

Co-op & Internship Program Terms and Conditions

Participation in the Program requires students to understand and agree to the Terms and Conditions that govern all aspects of their involvement. Students participating in the York University Co-op and Internship Program must adhere to these Terms and Conditions throughout all Program activities, including preparation courses or modules, job searching, and work terms. These terms are presented to students at multiple points during participation in the Program for transparency. Students must review and accept the Terms and Conditions upon admission to the program; at the beginning of each job search cycle to access co-op or graduate internship opportunities; and to finalize the acceptance of a co-op or internship job offer.

Program participants represent York University and themselves as emerging professionals, serving as ambassadors to employer partners. Professional conduct during courses, recruitment events, job searches, and work terms is essential for maintaining strong industry relationships. By accepting these terms, students commit to upholding the professional standards that ensure program excellence.

Important notes as you read this document:

“Program” in this document is in reference to the following:

- Undergraduate Co-op Programs within Faculty of Environmental & Urban Change; Faculty of Liberal Arts & Professional Studies; Faculty of Health; Lassonde School of Engineering; Faculty of Science; Markham Undergraduate Programs (Faculty of Arts, Media, Performance & Design; Faculty of Liberal Arts & Professional Studies)
- Graduate Internship: Masters in Biotechnology Management (MBM)

“Program Coordinator” throughout this document is an all-encompassing term used in reference to a

designated staff or team member supporting the Program participants throughout their participation in the program. These may include Co-op Coordinators; Internship Coordinators; Career Education Coordinators; EE Coordinator; and Program Coordinator, Co-op

“Work Term” in this document is in reference to a co-op work term for undergraduate students and an internship term for graduate students in a degree required program

* will indicate specific terms and conditions dependent on faculty-specific offerings

** will indicate specific terms and conditions where MBM Internship Students are exempt due to variations in graduate and undergraduate programming

Upon admission and throughout involvement with the Program, I will:

1. Comply with the guidelines, policies and procedures applicable to a student as provided by the Program as outlined in this document; as well as, [York University's Code of Student Rights & Responsibilities](#) ; [Senate Policy on Academic Conduct and Procedures](#); as well as the [Co-operative Education and Work- Integrated Learning Canada \(CEWIL Canada\) recruiting ethics](#).
2. Pay the one-time, non-refundable \$200 program enrolment fee; which will be applied to my York Student Account. (This fee is charged only once throughout your involvement with the program. Depending on your faculty, this fee is in addition to the any Co-op Preparatory Course fees offered by your faculty e.g. EU/COOP 2001 or SC/COOP 2000 or WRIT 2202 or HH/COOP2999)**



3. Positively represent the Program and York University, conducting myself in a professional and ethical manner in all my interactions with employers and Program staff.
4. Communicate and interact with the Program team and employers in a respectful, professional manner, including attending meetings, appointments, and interviews on time and as scheduled.
5. Keep all my contact information up to date within Experience York.
6. Accept that failure to comply with the terms and conditions listed here as well as the academic requirements may result in a deactivation from the Program without refund of fees as well as a Fail grade in the work term course for students on a work term. **

To maintain eligibility and status as a student in the Program, I will: **

1. Verify that I do not have an enrolment block (advising, financial or academic). If so, I will not be enrolled in the mandatory work term courses which can affect my student status. A block could lead to inaccuracies in how my status is recorded within the Program
2. Continue to ensure I meet the Program academic requirements based on my faculty including GPA, full-time status and Honours* standing. I will retain the minimum number of required credits remaining to complete my Honours* degree, as specified by my Faculty and degree Program.
3. Return to York University full-time (minimum of 9 credits) for at least one term after completing a work period. Failure to do so will result in a failing grade in the last work term, regardless of the supervisor evaluation.
4. Acknowledge that my participation in the Program will end once I exceed the maximum/minimum credits identified by my faculty that is required for participation in the program.

During my job search, I will:

1. Actively and positively utilize and participate in the job search services and employer events offered by the Program (e.g. workshops, one-on-one services such as résumé reviews, interview practice and job search strategy advising) and adhere to the event/appointment no-show and cancellation policy of my faculty.
 - o General cancellation policy: students must cancel their registration in events and appointments within 24 hours. Late cancellations will result in being marked as a no-show.
 - o General no-show policy: students who have 3 no-shows in one calendar year will be blocked from further event registrations for one semester. 3 no-shows for an appointment in one calendar year will also incur a block. Students will be required to consult with a Program Coordinator for steps on how to remove the block.
2. Proactively engage in my job search, understanding that participation in the Program does not guarantee a position and that the interview and hiring decision are at the discretion of the employers. The Program is not a placement program; it is a competitive process to secure a position. I will conduct my job search using Experience York as well as actively search for external opportunities with the guidance of the Program team (i.e. Co-op Coordinator/Internship Coordinator/Faculty Advisor/Career Education Coordinator/Professional Skills Coach/Industry Partnership Manager/EE Coordinator).

