

# CAREER LEARNING AND DEVELOPMENT CO-OP CONTRACT

## SECTION 1 – CONTRACT

|                                                                                                                    |                            |                     |
|--------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------|
| Student Name                                                                                                       | Phone                      | Email               |
| University Program                                                                                                 |                            |                     |
| Co-op Course #                                                                                                     | Start Date                 | End Date            |
| Valid Co-op Work Permit                                                                                            | Yes                        | Expiry Date         |
|                                                                                                                    |                            | Not Applicable      |
| Co-op Position Title                                                                                               |                            |                     |
|                                                                                                                    |                            | Work Hours Per Week |
| Start Date of Co-op Position                                                                                       | End Date of Co-op Position |                     |
| (Start and end dates of work term must be within the academic co-op course dates as stated in the program outline) |                            |                     |
| Host Employer/Business Name                                                                                        |                            |                     |
| Address/City/Country                                                                                               |                            |                     |
| Host Supervisor Name                                                                                               | Position                   |                     |
| Email                                                                                                              | Phone                      |                     |

### 1. STUDENT DUTIES & RESPONSIBILITIES

The Student agrees to the attached job description role duties and responsibilities as assigned by the Host Employer and approved by Royal Roads University's ("RRU") representative. The Student agrees to comply with the Host Employer's conduct, safety, reporting and confidentiality protocols. All specific protocols & safety requirements are to be communicated by the Host Employer to the Student prior to commencing the work term.

### 2. SUPERVISION

During the effective dates indicated in Section 1 of this agreement, the Student shall be under the direct supervision of the Host Employer. The Host Employer will provide the required supervision, training and mentorship for the Student as would be expected for a staff-in-training. RRU will contact the Host Employer to arrange a mid-term site visit and will provide all academic supervision and mentorship. At any point, the Host Employer or Student may request RRU to conduct a site visit or request additional support.

### 3. EVALUATIONS & ACADEMIC REQUIREMENTS

The Host Employer will provide the Student with mid-term and/or end-of-term performance evaluation. The Host Employer will also provide RRU information to substantiate the Student's on-site duties and hours if requested. RRU will deliver the academic work term course requirements. The Student is obligated to meet their academic course requirements, including engagement activities, assignments, meetings and obligatory work term hours.

### 4. WORKERS' COMPENSATION

All paid work terms within Canada are the responsibility of the host organization under the regulations of both Federal Employment Standards and Provincial Employment Standards Acts. Students conducting unpaid academic work terms within BC are deemed an Employee of the Crown and thus covered under the Ministry of Advanced Education and Future Skills WorkSafe BC policy ("WSBC"). Activities created solely for learning (applied research, field trips, site visits, etc.), without productive work, do not meet that definition of 'employee' and are not covered under WSBC. Outside of BC, work insurance is the responsibility of the host and student. Students in unpaid work terms outside of BC are required to complete RRU's Student Acknowledgement of Off-site Unpaid Experiential Learning Risk and Responsibility.

### 5. SITE SAFETY

The Host Employer will provide the Student safety training specific to the site and work; the Host Employer must ensure the Student has all site-specific safety equipment before any productive work is initiated.

### 6. EMPLOYEE TENURE

The Host Employer agrees that the work activities of the Student identified herein shall in no way affect the job security of any other employee of the Host Employer.

## 7. REMUNERATION

The Host Employer and Student will negotiate and agree upon an equitable salary that aligns with Provincial Employment Standards Acts, and to similar positions of the Host Employer or in the industry. Work terms that do not comply with provincial or territory employment standard legislation must align with Federal Labour Standards for student interns.

## 8. EFFECTIVE DATES & HOURS

Unless terminated sooner (see clause 16), the term of this agreement shall be effective during the dates listed above and during the Host Employer's regular business hours.

## 9. TRANSPORTATION & LOGISTICS

The Student is solely responsible for their own housing, transportation, international travel documents, vaccinations and/or passport to engage at the Host Employer's worksite unless otherwise specified by the employer.

## 10. UNIVERSITY'S OBLIGATIONS

Once the work term is confirmed between the Host Employer and Student and approved by RRU, RRU is obligated to monitor the Student's work term progress, conduct site visits (see clause 3) and evaluate all academic requirements that are attached to the work term.

## 11. INDEMNITY

RRU shall indemnify and save harmless the Host Employer from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of RRU or RRU employees arising out of this Agreement, excepting liability arising from the negligence of the Host Employer and Host Employer employees.

The Host Employer shall indemnify and save harmless RRU from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of the Host Employer or Host Employer employees arising out of this Agreement, excepting always liability arising from the negligence of RRU or RRU employees.

