



# Co-operative Education Placements

2011-12 Student Guide

**nsc**

## **Co-operative Education Learner Guidelines**

The goals of Co-operative Education are to provide learners with an opportunity to demonstrate and develop skills, gain a better understanding of their industry, and build relationships with industry partners. To ensure a successful Co-operative Education experience, NSCC recommends that learners become familiar with the following guidelines.

### **Co-op Placement Search**

Procedures for securing Co-op placements may vary from program to program. Your Faculty Advisor will review the processes, procedures and expectations with you. Consider all aspects of a position when conducting your placement search including: the work environment, wages and available hours, the type of work and whether the position supports your career goals. Ensure that all of your job search documents (i.e.: resume, cover letter and portfolio) are ready.

Our relationship with industry partners is vital to the success of our Co-op programs. You need to attend all interviews for which you are scheduled, unless you have accepted another position prior to the interview date. Failure to attend an interview without a valid reason, and without informing your Faculty Advisor prior to the interview, may have a negative impact on your success in completing your Co-op.

### **Offers of Employment**

It is recommended that you respond to all offers of employment within one business day. If you are considering declining a placement offer, speak to your Faculty Advisor for guidance before doing so. Once you have applied for a placement, it is assumed that you will accept the position once it is offered. If you reject an offer without an acceptable reason, it may significantly impact your success in the Co-op program. Just as employers do not make tentative offers hoping to find someone better, you must not tentatively accept an offer while waiting to find out about another position. This could cause industry partners to question your responsibility and maturity and possibly result in an industry partner withdrawing from the program.

### **Contact during Your Co-op Placement**

While you are on your placement, NSCC considers your placement an extension of campus studies. Therefore, at least two contacts with your Faculty Advisor will take place during your placement either by telephone or in person. If your placement is outside your local area, you may be visited by a staff member from another campus of NSCC or a partner institution.

### **Out-of-Province Experiences**

You may have an opportunity to be placed in a Co-op placement elsewhere in Canada or internationally. NSCC considers this a great opportunity for you and will support your decision. If you do choose to live and work away from home, remember that transportation and living expenses are your responsibilities. If you are planning to work internationally, contact NSCC International. They will assist you with your requirements for traveling abroad. (<http://www.international.nsc.ca>)

### **Wages & Salaries**

Industry partners establish wages and salaries that follow labour legislation. We suggest that industry partners pay you a wage in accordance with an entry-level position in your chosen career. Most industry partners state the rate of pay in the placement posting. By accepting an offer of employment, you are agreeing to the rate of pay indicated in the posting.

### **Transportation & Accommodation**

Transportation to and from your placement and living accommodations are your responsibilities.

### **Failure to Report**

Once accepting a Co-op placement, should you fail to report to the industry partner to start work, you may be excluded from the Co-op placement and the Co-operative Education program.

### **Time off**

If you need time off work for special circumstances, you need to arrange approval with your industry partner in advance, preferably before accepting the placement.

### **Strikes**

If a strike occurs at your placement whether you should cross a picket line and work, or observe a picket line and choose not to work, is a decision you must make. Your Faculty Advisor can discuss the potential results of either decision. You may also want to discuss it with your industry partner.

### **Leaving a Job**

Accepting a Co-op placement is a contract you have signed committing you to work for the full duration of the placement. Consult your Faculty Advisor before taking any action to leave your position.

### **Misconduct**

Unprofessional behaviours will be reviewed by your workplace supervisor and Faculty Advisor. Misconduct may result in disciplinary action and/or termination of employment from the Co-op program.

### **Termination**

If your Co-op partner terminates your placement, you must notify your Faculty Advisor immediately. Termination may result in an "unsatisfactory" grade for your Co-op course. In some instances, your Faculty Advisor may be able to assist you in finding alternate employment so that you can complete your Co-op requirements.

### **Workplace Accident / Injury**

As a Co-op learner, you are considered an employee of your Co-op Partner's organization for the duration of your placement. As such, you are covered by the industry partner's liability insurance and Workers' Compensation.