*based on faculty offerings **MBM Internship students exempt



3. Acknowledge that positions in Experience York are posted solely for the benefit of qualified and admitted students in the Program who have met the eligibility criteria. Sharing of these postings is strictly prohibited.
4. Understand that GPA is only one factor that is considered by employers in the competitive hiring processes. Additional factors that contribute to successfully securing a position may include extracurricular involvement, work experience, communication and interpersonal skills, and interest in position.
5. To safeguard against fraudulent or non-approved positions, consult with the Program prior to accepting a job offer (or a job interview if necessary) to verify the job is an approved position if the following conditions apply:
 - o the role was not posted on Co-op Jobs section of Experience York
 - o I am unsure if the role is not directly relevant to my career development goals
 - o the employer is not a current or approved Program employer
6. Accept that salary negotiations are part of the job search process and is my responsibility; the Program will act as a resource for how to approach conversations but the decision on salary presented in the job offer is up to the employer.
7. Once an offer is extended by the Program Coordinator or employer, I will accept or professionally decline the offer within the given deadline (typically 48 hours). I will withdraw from consideration for other positions and refuse any future offers for the duration of each of my work term contract
8. Keep the Program informed of when I accept a job offer and action any required steps of me from the Program and the employer to ensure my course enrolment in the work term courses are processed.
9. Acknowledge that upon accepting a job offer, I am agreeing to the Work Term Conditions outlined below; I will automatically be enrolled in the required work term course(s) and pay the applicable course fee(s) through my York Student Account.

Work Term Conditions

On a Work Term Roles and Responsibilities. I will:

1. Complete each work period that I have committed to with my employer and the Program. In general, failing to honour the work term employment contract (including renegeing on an offer), as well as the conditions for students on a work term outlined below will result in a Fail grade in the work term course** (where applicable), removal from the program and ineligibility for subsequent work terms.
 - o MBM students: failure to honour the work term employment contract (including renegeing on an offer), as well as the conditions for students on a work term outlined below will have an impact on degree progression. Contact hiremarkham@yorku.ca or askcoop@yorku.ca for more information and referral for the best contact and next steps.
2. After the completion of each of my work period (e.g. end of my employment contract), I will return to York University to complete my degree studies as a full-time student (minimum 9 credits). Failure to do so will result in a failing grade in the last work term, regardless of the supervisor evaluation. **
3. Report all extensions offered to me to ensure my work term[s] is approved and part of my work and study sequence. This includes invitations to return to the same employer after a study term.

**based on faculty offerings **MBM Internship students exempt*



4. Withdraw from consideration for other positions and refuse any future offers for the duration of each of my co-op work term contract
5. Not request changes to my contractual hours of work for the work term, without prior written approval from the Program.
6. Prioritize my work term responsibilities and show commitment to the role by adhering to conditions stated on the employment contract. Paid or unpaid positions outside of my position must not interfere with co-op hours.
7. Keep all contact information within the Experience York up to date, including my work contact details as well as my supervisor's work contact details.
8. Agree that the Program reserves the right to contact my employer to discuss my work term, employment status and progress at any time during my work term.
9. Contact my designated faculty Program Coordinator immediately if I am experiencing difficulties in my work term for support, guidance and coaching.

Course Enrolment. I acknowledge: **

With the acceptance of a job offer, I will automatically be enrolled in the required work term and faculty-specific PD course(s) noted below. I acknowledge that for the PD courses that are credit-bearing, regular [academic tuition fees apply](#). I will pay the applicable course fee(s) for each work term as determined by my faculty (noted below) through my York U Student account.

Faculty or School specific work term courses and PD courses while on a work term:

- o Lassonde School of Engineering:
 - Upon acceptance of the first co-op work period (work block), automatic enrolment in PD Course, LE/COOP 2100 2.0 and work term course, LE/COOP 2109 0.00 concurrently. Each additional co-op work term will have LE/COOP 2109 0.00 enrolment.
 - Upon acceptance of the second co-op work period (work block), automatic enrolment in PD Course, LE/COOP 3100 2.0 and work term course, LE/COOP 3109 0.00 concurrently. Each additional co-op work term will have LE/COOP 3109 0.00 enrolment.
- o Faculty of Science:
 - Upon acceptance of the first co-op work period (work block), automatic enrolment in work term course SC/COOP 2001 0.00 or SC/COOP 3001 0.00 or SC/COOP 3002 0.00 or SC/COOP 3003 0.00 depending on length of work term
 - Upon acceptance of second co-op work period (work block), automatic enrolment in work term course SC/COOP 3001 0.00 or SC/COOP 3002 0.00 or SC/COOP 3003 0.00 depending on length of work term
- o Faculty of Environmental and Urban Change:
 - Co-op alternating model:
 - Upon acceptance of the first co-op work period (work block), automatic enrolment in work term course EU/COOP 2109 0.00. Each additional 4-

**based on faculty offerings **MBM Internship students exempt*



- month work term will have EU/COOP 2109 0.00 enrolment
- Upon acceptance of second co-op work period (work block), EU COOP3109 0.00, each additional 4-month work term will have EU/COOP 3109 0.00 enrolment
- Upon completion of second co-op work period, automatic enrolment in EU/COOP 4001 3.0 during the study term immediately following the work term.
- Co-op internship model:
 - Upon acceptance of the first co-op work term, automatic enrolment in work term course EU/COOP 2109.00; Each additional work terms will have EU/COOP 3109 0.00 enrolment
 - Upon completion of second co-op work period, automatic enrolment in EU/COOP 4001 3.0 during the study term immediately following the work term.
- o Faculty of Health:
 - Co-op alternating model:
 - Upon acceptance of the first co-op work period (work block), automatic enrolment in work term course HH/COOP 3111 0.00. Each additional 4-month work term will have HH/COOP 3111 0.00 enrolment
 - Upon acceptance of second co-op work period (work block), HH/COOP 3222 0.00, each additional 4-month work term will have HH/COOP 3222 0.00 enrolment
 - Co-op internship model:
 - Upon acceptance of the first co-op work term, automatic enrolment in work term course HH/COOP 3111 0.00
 - Each additional work terms will have HH/COOP 3222 0.00 enrolment
- o Faculty of Liberal Arts & Professional Studies :
 - Upon acceptance of the first co-op work period (work block), automatic enrolment in work term course AP/COOP 2000 0.00. Each additional 4-month work term will have AP/COOP 2000 0.00 enrolment
 - Upon acceptance of second co-op work period (work block), automatic enrolment in work term course AP/COOP 3000 0.00. Each additional 4-month work term will have AP/COOP 3000 0.00 enrolment
- o Markham Campus Programs:
 - MBM Graduate Internship Program – pay the mandatory fees required to maintain full-time status as per my graduate program
 - Lassonde School of Engineering: CSSD (see courses listed under Lassonde School of Engineering above)
 - LA&PS Programs: Sport Management; Financial Technologies; Entrepreneurship and Innovation; Communication, Social Media, Public Relations (see courses listed under Faculty of Liberal Arts & Professional Studies – see faculty above)
 - AMPD Programs: Creative Technologies
 - Upon acceptance of the first co-op work period (work block), automatic enrolment in work term course <course name TBD prior to Summer 2026> 0.00. Each additional 4-month work term will have <course name TBD prior to Summer 2026> 0.00 enrolment

Studying While on a Work Term: **

I will adhere to the policy of studying while on a work term as outlined below:

1. The program allows students to request permission to enrol in a maximum of one course (up to 3 credits, 4.0 credits if EECS course) per term while on a co-op/internship work term. For permission, I will submit the request to the Program via email to my Program Coordinator, including the course name and catalogue number.

**based on faculty offerings **MBM Internship students exempt*



2. I acknowledge that I will not ask professors or supervisors for permission. The final decision on granting permission will be from the Program.
3. The course must not conflict in any way with the contracted hours of work or have on-campus involvement (Please Note: this does not apply to the required work term course(s)).
4. The course must be offered during evenings, online (asynchronous) or weekends.
5. Project courses, including capstone (ENG 4000, CIVL 4000, EECS 4088, ENVS 4003, IHST 4800, CAPS 4000, SOSC 4101) and C4 Gateway courses (e.g. KINE 4060, SOSC 4101, EECS 4080/4090, ENVS 4003, PANF 3999) or equivalent are not permitted while on work term.

Leaving or ending a work term early:

1. Upon registration of a job offer, my enrolment in the applicable work term course(s) will be automatic. **
2. I agree to complete each work period and for the full duration that I have committed to with my employer and the co-op program. Failure to do this will result in the consequences outlined below.
3. If I am unable to complete my work term, I will contact my Program Coordinator as soon as possible for guidance.
 - o Note: Your Program Coordinator can help facilitate and mediate any difficulties that can arise within the workplace. Be sure to reach out to the team for assistance before taking action

Consequences for leaving or ending a work term early:

- A. In general, failing to honour my employment contract will result in a fail grade in the work term course, removal from the Program and ineligibility for subsequent work terms. **
- B. A fail grade on my official transcript may have a negative impact on future employer screenings of my transcript for full time new graduate positions. **
- C. Degree required programs (e.g. mandatory internships/co-ops such as MBM Internship): failure to honour the work term employment contract will have an impact on degree progression. Contact hiremarkham@yorku.ca or askcoop@yorku.ca for more information and referral for the best contact and next steps.

Circumstances which may warrant ending or leaving a work term early:

- A. If I have an extenuating circumstance, which may involve unsafe work conditions, I will contact my Program Coordinator prior to taking any action to discuss my concerns, situation and/or reasons for wanting to leaving my work term early.
- B. If I experience unsafe work conditions, including examples listed below, I must contact the Co-op Office immediately to discuss appropriate steps before terminating the co-op position early.

**based on faculty offerings **MBM Internship students exempt*



Examples of Unsafe Work Conditions:

- Workplace Violence, Harassment or Discrimination
- Health and safety concerns
- Medical and/or compassionate reasons

International students and co-op work authorization

I acknowledge that:

1. International students are required to have a valid Co-op Work Permit on hand prior to accepting and starting the work term. I will submit a Proof of Co-op Work Permit Application as required by the program and understand I will not gain access to the Co-op job board until this is submitted. Submission of application is not a guarantee I will receive the co-op work permit. In the event I secure a Co-op and my Co-op Work Permit does not arrive on time, I will inform the Program to gain support on communicating and advocating to my employer about options to minimize chances of the role being rescinded.
2. It is my responsibility to ensure that I have a valid co-op work permit for the duration of my work terms.
3. I will contact the Program if a permit extension is required at least 4 months prior to the expiry date of my study permit and Co-op Work Permit
4. The Co-op Work Permit I secure will only be used for approved work terms by the Program and become invalid upon opting out of the program.
5. It is my responsibility to inform the Co-op team of my co-op job offers to ensure I am enrolled in the Co-op work term course(s) as failure to do so could have implications on my study permit status.
6. For questions regarding Co-op Work Permit, including how to extend work and/or study permit, I will contact York International to speak to an International Student Advisor and Immigration Specialist.
<https://yorkinternational.yorku.ca/international-student-advising/>
7. For additional detailed information from Immigration, Refugees and Citizenship Canada (IRCC), I will visit the Government of Canada website
<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>

Financial Considerations while on Work Term

Students may not be eligible for grants and student loans while on a work term.**

1. If you hold a scholarship, you may be able to defer it, contact the Undergraduate Student Awards at bursary@yorku.ca.**
2. Enrolment in the mandatory course(s) noted in Course Enrolment section above is considered full-time course load for OSAP purposes.
 - students who have received OSAP in the past may be eligible to apply for continuation of interest-free status (CIFS). When student loans are in interest-free status, they do not have to make payments and interest is waived on their OSAP loans.
 - For more information about applying for interest-free status, including deadlines to apply, review the [Government of Ontario's OSAP website](#). Students are expected to keep up to date on application deadlines pertaining to OSAP loans including CIFS. For support and questions pertaining to your account, visit the York University OSAP website and

**based on faculty offerings **MBM Internship students exempt*



connect with [Registrarial Services](#) directly. Check out their website for ways to connect with their team in person, virtually, by telephone (416-872-9675) or email (contactssa@yorku.ca)

3. To maintain your student health & dental plan coverage as per your relevant student union or insurance provider (noted below) while you are on a work term, students are responsible for ensuring they opt-in during the opt-in periods. Students should always check their Student Account Statement to confirm enrolment before seeking undergoing treatments or purchasing services and medications. Contact the Program if you need a supporting letter to verify your active student status. Students who choose to opt out due to their eligibility for insurance coverage through parent/guardians must contact the Program to be issued a supporting letter.
 - o Undergraduate students: [YFS Health & Dental Plan](#)
 - o Graduate Students: [YUGSA Health & Dental Plan](#)
 - o International students: [University Health Insurance Plan \(UHIP\) – York International](#)

In return, you can expect the Program's commitment to:

1. Maintain confidentiality in all communications with you. Information will only be shared among Program team members to ensure we can provide you with comprehensive support.
2. Work with students in a timely, respectful, professional manner.
3. Provide career development support (e.g. résumé reviews, interview practice, job search strategies) to help you secure your work terms
4. Respond to Program related inquiries and requests within a reasonable time frame
5. Notify participants of any disruptions to normal Program operations and timelines
6. Maintain current and accurate Program job posting information on Experience York
7. The Program will provide support to students throughout their work term, including professional coaching for workplace success and guidance in managing transitions, self-advocacy and challenges that may emerge during their work term.

As a York University Program participant, I have reviewed and agree to the above Terms and conditions, expectations, roles, responsibilities and requirements. I understand that failure to comply with any of the above regulations throughout my participation in the Program, my Program status will be reviewed and potentially reversed by the Program.

**based on faculty offerings **MBM Internship students exempt*

