

# Frequently Asked Questions (FAQ)

**1. What are the admission requirements for the Co-op?**

Find out if you are eligible to the Co-op program [here](#).

**2. What is the Co-op schedule?**

The Co-op schedule is posted [here](#).

**3. Will my involvement in a Co-op program appear on my transcript?**

Your participation to a Co-op program will be added to your transcript when you will have completed placements totalling at least 16 months.

**4. Will the Department of Chemistry and Biochemistry help me find a placement?**

Yes. However, students are responsible for staying updated on all the opportunities and applying for those that interest them. The final decisions about co-op positions are made by the employers. Therefore, we cannot guarantee positions for students.

**5. When are jobs typically posted and what are the deadlines for applying?**

Jobs are posted on D2L whenever we receive them or identify them. Typically, jobs with start dates in May are posted in December/early January. Students must be constantly reviewing the jobs that are posted so that opportunities are not missed.

**6. What is the typical success rate for placements?**

As this is a new program, data on placements are not available. Success rates vary year to year due to a number of factors such as the state of the economy, the numbers of students applying to the program, and the effort those students put into obtaining positions.

**7. Can I find my own placement?**

Absolutely. However, the job will have to be vetted by the Chemistry-Biochemistry Department Co-op coordinator.

**8. What do I do once I've accepted a job?**

1) Notify the co-op coordinator via email; 2) Enroll in the appropriate co-op work terms (CHMI 0100 to CHMI 0500); and 3) Complete the "Job Acceptance Form" ([all forms are available on D2L](#)).

**9. Do I pay full tuition while I am on a co-op placement?**

No, but you do pay a co-op fee (\$669.90 for 2018-2019) for each 4-month term you are on your internship.

**10. Do I have to be enrolled as a co-op student for every term that I am on placement?**

Yes. This is required for the employer to claim tax credits for hiring a co-op student.

**11. What do I have to do at the end of my placement?**

1) Fill a student evaluation form; 2) fill a job assessment form; and 3) complete a final work-term report.

**12. When and how do I submit my final report?**

Reports are typically due within two weeks of returning from your placement.

**13. Can I take a course while I am on co-op?**

You certainly can take online courses on your own free time, but you cannot take courses which interfere with your placement.

**14. I am an international student at Laurentian on a student visa. Can I work a full-time co-op placement?**

Yes, you can. You will need two things: 1) Co-op work permit: Consult the Government of Canada Immigration website for more details: <http://www.cic.gc.ca/english/study/work-coop.asp>; and 2) a Social Insurance Number (SIN). Please contact Melissa Keeping ([MKeeping@laurentian.ca](mailto:MKeeping@laurentian.ca)) at Laurentian International for more information.

**15. Can I do my co-op in another country?**

Yes. However, you will need to identify such a job by yourself and get it vetted by the co-op coordinator.