#### In the event that a workplace accident occurs:

- Receive adequate first aid.
- Maintain contact with the employer and your Faculty Advisor to continually monitor the situation.
- Complete the NSCC Accident/Incident Report long form or online  
<https://ournscc.nsc.ca/Departments/OHSE/Pages/default.aspx>
- Forward the NSCC Accident/Incident Report as per the routing instructions on the report.

### **Co-op Process & Resources**

Once you make the decision to participate in Co-op, there is a process you follow throughout the year. All of the necessary forms and steps for the Co-op cycle are outlined for you here:

#### **Fall Semester (1st Year)**

- Review Co-op course requirements with your Faculty Advisor or Academic Chair.
- Begin gathering documentation for your **Portfolio**, an inventory of your skills and accomplishments.  
The following may be included:

Program Information	Resume
Course Outlines	Cover Letter
Certifications	Licenses
Employer Evaluations	Awards
Samples of Assignments	Certificates
Labour Market Research	Diplomas
Reference Letters	Transcripts

### **Winter Semester (1st Year)**

- Continue building your portfolio.
- Complete the Co-op Registration form and pay tuition at the Business Office.
- Attend Co-op orientation/information sessions.
- Apply the code of professional conduct and ethics for your occupation, demonstrating safe work practices.
- Gain insight into your occupation – do a job search.
- Prepare cover letter(s) and resume for Co-op placements.
- Attend employment interviews.
- Accept employment.
- Complete the Job Safety Review form with your industry partner.
- Provide your industry partner the Performance Evaluation form.

### **Spring Semester (throughout the Co-op Placement)**

- Maintain regular attendance, be punctual and report hours of work to NSCC regularly or provide your Record of Employment upon your return to the campus.
- Discuss your duties with the industry partner.
- Remain on the placement for the full Co-op placement.
- Reflect on your learning and placement performance, collecting work samples for your Portfolio. Begin work on your written and oral presentations and reflective learning report.

### **Requirements for Completing Co-operative Education**

In addition to achieving the required number of placement hours, you will be expected to complete the following evaluations:

- The Written Co-operative Education Report (see Appendix I)
- Reflective Learning Report (see Appendix II)
- Co-operative Education Oral Presentation (see Appendix III)

Your Faculty Advisor will be able to assist you with any questions you may have about the Co-operative Education evaluation process.

### **Co-operative Education Forms**

Your Faculty Advisor will review the following forms with you, prior to the start of your Co-operative Education placement:

- Co-operative Education Placement – Registration form (when Co-op is optional)
- Co-operative Education Placement – Learner's Evaluation
- Co-operative Education Placement – Learner Performance Evaluation
- Co-operative Education Placement – NSCC Learner Job Safety Review
- NSCC's Mission, Values and Safe Environment Statements
- Co-operative Education Placement – Accident/Incident Report
- Co-operative Education Placement – Release of Information from the Employer to NSCC
- Co-operative Education Placement – Letter of Understanding for Learners
- Qualifying for Co-operative Education Placement
- Co-operative Education Placement – Summer Address Form
- Co-operative Education Placement – Time Sheet
- NSCC Co-operative Education Student of the Year Award

**Co-operative Education Placement – Registration form for Optional Placements**  
(to be used when co-op placements are NOT mandatory)

Learner Name:

Learner ID Number:

Mailing Address:

NSCC Email Address:

Program:

Campus:

Employer:

Contact Name and Position:

Contact Phone:

Contact Email:

**Signatures:**

Learner Signature:

Date:

Faculty Signature:

Date:

Academic Chair Signature:

Date:

**OFFICE USE ONLY**

Registrar Signature:

Date:

**Course ID Number:**

**Catalogue Number:**

**Class Number:**

Posted on PeopleSoft by:

Date:

*Co-op Credit Recorded on Transcript*

*Co-op Designation Recorded on Diploma*

Tuition Payment Received by Business Office

Date:

Posted to Student Account

Date:

Receipt #

**Note: Tuition for the Co-operative education course is the amount of one credit course, payable to the Business Office at the local campus. This tuition is non-refundable if a student withdraws or does not complete the course. If a student is unable to obtain an approved Co-op placement, or does not meet eligibility requirements, tuition will be refunded. All tuition fees must be paid to the Business Office to be eligible for graduation.**

**cc: Academic Chair, Registrar**

Student Learner Guide to Co-operative Education  
2011/12

## Co-operative Education Placement – Learner’s Evaluation

Learner’s Name:

Industry Partner (name of organization):

Location:

Supervisor’s Name:

Description of Duties:

Please rate your Co-operative Education experience during this past work period according to the following criteria. Make additional comments if you wish. The purpose of this **confidential** form is to provide you with an opportunity for an appraisal of the job location which may assist future learners. Please place a check mark next to your rating.

