W: Work

B.A. Honours Environmental Studies

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Environmental Studies program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, ENST 2005, ENST 2006, and ENST 3900;
4. Obtained an Overall CGPA of at least 9.50 and a Major CGPA of at least 9.50. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours Environmental Studies students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op work term course: ENST 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours European and Russian Studies

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours European and Russian Studies program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, EURR 2001 and EURR 2002;
4. Obtained an Overall CGPA of at least 8.00 and a Major CGPA of at least 9.00. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours European and Russian Studies students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: EURR 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	W	Fall	S	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours French

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours French program;

2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, FREN 2401, FREN 2202, and FREN 2203;
4. Obtained an Overall CGPA of at least 8.00 and a Major CGPA of at least 9.00. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours French students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: FREN 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	S	Fall	W
Winter	S	Winter	S	Winter	W	Winter	S	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours Geography

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in B.A. Honours Geography, Geography with a Concentration in Physical Geography, Geography with a Concentration in Urban Geography, or B.Sc. Honours Physical Geography;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term:
 - a. BA students: GEOG 2005, GEOG 2006 and a 0.5 credit from GEOG 3000, GEOG 3010, or GEOG 3030;
 - b. B.Sc students: GEOG 2006 and a 0.5 credit from GEOG 3000, GEOG 3010, or GEOG 3030;
4. Obtained an Overall CGPA of at least 9.50 and a Major CGPA of at least 9.50. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours Geography, Geography with a Concentration in Physical Geography, [Geography with a Concentration in Urban Geography](#), and B.Sc. Honours Physical Geography students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op work term course: GEOG 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours Geomatics

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Geomatics program or the B.Sc. Honours Geomatics program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, GEOG 2006/ENST 2006 and a 0.5 credit from ENST 3900, GEOG 3000, GEOG 3010, or GEOG 3030;
4. Obtained an Overall CGPA of at least 9.50 and a Major CGPA of at least 9.50. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours and B.Sc. Honours Geomatics students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: GEOM 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours History

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours History program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 8.00. This CGPA must be maintained throughout the duration of the degree.

B.A. Honours History students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: HIST 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	W	Fall	S	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours Law

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Law program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, LAWS 2908 and 1.0 credit from LAWS 2201, LAWS 2301, LAWS 2501, and LAWS 2601;
4. Obtained an Overall CGPA of at least 9.00 and a Major CGPA of at least 9.00. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours Law students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-operative Work Term Course: LAWS 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	S	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours Political Science

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Political Science program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 9.00. This CGPA must be maintained throughout the duration of the degree.

B.A. Honours Political Science students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term course: PSCI 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	W	Fall	W	Fall	
Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	S		

Legend

S: Study

W: Work

B.A. Honours Psychology

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Psychology program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, PSYC 2001 and PSYC 2002;
4. Obtained an Overall CGPA of at least 9.50 and a Major CGPA of at least 9.50. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours Psychology students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Report Course: PSYC 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.A. Honours Sociology

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Sociology program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, SOCI 2000 and SOCI 2001 or SOCI 3000;
4. Obtained an Overall CGPA of at least 7.00 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours Sociology students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: SOCI 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Biochemistry, Computational Biochemistry

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Biochemistry or Computational Biochemistry program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Biochemistry and Computational Biochemistry students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: BIOC 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Biology, Bioinformatics

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Biology or Bioinformatics program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Biology and Bioinformatics students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: BIOL 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Biochemistry and Biotechnology, Biology and Biotechnology

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Biochemistry and Biotechnology or B.Sc. Honours Biology and Biotechnology programs;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Biochemistry and Biotechnology and B.Sc. Honours Biology and Biotechnology students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: BIOL 3999 or BIOC 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Chemistry

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Chemistry program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Chemistry students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: CHEM 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Earth Sciences

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Earth Sciences program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Earth Sciences students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: EARTH 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Environmental Science

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Environmental Science program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Environmental Science students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: ENSC 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Food Science

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Food Science program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, 1.5 credits from FOOD 3001, FOOD 3002, FOOD 3005, FOOD 3003, and FOOD 4001;
4. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Food Science students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: FOOD 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Geography

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in B.A. Honours Geography, Geography with a Concentration in Physical Geography, Geography with a Concentration in Urban Geography, or B.Sc. Honours Physical Geography;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term:
 - a. BA students: GEOG 2005, GEOG 2006 and a 0.5 credit from GEOG 3000, GEOG 3010, or GEOG 3030;
 - b. B.Sc. students: GEOG 2006 and a 0.5 credit from GEOG 3000, GEOG 3010, or GEOG 3030;
4. Obtained an Overall CGPA of at least 9.50 and a Major CGPA of at least 9.50. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours Geography, Geography with a Concentration in Physical Geography, [Geography with a Concentration in Urban Geography](#), and B.Sc. Honours Physical Geography students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op work term course: GEOG 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S

Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Geomatics

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Geomatics program or the B.Sc. Honours Geomatics program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, GEOG 2006/ENST 2006 and a 0.5 credit from ENST 3900, GEOG 3000, GEOG 3010, or GEOG 3030;
4. Obtained an Overall CGPA of at least 9.50 and a Major CGPA of at least 9.50. These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours and B.Sc. Honours Geomatics students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: GEOM 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Interdisciplinary Science and Practice

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Interdisciplinary Science and Practice program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, the following 2.0 credits: ISAP 3001, ISAP 3002, ISAP 3003, ISAP 3004;
4. Obtained an Overall CGPA of at least 7.50 and a Major CGPA of at least 9.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Interdisciplinary Science and Practice students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: ISAP 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Neuroscience and Mental Health, Combined Honours Neuroscience and Biology

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Neuroscience and Mental Health or B.Sc. Combined Honours Neuroscience and Biology program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Neuroscience and Mental Health and B.Sc. Combined Honours Neuroscience and Biology students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course for Neuroscience and Mental Health: NEUR 3999

Work Term Course for Combined Honours Neuroscience and Biology: NEUR 3999, BIOL 3999

Work-Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

B.Sc. Honours Physics, Applied Physics

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Sc. Honours Physics or Applied Physics program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Sc. Honours Physics and Applied Physics students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: PHYS 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Architectural Studies

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.A.S. program;
2. Obtained third-year standing;
3. Obtained an Overall CGPA of at least 8.0. This CGPA must be maintained throughout the duration of the degree.

B.A.S. students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Report Course: ARCN 3999 [0.0]

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Cognitive Science

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the Bachelor of Cognitive Science Honours program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, CGSC 2001;
4. Obtained an Overall CGPA of at least 8.50. This CGPA must be maintained throughout the duration of the degree.

B.Cog.Sc. Honours students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Report Course: CGSC 3999 [0.0]

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 4	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	S	Fall	S

Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer		Summer	W	Summer	W	Summer	

Legend

S: Study

W: Work

Bachelor of Commerce

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Com Honours program;
2. Successfully completed 5.0 or more credits. It is strongly recommended that students complete all second-year Business requirements prior to entering their first work term;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Com Honours students must successfully complete at least three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: BUSI 3999

Work/Study Patterns:

Accounting

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	S	Fall	S
Winter	S	Winter	S	Winter	W	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	S		

Business analytics

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	S	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Entrepreneurship

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	W		

Finance, International Business, Marketing, Supply Chain, and students without a concentration

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	S	Fall	S
Winter	S	Winter	S	Winter	W	Winter	S	Winter	
Summer		Summer	W	Summer	W	Summer	W		

Information Systems, Management

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	S	Fall	W
Winter	S	Winter	S	Winter	W	Winter	S	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Communication and Media Studies

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Co.M.S. Honours program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 9.00. This CGPA must be maintained throughout the duration of the degree.

B.Co.M.S. Honours students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: COMS 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	S		

Legend

S: Study

W: Work

Legend

S: Study

W: Work

Bachelor of Computer Science

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.CS Honours or Major program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, COMP 2404;
4. Obtained an Overall CGPA of at least 8.00 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.CS Honours and Major students must successfully complete four (4) work terms to obtain the Co-op Designation.

