



CEWIL

# CO-OPERATIVE EDUCATION ACCREDITATION APPLICATION

Co-operative Education and Work-Integrated Learning Canada

Accreditation Council



## CO-OPERATIVE EDUCATION ACCREDITATION

### GUIDING PRINCIPLES

"Co-operative Education Program" means a program which alternates periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions in accordance with the following criteria:

1. Each work term is developed in partnership with the employer and approved by the co-operative education program as a suitable learning environment;
2. The student is engaged in productive work for which the student receives remuneration;
3. The co-op curriculum supports student learning goals, personal evaluation and reflection;
4. The student's performance in the workplace is supervised and evaluated by the student's employer;
5. The student's progress during their work term is monitored by the co-operative education program;
6. Both work and academic terms are full-time and follow a formalized sequence. The total amount of co-op work experience is normally at least 30% of the time spent in academic study. For programs of two years or less the total amount may be a minimum of 25%. A work term is defined as a minimum of 12 weeks and/or 420 hours full-time paid experience
7. Co-op Programs begin and end on an academic term;
8. The student completing multiple work terms is normally exposed to the work environment during more than one season of the year.

\*The Co-operative Education Definition criteria are intended for program design and reflect the Guiding Principles of the Canadian Association for Co-operative Education accreditation requirements. CEWIL CANADA acknowledges and affirms the rights of students with disabilities to have equal access to co-operative education programming. Exceptions to the above will be supported to meet the duty to accommodate and ensure that all students have full and equal access of all human rights and fundamental freedoms.

### **APPLICATION NOTES:**

It is not necessary to include multiple copies of the same document in the Appendices. If you need to reference the same document in more than one Appendix just note a reference to the initial Appendix number, and add relevant page number(s) of the appended document if necessary. In particular, if you are applying for accreditation for more than one program, a single copy of documents such as Strategic Plans, etc, is sufficient.

**PART A SUBMITTAL COVER PAGE – I**

<b>Institution Name:</b>	
<b>Contact Person:</b> [CEWIL CANADA Member]	
<b>Contact Telephone:</b>	
<b>Contact Email:</b>	
<b>Contact Address:</b>	
<b>Alternate Contact Person:</b>	
<b>Alternate Contact Email:</b>	

**Type of Post-Secondary Institution:**  
 College       Institute  
 University       University College  
 Polytechnic       Other \_\_\_\_\_

**Total Full-Time Enrolment:**  
 Institution-Wide: \_\_\_\_\_  
 All Co-op Programs: \_\_\_\_\_

**This Application is for First-Time Accreditation:**  Yes  No  
 If “No”, check here to confirm that a copy of the review recommendations from previous accreditation is included with this application.

**CERTIFICATION:**  
 "To the best of my knowledge and belief, the information on this application is true."

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title [e.g.: President, Vice President, Associate Vice President, or Dean]

\_\_\_\_\_  
 Signature (insert or sign here)

\_\_\_\_\_  
 Date [MM/DD/YY]

**PART A SUBMITTAL COVER PAGE - II**

Faculty/Division/College/ Department/Centre	Undergraduate/ Graduate Program Name	Co-operative Education Program Start Date [Year/Month]	Type of Co-op: Alternating or Internship  <i>(Provide link to Standards and Rationale document)</i>	Mandatory or Non- Mandatory  (if non- mandatory indicate if selective (Institution's choice) or Optional (Student's choice)	Typical academic program length (Yrs) and Number of Semesters  <i>(Provide link to program length calculation document)</i>	Total Program Full time Enrollment and Total Co- op Student Enrollment  (xxx/xx)  <i>Note: removed from Submittal Cover page i</i>	List of Program Options (e.g., major, minor, discipline)	Credentials Awarded (B.Sc., M.Eng., Ph.D., Diploma, etc.)

	Our Program(s) - Narrative	Supporting Materials
1) Provide information about the history of co-operative education at your institution, including the list of programs which offer co-operative education.		Appendix 1
2) Indicate whether your co-op organizational model has a centralized administration, decentralized administration, both centralized and decentralized (i.e., coordinators are based in the academic unit but report to a co-op director or manager), or other. Provide an organizational chart for your institution, identifying co-operative education's relationship(s) within the organization, and ensure your program's internal organizational chart is included.		Appendix 2
3) Provide data to demonstrate the ratio of students per co-op coordinator or professional staff person		Appendix 3
4) Describe and/or append a document that describes the information management system you have in place for co-op.		Appendix 4
5) Describe and/or append a document that describes your advisement support, such as advisory committees. If referencing an advisory committee, clarify membership (such as deans, faculty, employers, coordinators and students).		Appendix 5
6) Provide marketing and promotional material samples or web links		Appendix 6
7) Describe the process for students to be eligible for co-op and, the requirements for continuing and graduating in co-op education.		Appendix 7

The program structure must facilitate student development and learning through the integration of, and balance between, work experience and academic study. Programs with multiple, alternating academic and work terms provide students with that opportunity. Co-op internship programs provide students with the opportunity for similar development through in-depth exposure with an employer during a single extended work experience.