### Work Experience relates to field of study

High    Good    Average    Poor    Very Poor    No Observation

### Adequacy of employer supervision

High    Good    Average    Poor    Very Poor    No Observation

### Helpfulness of job supervisor

High    Good    Average    Poor    Very Poor    No Observation

### Cooperativeness of colleagues

High    Good    Average    Poor    Very Poor    No Observation

### Opportunity to use academic training

High    Good    Average    Poor    Very Poor    No Observation

### Opportunity to develop human relations skills

High    Good    Average    Poor    Very Poor    No Observation

### Provision for levels of responsibilities consistent with learner ability and growth

High    Good    Average    Poor    Very Poor    No Observation

### Opportunity to develop communication skills

High    Good    Average    Poor    Very Poor    No Observation

**Opportunity to develop creativity skills**

High    Good    Average    Poor    Very Poor    No Observation

**Opportunity to solve problems**

High    Good    Average    Poor    Very Poor    No Observation

**Opportunity to develop critical thinking skills**

High    Good    Average    Poor    Very Poor    No Observation

**Helpfulness of Faculty Advisor**

High    Good    Average    Poor    Very Poor    No Observation

**Did the Co-operative Education placement assignment**    meet    exceed or    fall below **your expectations?**

**Would you want to work for this organization again?**    Yes    No

**Would you please give your employer an overall evaluation?**

Excellent    Very Good    Good    Average

**Would you recommend the Co-operative Education Placement to other learners in your field?**

Yes    No

**Please make specific comments to help us in further evaluating your Co-operative Education placement experience.**

Learner's Signature

Date

## Co-operative Education Placement — Learner Performance Evaluation

### Occupational Skills

NSCC learners complete a learning plan and develop learning outcomes for the skills they want to improve while on the Co-operative Education placement. Please discuss these learning outcomes with the learner and provide a brief narrative of the learner's success in reaching these goals. This discussion should be focused on the occupational skills the learner brings to the workplace.

### Essential and Employability Skills

This section of the Performance Evaluation evaluates the Essential and Employability skills the learner demonstrates while on the placement that may support the employer's future hiring decisions. Finding out which Essential Skills a potential employee brings to the workplace is important and can help determine if the skills NSCC learners demonstrate match the skills required for a position within your organization.

#### Instructions:

1. Identify and prioritize the most important Essential Skills needed for the position.
2. Rate your level of agreement with the statements presented for each skill using the scale provided.
3. Record your comments.
4. Evaluate the learner's overall performance to identify whether the learner's skills align with the job requirements assigned during the work placement.
5. Please take the time to complete the Performance Evaluation with the learner.
6. Return a copy of the evaluation to NSCC with the learner or to the Faculty Advisor directly. Please keep a copy for your files and use it as an additional resource when making hiring decisions and considering an NSCC learner for the position.

There are nine essential skills. For detailed information on Essential Skills follow this link:

[http://www.hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/readers\\_guide\\_whole.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/readers_guide_whole.shtml)

We encourage you to identify the most important Essential Skills for the job that the learner is performing while on the Co-operative Education placement.

Statements	Comments/Examples	Scale
<p><b>Reading</b> Displays an ability to read and understand written materials presented during the placement (e.g. correspondence, manuals, instructions, etc.) Refers to the reading materials required to complete the task. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p>Strongly Disagree Disagree Agree Strongly Agree</p>
<p><b>Document Use</b> Displays an ability to understand and complete information in documents (e.g. fills in forms, interprets graphs, etc.). Documents prepared during work placement are complete with few or no errors. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p>Strongly Disagree Disagree Agree Strongly Agree</p>
<p><b>Numeracy</b> Displays an ability to use math skills that pertain to the occupational tasks the learner is completing (e.g. Measurement &amp; Calculation, Scheduling, Budgeting &amp; Accounting Analysis). Makes accurate estimates of the amount of time needed to complete certain tasks. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p>Strongly Disagree Disagree Agree Strongly Agree</p>
<p><b>Writing</b> Displays an ability to clearly organize and record information (e.g. takes notes, completes written tasks using accurate grammar and spelling, well presented documents that are logical and concise with clear meaning). Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p>Strongly Disagree Disagree Agree Strongly Agree</p>

