

CO-OPERATIVE EDUCATION
UNIVERSITY OF CENTRAL ASIA
SCHOOL OF ARTS AND SCIENCES

Policy name	Co-operative Education
Policy number	RGR - 017
Approved by	MEC
Date of original approval	23 rd November 2018
Rationale	To clarify the Co-operative Education program requirements for
Contact	The Co-operative Education Unit

1.0. Terminology

Co-operative Education. The program integrated into UCA UG program and developed together with the University of Victoria, Canada (UVIC) in 2017.

Work term – the period of students’ internship in the work placement confirmed and acting by the job offer signed by student and a supervisor.

Work Term Report (WTR) – the form of the reporting provided by student at the end of internship

Competency Assessment Form (CAF) – the assessment form completed by student and supervisor during the internship

Timesheet – the form to count working hours and describing duties and responsibilities daily or weekly.

Work Site Visit – Co-op Coordinators’ visits of students’ work placements during summer co-op.

Debriefing session – a students’ reporting session by providing presentations for classmates, UCA faculty and staff.

2.0. Co-operative Education

- 2.1 The UCA Co-operative Education Program is a work integrated learning program where students apply in-class learning to real life professional experiences within the field of study across private, public, and community-based sectors. This program prepares students for both academic and career success beyond university.
- 2.2 Co-operative Education is a **mandatory program** for all undergraduate students. Students enrolled in the program are obliged to sign the Terms and Conditions (T&C).

2.1 **Practice for Professional Development.** The first stage to enter to the Co-operative Education for Freshmen Students. 9 units of the PPD course scheduled by Registrar office and provided online/offline together with professionals from real labor market. The participation of students in these sessions are counted and recorded.

2.2 **Work term periods and options.**

- Summer Co-op: end of May to August, at least 12 weeks, 480 hours (online or offline)
- Winter Co-op: January, 1 month, 160 hours (online or offline)
- On-Campus internships during Fall & Spring semester: from September to December & February to May (10-15 hours per week allowed).

2.3 **Co-op reporting**

- UG Students are required to submit a Work Term Report, Competency Assessment Form, and timesheet by using templates (downloadable on Co-operative Education Portal in SAS Moodle platform) before 15th October/ 15th February of each year to Co-operative Education Coordinators. The evaluation will be requested from the line manager. Students' co-op internship reports and hours are recorded.
- Students are obliged to participate and report by providing presentations during Debriefing sessions organized by the Co-op team per cohort. The participation of students is recorded.

3.0. Co-operative Education Grading

3.1 Students who completed more than 75% of the total working hours (1440) and fully submitted their reports will successfully complete the Co-op Education program by meeting its requirements and will be graded.

3.2 Total number of credits provided for the Co-operative Education program completion is **6**. Each academic year students who complete the required number of working hours per year (480) will earn 2 credits after submitting co-op reports proving their internship experience (November).

3.3 The co-op grading is provided by the following grades: PASS/FAIL/IN PROGRESS in SAS SLCM system.

3.4 The best students in co-op will be awarded during the graduation by major.