



**School of Environmental &
Natural Resource Sciences**

Frost Campus | Fleming College

ADVANCED WATER SYSTEMS AND OPERATIONS MANAGEMENT

Co-op Student Manual

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1.0 Introduction

The Advanced Water Systems Operations and Management (AWS) Co-op is intended to give students experience with real world organizations engaged in water and wastewater treatment activity. It provides a practical, hands-on opportunity to apply knowledge and skills obtained in the program.

The placement is a minimum of 480 hours and takes place from May until August (Spring semester), or from September until December (Fall semester). The location of the placement is up to the student, provided it meets the criteria outlined, and is reviewed by the Program Coordinator, or the Co-operative Education & Placement Officer.

The co-op course costs approximately \$558.00. Students will be invoiced later in the semester. Co-op fees are to cover administration, tracking, and monitoring progress of placements. All additional expenses incurred during the placement are the student's responsibility (i.e. lodging, transportation, food, clothing, criminal records check, etc.)

Co-op wages may be negotiable and are established between the student and the employer. The employer shall be in the business of working with water systems or associated activities. These may include, but are not limited to:

- Water Treatment Systems
- Wastewater Treatment Systems
- Infrastructure (Distribution and Collection Systems)
- Industrial Wastewater Treatment Systems
- Applied Research in Water/Wastewater
- Engineering and/or Consulting services in Water/Wastewater
- Laboratory work in an approved MOE lab

However, students wishing to pursue a career as an Operator in a provincially regulated water or wastewater system (i.e. obtain their class 1 licence), need to understand that only work in a recognized system will count as hours towards their class 1 licence. Furthermore, the work must be direct on-the-job functions that are normally performed by the regular operators.

It is strongly recommended that students get started on finding and securing a placement early, in order to get a suitable location. Any questions on your work description should be discussed with the Program Coordinator or the Co-operative Education & Placement Officer, prior to accepting the co-op.

2.0 Co-op Criteria

The co-op placement is a paid position; therefore it is the employer's responsibility to provide appropriate WSIB and liability insurance coverage for the duration of the student's placement.

All co-op placements must meet the following criteria:

- Must be reviewed by the Program Coordinator or the Co-operative Education & Placement Officer as a suitable learning environment
- The student must be engaged in relevant learning, instead of merely observing
- Student performance and attendance is monitored by the employer and reported at the end of the placement
- The student will be assigned a direct on-site supervisor that will provide professional mentorship and learning opportunities

3.0 Responsibilities

3.1 Student Responsibilities

It is the responsibility of the student to:

- Abide by Fleming College's policies, procedures, and code of conduct
- Know and comply with the employers policies and regulations (Confidentiality, Freedom of Information, Codes of Ethics or Conduct)
- Accrue the required number of co-op hours in the work place (travel time is not included)
- Provide the employer with accurate and appropriate information regarding qualifications and interests
- Actively engage in the activities of the co-op with a professional and positive attitude
- Attend employer orientations or sessions designed to familiarize the student with the organization
- Achieve a minimum final rating of a "pass" on each performance measure
- Attend all placement interviews and orientation seminars prior to the placement
- Accept that some employers will require students to work non-traditional hours (afternoons, evenings, & weekends)

3.2 Employer Responsibilities

It is the responsibility of the employer to:

- Be informed and adhere to Fleming College's co-op policies and procedures
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment Legislation
- Provide orientation, supervision and training for students
- Provide productive, relevant work experiences
- Maintain contact with the Co-operative Education & Placement Officer concerning any problems or changes
- Complete mid-term and final performance evaluations
- Provide an experienced member of the organization who can supervise the student, and provide them with mentorship
- Inform Fleming College of any concerns with the student including failure to meet their learning goals and learning outcomes

3.3 Supervisor Responsibilities

It is the responsibility of the supervisor to:

- Help transition the student from an education environment to a work environment
- Provide daily supervision, mentoring, and monitoring of student progress
- Facilitate student orientation to specific routines, policies, procedures, practices, guidelines and protocols
- Consider the health and safety of the student when planning and suggesting placement learning experiences
- Facilitate the student's learning through supervision, teaching and gradually increasing appropriate independence in the work setting
- Provide exposure to a variety of industry specific tasks
- Participate in the student's ongoing evaluation by:
 - Providing ongoing constructive feedback
 - Participating in the evaluation of the student by providing input and support documentation

3.4 College Responsibilities

It is the responsibility of Fleming College to:

- Inform students and employers of required policies and procedures
- Maintain and enhance relationships with new and existing employers
- Provide career training, personal and professional development seminars and resources to enhance students' on-going employability
- Provide administrative support for the recruitment process (i.e. assist employers and students with job postings, interview scheduling, interview facilities, etc.)
- Maintain contact (via site visits, email, or phone) with students and employers during the co-op
- Provide advice and support to students and employers if difficulties arise during the co-op
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment Legislation

4.0 Professionalism

Students enrolled in the co-op program are representing Fleming College, and are expected to demonstrate professionalism, communicate clearly and effectively, and develop harmonious working relationships. Students are expected to respect and appreciate diversity and human rights. Unprofessional conduct may adversely affect any future opportunities for other students at a particular organization.

A positive attitude will help maximize the learning opportunity and the overall co-op experience. Students are expected to arrive at their placement on time, be prepared, and ready to engage. Students must dress appropriately, including the necessary personal protective equipment, and come with the basic hand tools needed to do the job (unless provided by the employer).

5.0 Evaluation

There are four main components to the evaluation process:

- a) Employer evaluation
- b) Student evaluation
- c) Completion of the required total hours. Provide a copy of the Record of Employment, or the Attendance Journal, signed by the employer
- d) Assessment of the learning outcomes and competencies

6.0 Health & Safety

Safety in the workplace is governed by the Occupational Health & Safety Act. Details concerning the regulations are available at College libraries, and from members of the Joint Occupational Health & Safety Committee members at the College or at the placement workplace.

6.1 Employer Responsibilities

- To have a Joint Occupational Health & Safety Committee with workers and management represented when 20 or more people are employed. Sec 9-2-a
- To provide information, instruction and supervision to protect the health of the worker. Sec 25-2-a
- To ensure that equipment, materials and protective devices as prescribed are provided. Sec 25-1-a
- To take every precaution reasonable in the circumstances for the protection of the worker. Sec 25-2-h
- To carry out such training programs for workers, supervisors, and committee members as may be prescribed. Sec 26-1-1

6.2 Worker Responsibilities

- To work in compliance with the ACT and its regulations. Sec 28-1-a
- To use or wear the equipment, protective devices, or clothing that the worker's employer requires to be used or worn. Sec 28-1-b
- To report to the employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself or herself or another worker. Sec 28-1-c
- To report to the employer any contravention of the Act or the existence of any hazard of which he or she knows. Sec 28-1-d

6.3 Worker Rights

- To refuse unsafe work. Sec 4-3-5
- To know of exposure to hazardous products or conditions. Sec 43-5¹

Note: The College's policies and procedures with respect to co-op placements are consistent with standards and legislation around Human Rights, Employment Equity, Harassment & Discrimination and Freedom of Information. Students in co-op placements are covered by these policies.

7.0 Contact Information

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