## 12. FIRST AID & NOTICE OF INJURY

The Host Employer will, if a Student is injured, ensure that the appropriate first aid services are promptly provided. The Host Employer and Student are equally responsible for initiating Provincial work safe insurance claim forms. The Host Employer and Student will immediately report the occurrence of the injury to RRU's Career Learning and Development by emailing [careerservices@royalroads.ca](mailto:careerservices@royalroads.ca).

## 13. INSURANCE

RRU is covered by the University, College and Institute Protection Program ("UCIPP") and will maintain Commercial General Liability in the minimum amount of \$2,000,000 per occurrence throughout the term of this agreement. RRU will not cancel or materially alter its insurance coverage without thirty days prior written notice to the Host Employer. Host Employers will be responsible for their own Commercial General Liability insurance policy.

## 14. PHYSICAL & MENTAL

The Student agrees to be in appropriate and effective physical and mental health to conduct the work as agreed upon with the Host Employer and approved by RRU.

## 15. CONFIDENTIALITY

The Student acknowledges that in the course of participating in the work term there may be access to confidential information, and that such information is subject to obligations of privacy and confidentiality. The Host Employer will be responsible for ensuring that all company confidentiality processes and/or agreements have been reviewed with and signed by the Student. RRU acknowledges that, under the Freedom of Information and Protection of Privacy Act ("FOIPPA"), disclosures of certain information about the Student and Host Employer will require necessary consent.

## 16. TERMINATION & DISPUTE RESOLUTION

The Student and Host Employer will abide by the start and end dates set within this contract. The Host Employer will immediately report to RRU any incident involving the Student that causes concern, compromises safety or contravenes business and professional practices. RRU will make good-faith efforts to resolve any disputes or issues that pertain to the conduct of the Host Employer or Student during the work term. In the event of a possible termination of the work term, the Host Employer and/or Student must communicate with RRU before any contract termination. Unresolved issues may be decided by mediation, arbitration, or failing agreement in a Court of competent jurisdiction within British Columbia.

## 17. EMPLOYMENT

In the event the Student is hired by the Host Employer outside the scope of this Agreement, the Student shall be deemed to be an "employee" or "worker" of the Host Employer and receive equal rights under Provincial Standards Acts and the Canada Labour Code.

*By their signatures, the Host Employer and the Student signify their agreement to the terms and conditions in this document.*

Host Employer's Signature

Written Name

Date

Student's Signature

Written Name

Date

*RRU signifies agreement to the terms and conditions within this document by formally approving the contract as a prerequisite assignment to enrol in an academic work term.*

*The Host Employer and/or Student may request a record of the approval.*

## SECTION 2 – CO-OP EDUCATION JOB DESCRIPTION

I, \_\_\_\_\_, as the Host Employer representative and work term supervisor, agree the attached job description accurately reflects the duties and responsibilities that will be conducted by the Student during the work term.

Host Employer supervisor initial: \_\_\_\_\_

## SECTION 3 – CO-OP EDUCATION VALIDATION

### STUDENT RATIONALE

Academic co-op terms provide opportunities for students to apply their skills and knowledge in professional situations under the leadership of experienced professionals. While student outcomes are individual, all academic work terms must offer an opportunity to apply classroom learning and theory to industry while under on-site mentorship and academic supervision.

Students must consider and substantiate how their proposed co-op would validate their in-class academic learning, the co-op course's academic requirements and their career goals and ambitions. Students must provide a 300-500 word rationale for how their co-op position would provide the above-mentioned expectations of the co-op course.

Student rationale is attached

Student initial: \_\_\_\_\_

*A co-op term is an academic course that is conducted in a professional setting and requires the position and the Host Employer to meet specific criteria, including:*

### REQUIREMENTS

| Host                                                                                                                          | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------|-----|----|
| An established company, being in business for a minimum of 3 years                                                            |     |    |
| Have a minimum of 3 employees                                                                                                 |     |    |
| Supervisor                                                                                                                    | Yes | No |
| An English-speaking supervisor who can communicate with RRU staff and faculty                                                 |     |    |
| An on-site supervisor who provides mentorship, including formal weekly or on-going feedback and support                       |     |    |
| A midterm and end-of-term formal evaluation completed with supervisor                                                         |     |    |
| Position                                                                                                                      | Yes | No |
| 420-460 site hours over the co-op start & end date at a maximum of 40 hrs/wk                                                  |     |    |
| An English-speaking supervisor who can communicate with RRU staff and faculty                                                 |     |    |
| An on-site supervisor who provides mentorship, including formal weekly or on-going feedback and support                       |     |    |
| A midterm and end-of-term formal evaluation completed with supervisor                                                         |     |    |
| Positions must begin within the first two weeks of the co-op academic course start date, or as required by program            |     |    |
| Provide learning, knowledge and experience at a professional level and, where appropriate, at supervisory or management level |     |    |
| Provide connection between in-class academic studies and real-world experience                                                |     |    |