**Alternating:**

Programs with more than one work experience integrated into the overall program providing students with the opportunity for career exploration, development and exposure to more than a single type of work environment in their discipline.

**Internship:**

Programs with one work experience period where students receive an in-depth exposure to one employer organization, which provides students the opportunity for development commensurate with the length of the overall program.

Please complete either the co-op alternating (P.6) or co-op internship (P.7) table(s) below that is relevant to your program(s).

**Program Type: Co-op (Alternating)**

CEWIL CANADA Criteria	CEWIL CANADA document reference	Our Program(s) - Narrative	Supporting Materials
<p>8) The total amount of co-op work experience is normally at least 30% of the time spent on academic study, but for programs of two years or less, the total amount may be a minimum of 25%.</p> <p>For programs to meet the 25% requirement, a work term is defined as a minimum of 12 weeks and/or 420 hours of full-time, paid experience.</p>	<p>Guiding Principle 6</p>		<p><b>Appendix 8</b></p>
<p>9) Work terms and academic terms are full-time, alternate in a formalized sequence which begin and end on an academic term.</p>	<p>Guiding Principle 6 &amp; 7 Standards C1 - C4</p>		<p><b>Appendix 9</b></p>
<p>10) Co-op work terms occur in different seasons to ensure exposure to the work environment at different times of the year; any exceptions to this rule must clearly show that the type of work is seasonal in nature.</p>	<p>Guiding Principle 8 Standard C5</p>		<p><b>Appendix 10</b></p>

**Program Type: Co-op (Internship)**

<b>CEWIL CANADA Criteria</b>	<b>CEWIL CANADA document reference</b>	<b>Our Program(s) - Narrative</b>	<b>Supporting Materials</b>
<p>11) One continuous work period (typically with one employer) The total amount of co-op work experience is normally at least 30% of the time spent on academic study, but for programs of two years or less, the total amount may be a minimum of 25%.</p> <p>For programs to meet the 25% requirement, a work term is defined as a minimum of 12 weeks and/or 420 hours of full-time, paid experience.</p>	<p>Guiding Principle 6</p>		<p><b>Appendix 11</b></p>
<p>12) The work period is preceded by an academic period which is of sufficient duration, typically at least 50% of the program length.</p>	<p>Co-op Manual Page 11 5.1.4</p>		<p><b>Appendix 12</b></p>
<p>13) Both academic and work terms are full time and the program begins and ends with an academic term.</p>	<p>Guiding Principles 6 and 7 Standards C1 – C4</p>		<p><b>Appendix 13</b></p>

**PART D INSTITUTIONAL COMMITMENT CRITERIA**

Demonstration of institutional commitment to co-operative education is required. The accreditation review team looks for evidence of institutional commitment, supported by approval from the highest academic body within the institution and formal recognition of co-op in the institution's calendar (or equivalent official document). Please provide the following:

Demonstrate the commitment of your institution for co-operative education and provide samples for each of the following (with pages appended and referenced):

<b>CEWIL CANADA Criteria</b>	<b>CEWIL CANADA document reference</b>	<b>Our Program(s) - Narrative</b>	<b>Supporting Materials</b>
14) A sample document generated by the institution (degree, diploma, official transcript or certificate) that recognizes successful completion of the co-operative education experience and differentiates co-op from non-co-op graduates. Having co-op recorded on the official transcript is the minimum requirement.	Standard D1.6-1.8		<b>Appendix 14</b>
15) Evidence of the strategic priority co-op enjoys within the institution/faculty/program.	Standard D 1.1 - 1.3,		<b>Appendix 15</b>
16) Evidence to demonstrate integration between the co-op program(s) and specific academic unit, with examples such as departmental website and brochures that show related information.	Standard D 1.1, 1.4, 1.5, 1.6		<b>Appendix 16</b>



**PART E QUALITY PROGRAM DELIVERY CRITERIA**

Demonstration of practice and commitment to quality program delivery is required. Quality in program delivery includes standards for entry, progression, and completion of the program, preparation of students, fairness in the job competition process, quality of the paid co-op work experience, and support for learning obtained from the work term, data to support program scope.