Statements	Comments/Examples	Scale
<p><b>Working with Others</b> Conveys the importance of teamwork and demonstrates a willingness to work with others. Asks questions about the working environment (e.g. size of the team, amount of group work, etc.). Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p>Strongly Disagree Disagree Agree Strongly Agree</p>
<p><b>Thinking</b> Displays good problem-solving skills when presented with a typical workplace challenge. Displays an ability to prioritize tasks with little direction. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p>Strongly Disagree Disagree Agree Strongly Agree</p>
<p><b>Computer Use</b> Speaks knowledgeably about computer applications and other related technical tools Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p>Strongly Disagree Disagree Agree Strongly Agree</p>
<p><b>Continuous Learning</b> Displays a willingness to enhance skills and acquire new knowledge. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p>Strongly Disagree Disagree Agree Strongly Agree</p>

Please provide an overall statement on the learner's performance while on the Co-operative Education placement.

**Signatures:**

Supervisor:

Learner:

Date:

## Co-operative Education Placement – NSCC Learner Job Safety Review

Thank you for allowing our learner(s) to participate in an Co-operative Education placement with your organization. It is important for our learners to work safely while on the job and to learn about safe work practices for their chosen field. Please take a moment to complete this form while reviewing your Safety Program & Policies with the learner. Please advise the learner about any control measures that are present and about your expectations regarding safe work practices. Once this review has been done, the learner will be responsible for providing a copy to NSCC for our records.

Date Completed:

Industry Partner:

Address:

Phone:

Learner's Name:

Campus:

Program/Course:

Academic Chair/Faculty:

Please describe the tasks to be performed:

Please review your Company Safety Program & Policy with the learner. Date reviewed:

Comments:

Are there specific job hazards present?    **Yes**    **No**

If 'yes', please describe:

Please describe what control measures the learner must follow to minimize job hazards (e.g. Safe Work Practices).

Please describe to the learner what personal protective equipment is required for the tasks to be Performed:

Additional comments about safe work practices or related work:

**Signatures:**

Supervisor:

Learner:

Date:

***Learner to provide a copy to the applicable Faculty / Academic Chair at NSCC***

## **NSCC's MISSION, VALUES and "SAFE" ENVIRONMENT**

### **Our Mission:**

Building Nova Scotia's economy and quality of life through education and innovation.

### **Our Values:**

#### **Student Success**

We support, recognize, and celebrate student success.

#### **Accessibility**

We are committed to providing greater access to College programs and services.

#### **Service**

We reach out to people to help connect our programs and services to their needs.

#### **Respect**

We develop our working and learning relationships from a foundation of mutual trust and respect.

#### **Collaboration**

We reward collaboration, diversity of expression, and decisiveness.

#### **Innovation**

We value innovative ideas and actions that engage students, employers, and communities in learning and development.

#### **Public Accountability**

We are responsible and accountable for the public's trust.

#### **Diversity**

We believe that diversity in the College community is a strength that must be cultivated.

### **Excerpts NSCC's "GREAT EXPECTATIONS" (July 2010) for a "Safe and Respectful" Environment**

Nova Scotia Community College (NSCC) is committed to the belief that all students [learners] and employees of NSCC have the right and responsibilities to learn and work in a safe environment that is free from discrimination and harassment and that is conducive to learning and teaching.

NSCC endeavours at all times to provide a supportive working and learning environment and to ensure the equitable treatment of all members of its community [including those on Co-operative Education placements]. Interaction between members of the College is based on the mutual respect, trust, co-operation and understanding inherent in an adult learning community.

A "safe and respectful environment" is simply one where everyone can feel safe, one where the above values are honoured and practiced, one that is inclusive of all and where no distinctions are made based on age, race, colour, sex, religion, creed, aboriginal origin, marital status, physical disability, mental disability, source of income, sexual orientation, family status, political belief, affiliation, or activity. We all thrive in an atmosphere where we are respected and our [NSCC] policy insists on respectful behaviour, regardless of our personal biases.

Most of us can picture the features of a physically safe environment. The socially safe environment is non-threatening. It respects the various comfort levels of its members and it is sensitive to avoid activities that alienate others. It recognizes that words or language, and jokes can hurt as much as a physical assault and cause learners to 'shut down' thereby denying them the comfort level they require to fully participate and learn.

The above information represents only a portion of the "Great Expectations" document that is shared with students (i.e. learners) at the beginning of each academic year. It has been included in NSCC's Co-operative Education, Co-operative Education and Service Learning Partnerships Guides to provide clarity of what NSCC expects of our learners and industry partners during Co-operative Education practicums.

*To learn more about NSCC's commitment to providing safe and respectful work environments, please request a copy of NSCC's "Great Expectations" from your Faculty Advisor or local NSCC Campus.*

## Co-operative Education Placement - Accident/Incident Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Work Placement Site: \_\_\_\_\_

Work Placement Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Learner's Name: \_\_\_\_\_ Campus: \_\_\_\_\_

**1) INCIDENT TYPE (check all that apply)**

INJURY/ILLNESS    PROPERTY DAMAGE    FIRE    SPILL    OTHER:

**2) INCIDENT TIME**

DATE: \_\_\_\_\_ TIME (24 HOUR CLOCK): \_\_\_\_\_

**3) LOCATION OF INCIDENT (if different from Work Placement Site Recorded Above)**

**4) NATURE OF INJURY**

DESCRIPTION:

**5) AID GIVEN**

ON SITE    DOCTORS OFFICE    HOSPITAL    OTHER:

**6) WITNESS**

NAME: \_\_\_\_\_ STATEMENTS ATTACHED

NAME: \_\_\_\_\_ STATEMENTS ATTACHED

**7) SUPERVISOR**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**8) PROPERTY DAMAGE**

DESCRIPTION OF PROPERTY:

DESCRIPTION OF DAMAGE:

**9) SIGNATURES:**

SUPERVISOR: \_\_\_\_\_ LEARNER: \_\_\_\_\_

**10) Routing Instructions**

Fax copies of this report to the Learner's Home Campus, to the Attention of the Principal at:  
and to the NSCC Occupational Health & Safety Office at 1-902-491-1739.

***If you have any questions or need assistance, please contact NSCC's Occupational Health, Safety and Environmental Services Office at (902) 491-SAFE (7233).***

## Co-operative Education Placement – Release of Information from the Employer to NSCC

Industry Partner:

Learner:

Work Placement Dates: **Start** **End**

The purpose of the Co-operative Education placement is to provide the learner with learning opportunities in a workplace setting. NSCC programs require an industry partner evaluation as part of the overall assessment of learning.

The purpose of this letter is to provide the learner's consent so that the industry partner may provide information to the College about the learner's performance during the placement for evaluation purposes.

I, the learner named above, consent to the disclosure of personal information by the industry partner to NSCC for the purposes of evaluation and that the evaluation is a requirement for successfully completing course requirements. I understand that I will be provided with copies of such evaluations.

### ***Signatures:***

Learner:

Date:

***Learner to complete and submit to the industry partner***

# Co-operative Education Placement – Letter of Understanding for Learners

## Nova Scotia Community College

### Co-operative Education

The following guidelines are standards, which have been developed and implemented to assure successful completion of the Co-operative Education placement. If any of these guidelines are abused or violated, the learner may be required to repeat this component of the program before graduating.

1. To be eligible to participate in the Co-operative Education placement learners must have completed the first year of their academic component successfully (or equivalent), must have their WHMIS & OHS certificates and any other additional certificates required by the program and be in good financial standing with NSCC.
2. The work term commences \_\_\_\_\_ and ends on \_\_\_\_\_. Even if learners obtain the required hours before the scheduled return date to classes, it is not permissible to terminate the placement prematurely.
3. In cases where a signed, legal contract with the Co-operative Education partner is a condition of employment, there should be no attempt to break such an agreement without first discussing the issue with the Faculty Advisor.
4. At no time are learners to leave one Co-operative Education partner for another during the placement.
5. Learners are to return to the College to commence second year classes on \_\_\_\_\_. Any exceptions must have prior approval from appropriate Campus personnel.
6. In an exceptional case, learners may be permitted to complete the required work hours after the return to classes. This would be decided on an individual basis after a review of any extenuating circumstances. If determined that an extension is warranted, learners will be given until the end of the first term of second year to acquire the remaining hours.

