

ST. FRANCIS XAVIER UNIVERSITY

Co-operative Education Program

Work Term Sequencing Models



EARN. LEARN. EXPERIENCE. CO-OP EDUCATION

STFX CO-OPERATIVE EDUCATION WORK TERM SEQUENCING MODELS

The StFX Co-op Program offers two different work term models.

1. Alternating. Students complete three 4-month work terms or one 4-month and one 8-month that are interspersed with academic study.
2. Internship. Students complete one 12-16 months co-op internship with a single employer after second year or after third year.

Work terms must occur in at least two of the three academic semesters and must be preceded and followed by an academic term. Eight-month back-to-back work terms are acceptable as long as they are also preceded and followed by an academic term. Students are not permitted to do three work terms in one season. For example, 3 summer, 3 fall, or 3 winter work terms. Section 9.13 of the STFX Academic Calendar outlines Co-op's policies in more detail.

NOTE: The work term options discussed in this guide book are a starting point. If you are interested in a different model, please discuss with the Co-op Staff.

Things to Remember:

1. Course selection. Please review the academic calendar to determine what courses you need. Students must have 120 credits to graduate. Course offerings can impact what co-op work term sequencing options you will be able to complete. Co-op staff works closely with the Academic Advisors to ensure the co-op module fits your education plans.
2. Students have a defined time to complete the co-op program. Co-op requirements must be completed before degree requirements. After completing all Co-op work terms, students return to STFX for a minimum of one semester of academic study (15 credits) and complete COOP 405. If you haven't completed a work term and you are at 90 to 105 credits, you may become ineligible to continue with the Co-op program. The Co-op Staff will notify you of your eligibility.
3. Students have completed the Co-op Program in 4 years. Careful course planning, taking overloads, and spring/summer courses are options. Students must be registered in a minimum of 12 credits per term in the full academic year to be considered for, and to remain in, the Co-operative Education Program.

Review the different co-op options on pages 5 to 9. Once you have reviewed the different work term options, turn to page 3 and draft your co-op plan. Drop by the Co-op Office to discuss.

MY CO-OP EDUCATION PLAN

I would like to complete the Alternating or Internship work term sequencing model.

Professional Development Seminars

I need to complete the co-op professional development seminars: COOP 110, COOP 120, and COOP 130. The professional development seminars are only offered in the fall or winter term.

Alternating Work term Model

COOP 110* is the prerequisite for Work Term 1
COOP 120 is the prerequisite for Work Term 2
COOP 130 is the prerequisite for Work Term 3
All work terms are 4 months in length.

Internship Model

COOP 110*, 120 and 130 must be completed before starting your work term.

*COOP 110 must be completed in the term you were accepted into the program.

Work Terms

The Co-op program functions on a three semester (fall, winter, summer) education model. Students are required to complete a minimum of 12 months to maximum of 16 months of co-op work experience.

Co-op Plan Directions

With the following co-op plans on page 4 of this document, in each space provided complete when you will be in academic study, co-op professional development seminars, and work terms. With your academic studies, include what specific courses you would like to complete and the number of credits. Also include when you would complete the Co-op professional development seminars (COOP 110, 120, 130) and work terms (WT1, WT2, WT3).

CO-OP PLAN 1

YEAR	FALL	WINTER	SUMMER
1 (not enrolled in co-op) After completing 1 st year, I will have _____ credits completed.	Academic Study	Academic Study	
2 After completing 2nd year, I will have _____ credits completed.			
3 After completing 3 rd year, I will have _____ credits completed.			
4 After completing 4 th year, I will have _____ credits completed.			
5 After completing 5 th year, I will have _____ credits completed.			

CO-OP PLAN 2

YEAR	FALL	WINTER	SUMMER
1 (not enrolled in co-op) After completing 1 st year, I will have _____ credits completed.	Academic Study	Academic Study	
2 After completing 2nd year, I will have _____ credits completed.			
3 After completing 3 rd year, I will have _____ credits completed.			
4 After completing 4 th year, I will have _____ credits completed.			
5 After completing 5 th year, I will have _____ credits completed.			