Co-op Work Term Course: COMP 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	W	Fall	S	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Economics

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Econ. Honours program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, ECON 2020, ECON 2102, ECON 2030, and ECON 2103. It is strongly recommended that students complete all second-year Economics requirements prior to entering their first work term;
4. Obtained an Overall CGPA of at least 8.00 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Econ. Honours students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Report Course: ECON 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	W	Fall	S	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Engineering

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.Eng program;
2. Successfully completed 5.0 or more credits with an Overall CGPA of at least 8.00. It is strongly recommended that students complete all second-year Engineering requirements prior to entering their first work term;
3. An Overall CGPA of at least 8.00 must be maintained in order to remain eligible for the Co-op Program.

B.Eng students must successfully complete four (4) work terms to obtain the Co-op Designation.

Work Term Courses:

Aerospace Engineering and Mechanical Engineering,
Biomedical and Mechanical Engineering:

MAAE 3999 [0.0] Co-operative Work Term

Architectural Conservation and Sustainability Engineering:

CIVE 3999 [0.0] Co-operative Work Term
or ENVE 3999 [0 Co-operative Work Term

Civil Engineering:

CIVE 3999 [0.0] Co-operative Work Term

Communications Engineering, Computer Systems
Engineering and Software Engineering:

SYSC 3999 [0.0] Co-operative Work Term

Biomedical and Electrical Engineering, Electrical
Engineering and Engineering Physics:

ELEC 3999 [0.0] Co-operative Work Term

Environmental Engineering:

ENVE 3999 [0.0] Co-operative Work Term

Sustainable and Renewable Energy Engineering:

ELEC 3999 [0.0] Co-operative Work Term

MAAE 3999 [0.0] Co-operative Work Term

(depending on student's stream)

Work/Study Patterns

**Aerospace Engineering, Architectural Conservation
and Sustainability Engineering, Biomedical
and Mechanical Engineering, Civil Engineering,
Communications Engineering, Environmental
Engineering, Mechanical Engineering, Sustainable and
Renewable Energy Engineering**

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Electrical Engineering, Engineering Physics

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	W	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	S	Summer	W		

Biomedical and Electrical Engineering, Computer Systems Engineering, Software Engineering

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	W	Winter	S	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Global and International Studies

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.GInS Honours program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, GINS 3010 and GINS 3020;
4. Obtained an Overall CGPA of at least 9.50. This CGPA must be maintained throughout the duration of the degree.

B.GInS Honours students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Report Course: GINS 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer		Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Industrial Design

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to:

1. Registered as a full-time student in the B.I.D. program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and an Industrial Design Core CGPA least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.I.D. students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: IDES 3999

Work-Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Information Technology

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.IT program;
2. Successfully completed 5.0 or more credits;
3. Obtained a Major CGPA of at least 8.00. This CGPA must be maintained throughout the duration of the degree.

B.IT students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: BIT 3999

Work/Study Pattern:

Interactive Multimedia and Design, Information Resource management, Network Technology, optical systems and sensors

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S

Winter	S	Winter	S	Winter	W	Winter	S	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Mathematics Honours, Combined B.Math/M.Sc.

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to:

1. Registered as a full-time student in any B.Math. Honours program (excluding the Combined B.Math./M.Sc. "Fast Track" program);
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.0. These CGPAs must be maintained throughout the duration of the degree.

B.Math. Honours students must successfully complete four (4) work terms to obtain the Co-op Designation.

Co-op Work Term Course: MATH 3999 or STAT 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

Legend

S: Study

W: Work

Bachelor of Media Production and Design

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.M.P.D. Honours program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, MPAD 2002;
4. Obtained an Overall CGPA of at least 9.0. This CGPA must be maintained throughout the duration of the degree.

B.M.P.D. Honours students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: MPAD 3999

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	S		

Legend

S: Study

W: Work

Bachelor of Public Affairs and Policy Management

- Maintain full-time status in each study term;
- Be eligible to work in Canada (for off-campus work);
- Have successfully completed COOP 1000 .

In addition to the following:

1. Registered as a full-time student in the B.PAPM Honours program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 9.00. This CGPA must be maintained throughout the duration of the degree.

B.PAPM Honours students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Course: PAPM 3999

Work/Study Pattern:

Public Policy and Administration, Human Rights, Development Studies, International Studies, Communication and IT Policy, Strategic Opinion and Policy Analysis, Social Policy

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	S		

Legend

S: Study

W: Work