I have read and understand, and agree to abide by these guidelines:

Learner's Signature

Date

## Qualifying for Co-operative Education Placement

Please review and initial the following statements regarding your acceptance in the Co-operative Education component of the \_\_\_\_\_ program at the \_\_\_\_\_ Campus. The Co-operative Education element of the program is an extension of Campus studies where ongoing knowledge and skills will be gained through your applied work experience.

I, \_\_\_\_\_, acknowledge my acceptance into the \_\_\_\_\_ program at Nova Scotia Community College \_\_\_\_\_ Campus, and I recognize this is a 21-month program with a minimum 12 week Co-operative Education placement leading to a Diploma in \_\_\_\_\_ with a Co-operative Designation. I have read, understood, and agree to abide by each of the following statements and policies regarding Co-operative Education of the program, as indicated by my initials before each statement.

I agree to abide by the rules and policies of Co-operative Education.

I recognize that I may not be suitable or qualified for every Co-op placement, and that my Faculty Advisor and my Instructors will assist me in identifying my areas of strengths and areas requiring improvement.

I realize that there are limited work opportunities in my local community and, I am willing to commute or re-locate, if necessary, in order to gain the required experience.

I understand that I must have successfully completed all first-year courses and my tuition status be in good standing in order to be eligible for a Co-operative Education placement.

I agree to attend information sessions regarding Co-operative Education conducted by Instructors and/or a Co-operative Education Coordinator in order to be eligible for all the services offered by the \_\_\_\_\_ Campus.

I agree to have paid the Co-operative Education fee in full by the first week of January prior to my placement in order to ensure that applications are processed within the necessary time frames.

I agree that the College will be able to communicate information about me to prospective industry partners, and have signed necessary forms stating as such.

I understand that I must have current certification for OHS, WHMIS and any other required certification(s) for my program (e.g.: Emergency First Aid, CPR, etc.) prior to the start of my Co-operative Education placement.

### **Signatures:**

Learner:

Date:

Faculty Advisor:

Date:

Academic Chair:

Date:

## Co-operative Education Placement – Summer Address Form

Communication is a key word in our industry.....and also, success for you during your Co-operative Education placement.

Situations will occur at the workplace which may cause you some stress....see if you can work it out. If you need someone to discuss the problem with you, we can be reached at the Campus.

We will also keep in contact with you during the work term.... so we need the following information. If you do not have all the information at this time, please contact the Campus with the missing data as soon as possible.

### Have a Great Co-operative Education Experience!

Name:

Co-op Placement:

Phone Number

Supervisor's Name/Title:

Summer Residence Address:

Phone Number:

E-mail Address:

Emergency/Alternate Contact Name:

Relationship:

Phone Number:

## Co-operative Education Placement – Time Sheet

Learner's Name:

Month:

Occupation:

Previous Hours:

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
1 <sup>st</sup> Week								
Shift								
Hours								
2 <sup>nd</sup> Week								
Shift								
Hours								
3 <sup>rd</sup> Week								
Shift								
Hours								
4 <sup>th</sup> Week								
Shift								
Hours								
5 <sup>th</sup> Week								
Shift								
Hours								

KEY: X – Shift Off

Total Hours for Month: \_\_\_\_\_

S – Sick Day

Total Hours to Date: \_\_\_\_\_

***To be mailed, faxed, or emailed to the Campus at the end of each month or, as directed by the Faculty Advisor.***

## **NSCC Co-operative Education Learner of the Year Award**

Nova Scotia Community College (NSCC) is looking for the outstanding Co-operative Education Learner of 2010/2011. Faculty members are encouraged to nominate candidates with the approval of the learner and their Co-operative Education industry partner. A committee will review all completed applications. The award will be given to the winning learner(s) at their campus graduation ceremony in June 2011.

### **Eligibility**

Any NSCC learner registered in a core program with either a mandatory or optional Co-operative Education component, who has successfully completed a Co-operative Education placement, can be nominated.

### **Selection Criteria**

Points to consider when nominating a Learner:

- Learner's achievements during their Co-operative Education placement.
- Learner's achievements at College (Academic and Extra-Curricular).
- Learner's contribution to his/her community.

### **Nomination must include**

- Nomination form completed by campus representative and co-op learner.
- Nomination form completed by Co-operative Education industry partner, included here.
- Learner's resume, transcript and supporting statement.
- Supporting statements from Co-op industry partner and faculty advisor.

Only fully completed applications will be considered. The deadline for nominations is **December 22, 2011**.

Please send entries to:

Colleen Larter  
Project Coordinator Curriculum Development Team  
Central Office, IT Campus  
5685 Leeds St.  
Halifax NS B3M 2X1  
Ph. 491-7476 Fax 491-2178  
[colleen.larter@nsc.ca](mailto:colleen.larter@nsc.ca)

A selection committee will review nominations and select a winner from each Academic School no later than March 31, 2012.

### **NSCC Co-op Learner of the Year Award Application Check List**

Nomination form completed by learner and campus representative  
Learner's statement  
Learner's transcript  
Learner's resume  
Campus's statement  
Nomination form completed by industry partner  
Industry partner's statement

**To be completed by Faculty:**

Learner's Name:

Learner's Address:

Campus:

Program:

Please attach a recent learner transcript and a brief summary (maximum one page) explaining your reasons for recommending this learner. Comment on the learner's academic performance in the Co-operative Education placement; list achievements, awards, extracurricular, and volunteer activities of the learner.

I hereby recommend the above-named learner for consideration as a candidate for the NSCC Co-op Learner of the Year Award.

Faculty Member's Name:

Campus:

Phone Number:

E-mail:

Signature:

Date:

**Guidelines for Supporting Statements**

A campus may nominate one Co-op learner in each core program which has a Co-operative Education component. Please cover the following points in your summary supporting this nomination:

- Comment on the learner's academic performance in the Co-op placement.
- List achievements, awards, and extracurricular activities of this learner, which you think should be considered.
- Comment on the learner's volunteer work in the community.

**The Deadline for nominations is December 22, 2011.**

**To be completed by the Co-op Learner:**

I, \_\_\_\_\_, agree to have my name put forth for consideration as a candidate for the NSCC Co-op Learner of the Year Award.

Signature:

Date:

Please verify that the personal information above is accurate, attach a current resume and ensure that your Co-operative Education placement is included as well as any extracurricular and volunteer activities.

The following criteria will be considered by the selection committee when determining the NSCC Co-op Learner of the Year:

- Learner's achievement on the job and contributions to the industry partner (cost savings, process/quality improvement innovations, record sales performance, customer service initiatives, etc.).
- Learner's achievements at NSCC (academic, awards, extracurricular activities).
- Learner's contributions to the community (volunteer work).

**Guidelines for Supporting Statements**

In your brief summary (maximum two, double-spaced pages), please ensure you describe how participating in your Co-operative Education placement has enhanced your career development, personal goals and academic experience. Your comments need not be limited to the specific Co-operative Education placement for which you are nominated.

**The Deadline for nominations is February 1, 2011.**

**To be completed by the Co-op Industry Partner:**

Learner's Name:

Learner's Co-op position at your company:

Start date of Co-op placement:

End date of Co-op Placement:

I recommend the above-mentioned learner for the NSCC Co-op Learner of the Year Award.

Name:

Title:

Company:

Address:

Phone:

Signature:

**Guidelines for Supporting Statements**

Please cover the following points in your summary regarding the learner:

- List briefly the learner's co-op duties and related responsibilities.
- Describe how the learner performed in comparison with your expectations.
- Describe the learner's outstanding achievements on the job, which you feel warrant consideration for this award.

Thank you for your support of Nova Scotia Community College's Co-operative Education program and the Co-op learner that you are nominating for the NSCC Co-operative Education Learner of the Year Award.

**The Deadline for nominations is December 22, 2011.**