<b>CEWIL CANADA Criteria</b>	<b>CEWIL CANADA document reference</b>	<b>Our Program(s) - Narrative</b>	<b>Supporting Materials</b>
17) Describe how students are prepared by the program(s) prior to participation in co-op work terms.	Standard E1.1		<b>Appendix 17</b>
18) Describe your job competition and/or job search process. Demonstrate there is equity and fairness.	Rationale #1.3 Standard E2		<b>Appendix 18</b>
19) Indicate the mechanisms used to ensure the institution approves suitable paid co-op work terms.	Guiding Principle 2 Rationale #1.5 Standard E3		<b>Appendix 19</b>
20) Indicate the process required for student-developed jobs to be approved? Students are informed of the requirements for student-developed jobs.	Rationale # 1.4, 1.5 Standard E2.3		<b>Appendix 20</b>
21) Describe the processes used to communicate to employers their integral role in co-operative education and that that students are engaged in paid and productive full-time work which is related to their academic and/or career objectives.	Guiding principle 2 & 4 Rational 2.1 – 2.3, 4.1 – 4. 4 Standard E3.3, 3.4, 3.6 Standard E4.2		<b>Appendix 21</b>
22) Provide co-op statistics that demonstrate the scope of your program(s) in the following capacities: - the percentage of available students employed each work term, for the last three terms and, - a three-year co-op employment summary (number employed and not employed) by discipline and by employment period; and, - the number of students graduating with a co-op designation from the program(s) over the past three years	Standard E1.2, 2.4, 2.5		<b>Appendix 22</b>

## PART F MONITORING AND EVALUATION CRITERIA

Monitoring and evaluation are critical to co-operative education objectives and in ensuring quality program delivery. Employers, as major partners in the educational process, are made aware of their educational role, including their part in the evaluation process.

Monitoring and evaluation are a critical part of ensuring quality program delivery. Show how:

CEWIL CANADA Criteria	CEWIL CANADA document reference	Our Program(s) - Narrative	Supporting Materials
23) Demonstrate how employers and students understand the importance and integration of the partnership through the practice of a) site visits and b) monitoring student performance.	Guiding Principle 4 Standard F1.1 – 1.7		<b>Appendix 23</b>
24) Demonstrate how students' progress/learning and performance on a work term are monitored and evaluated through a work term visit. For co-op internship work terms or multiple co-op work terms with the same employer, each term is evaluated separately.	Guiding principle 5 Standards F1.1 – F1.7, and F2.1 – 2.7		<b>Appendix 24</b>
25) Demonstrate the requirement to complete a project/assignment or work term report is communicated to students and employers.	Guiding Principle 4 and 5 Standard F4		<b>Appendix 25</b>
26) Indicate how student performance on-the-job is measured by the employer at the conclusion of the work term and monitored by the co-op coordinator.	Guiding principle 4 Standard F1 and F2		<b>Appendix 26</b>
27) Employers and students discuss the students' evaluation together at the end of the work term.	Standard F3		<b>Appendix 27</b>
28) Describe and provide samples of co-op evaluation and/or academic/administrative review processes/institutional program reviews that are in place and how results are reported within the institution.	Standard D1.2, 1.3		<b>Appendix 28</b>

**PART G COMMUNITY OF PRACTICE - OPTIONAL**

While this section is not compulsory, being an accredited member of the Canadian Association for Cooperative Education (CEWIL CANADA) gives you access to a community of professionals focused on establishing and exceeding best practices. Consequently, it is the responsibility of each member to share innovations and enhancements from the outset. In return, these best practices are given back to the community through CEWIL CANADA conference sessions and professional development events.

Innovations and enhancements are a critical part of ensuring a healthy and vibrant community of practice. These examples should demonstrate the overall quality of your program and how you organize, structure, or operate your program. This section should not include information already provided in Parts A – E of this application package.

Examples might include, but should not be limited to:

The innovative ways your institution and program(s) makes a commitment to co-operative education such as special events; large scale advertising campaigns; statistical compilations (intake, retention and graduation);

The quality of program delivery to enhance the student experiences. For example: through e-learning; social media; field trips; discussion groups; professional development/pre-employment training programs; etc

The processes, procedures and/or methods for monitoring and evaluation to enhance the student, employer or faculty's experience. For example: through technology or delivery methods; learning objectives; special innovations such as the type of work term reports required; debriefing procedure; etc

<b>Descriptors of “Interesting &amp; Innovative Things”</b>	<b>Supporting Materials</b>
	<b>Appendix 29, 30, etc.</b>

You may request up to two copies of the Accreditation certificate. For those with multiple programs, we ask that your requests be grouped under faculties or broadly defined departments, to ensure that the certificate production process is manageable. **Use the sample certificate provided in Appendix A (English or French) to insert the appropriate wording.**



CEWIL

This is to certify that

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[ENTER OFFICIAL INSTITUTION NAME]

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[ENTER OFFICIAL PROGRAM NAME]

Has been granted accreditation by the

**Co-operative Education and Work-Integrated  
Learning Canada Accreditation Council**

For a period of six years ending:



CEWIL



Ce certificate atteste que

[INDIQUER LE NOM OFFICIEL DE L'INSTITUTION]

pour son programme Coop en

[INDIQUER LE NOM OFFICIEL DU PROGRAMME]

a obtenu l'agrément qui lui a été conféré par

**L'enseignement coopératif et l'apprentissage en  
milieu de travail Canada**

pour une période de six ans prenant fin le:

