

Dear Co-op Applicant:

Thank you for applying to the Co-operative Education program at Lakehead University.

After you review the following admission agreement, please complete the form (with signature, discipline and date) and return it to the Student Success Centre as soon as possible.

I agree to be an active participant in the Co-op Program by taking on the following responsibilities:

- Attend meetings, meet deadlines and make arrangement to pay the **Co-op Participation Fee(s)** in accordance with the Co-op program as detailed in the Calendar
- Agree to release Cover Letter, Resume and Unofficial Transcript information to potential Co-op Employers.
- Maintain a predetermined academic standing and understand if on probation will not be able to graduate with a Co-op designation on degree
- Ensure a satisfactory interview presentation, and prompt employer responses (ie. Letter of Acceptance) following notification of placement
- Provide the Student Success Centre with up to date information immediately after accepting/rejecting employment for a Co-op Work Term by completing the **Work Term Confirmation Form**
- Maintain an appropriate work term dress code during the Co-op Work Term experience and complete work term reports (where applicable) with a satisfactory mark
- Complete all Co-op Work Terms with a satisfactory mark by submitting a **Work Term Report** (where applicable) and a **Work Term Report Evaluation/Release** (where applicable) at the end of each term.
- Contact the Student Success Centre if questions or problems arise regarding either the work or academic term
- Permit the Student Success Centre to share my contact information with other Co-op Students who may wish to discuss a co-op experience, accommodation information or related details
- Build and maintain a good personal reputation, and reputation of the University, through good performance on the work term
- Complete the **Co-op Exit Survey** upon completion of your Co-op experience
- I agree I have read and understand the rules, regulations, and information regarding the Co-op Process, Co-op Participation Fees, Work Term Report Guidelines, Health and Safety Issues, Plagiarism and Academic Misconduct Regulations outlined in the University Calendar
- **I understand that once I have accepted a co-op position, I cannot terminate that agreement in order to accept another offer of employment, nor can I agree to participate in further interviews**

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Student Name (Please Sign)

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Student Number

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Date (Month, Day, Year)

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Program

Good luck and best wishes for every success throughout your Co-op experience at Lakehead University.

Sincerely,  
The Student Success Centre