WORK TERMS ALTERNATING 4-MONTH

Model A			
Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3	Academic Term 4/COOP 110	
3	Work Term 1	Academic Term 5/COOP 120	Work Term 2
4	Academic Term 6/COOP 130	Work Term 3	
5	Academic Term 7/COOP 405	Academic Term 8	

Model B			
Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110	Academic Term 4	Work Term 1
3	Academic Term 5/COOP 120	Work Term 2	
4	Academic Term 6/COOP 130	Work Term 3	
5	Academic Term 7/COOP 405	Academic Term 8	

Model C			
Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110	Academic Term 4/COOP 120	Work Term 1
3	Academic Term 5/COOP 130	Work Term 2	Work Term 3
4	Academic Term 6/COOP 405	Academic Term 7	
5	Academic Term 8		

Model D			
Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110	Academic Term 4/COOP 120	
3	Work Term 1	Academic Term 5	Work Term 2
4	Academic Term 6/COOP 130	Work Term 3	
5	Academic Term 7/COOP 405	Academic Term 8	

WORK TERMS ALTERNATING 8-MONTH

All 8-month work terms must have an academic term before and after the back-to-back term and cannot be 12 consecutive months (this would be an internship). The back-to-back work terms are often with the same employer but it's not necessary.

Model A

Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110	Academic Term 4/COOP 120	Work Term 1
3	Academic Term 5/COOP 130	Work Term 2	Work Term 3
4	Academic Term 6/COOP 405	Academic Term 7	
5	Academic Term 8		

Description: 4 and 8 month combination. Students are required to complete 110 / 120 before first 8 month work term. Students are required to complete 130 before any additional work terms.

Model B

Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110	Academic Term 4/COOP 120	Work Term 1
3	Work Term 2	Academic Term 5/COOP 130	Work Term 3
4	Work Term 4 (optional)	Academic Term 6	
5	Academic Term 7/COOP 405	Academic Term 8	

Model C

Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3	Academic Term 4/COOP 110	
3	Academic Term 5	Academic Term 6/COOP 120	Work Term 1
4	Work Term 2	Academic Term 7/COOP 130	Work Term 3
5	Work Term 4 (optional)	Academic Term 8/COOP 405	

Description: Basic two 8 month work terms, commencing after third year of study. Students are required to complete 110 & 120 before first 8 month work term. COOP 130 before their "3rd") work term.

Model D

Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3	Academic Term 4/COOP 110	Work Term 1
3	Academic Term 5/ COOP 120	Academic Term 6/COOP 130	
4	Work Term 2	Work Term 3	
5	Academic Term 7	Academic Term 8	

Description: Basic one 8 month work term, commencing after third year of study. Students are required to complete 110 & 120 before first 8 month work term. COOP 130 before their “3rd”) work term. Students are not permitted to complete WT4 after WT3.

Model E

Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110	Academic Term 4/COOP 120	Work Term 1
3	Work Term 2	Academic Term 5/COOP 130	
4	Academic Term 6	Work Term 3	Work Term 4 (optional)
5	Academic Term 7	Academic Term 8	

Model F

Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110	Academic Term 4	
3	Academic Term 5/COOP 120	Work Term 1	Work Term 2
4	Academic Term 6/COOP 130	Academic Term 7	Work Term 3
5	Academic Term 8		

WORK TERM 12-16 MONTH INTERNSHIP

Accreditation: 12 or 16 months of continuous employment is considered an internship and must be with **one employer**.

Model A			
Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3	Academic Term 4	
3	Academic Term 5/COOP 110/COOP120	Academic Term 6/ COOP 130	Work Term 1
4	Work Term 2	Work Term 3	Work Term 4 (optional)
5	Academic Term 7/ COOP 405	Academic Term 8	

Model B			
Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110	Academic Term 4	
3	Academic Term 5/COOP 120	Academic Term 6/COOP 130	
4	Work Term 1	Work Term 2	Work Term 3
5	Academic Term 7/COOP 405	Academic Term 8	

Model C			
Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	Academic Term 3
2	Academic Term 4/COOP 110/COOP 120	Academic Term 5/COOP 130	Academic Term 6
3	Work Term 1	Work Term 2	Work Term 3
4	Work Term 4 (optional)	Academic Term 8/ COOP 405	

Model E			
Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	Academic Term 3
2	Academic Term 4/COOP 110/COOP 120	Academic Term 5/COOP 130	Academic Term 6
3	Academic Term 6	Work Term 1	Work Term 2
4	Work Term 3	Academic Term 7 COOP 405	
5	Academic Term 8		

Model F

Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110/COOP 120	Academic Term 4/COOP 130	Work Term 1
3	Academic Term 5	Work Term 2	Work Term 3
4	Work Term 4	Academic Term 6 COOP 405	
5	Academic Term 7	Academic Term 8	

Model G

Year	Fall	Winter	Summer
1 (Not enrolled in Co-op)	Academic Term 1	Academic Term 2	
2	Academic Term 3/COOP 110/COOP 120	Academic Term 4/COOP 130	Work Term 1
3	Work Term 2	Work Term 3	Work Term 4 (optional)
4	Academic Term 5	Academic Term 6 COOP 405	
5	Academic Term 7	Academic Term 8	