



## **Forestry Technician – Adaptive Practices**

Co-op Student Manual

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## 1.0 Introduction

The Forestry Technician Co-op is intended to give students experience with real world organizations engaged in various forestry activity. It provides a practical, hands-on opportunity to apply knowledge and skills obtained in the program.

The co-op work term is at least 450 hours (approximately 15 weeks) and takes place from the end of April until the end of August. The location of the co-op 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 tuition fee is approximately \$558.00. Students will receive a Fee Notification letter from Admissions. Co-op fees are to cover administration, tracking, and monitoring progress of co-op work terms. All additional expenses incurred during the co-op 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 must be legitimately engaged in Forestry activity.

Examples of legitimate Forestry activity would be a mix of the following:

- Conduct/participate in forest inventory cruises, surveys and field measurements following accepted scientific and operational procedures
- Assist and perform technical functions in the preparation of forest management and harvest plans using photogrammetric, GIS mapping techniques and computerized information systems
- Assist in planning and construction of access routes and forest roads
- Implement, supervise and perform technical functions in silvicultural operations involving site preparation, planting, and tending of tree crops
- Observe timber scaling, forest fire suppression, disease or insect control or pre-commercial thinning of forest stands
- Perform technical functions in forest harvesting operations
- Monitor activities of logging companies and contractors - i.e. environmental protection, resource utilization, fire safety and accident prevention
- Participate in forest tree nursery operations
- Provide technical support to forestry research programs in areas such as tree improvement, seed orchard operations, insect and disease surveys or experimental forestry and forest engineering research.

It is strongly recommended to get started on finding and securing a co-op early, in order to get a suitable location. Any questions on the 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 job 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 co-op work term.

All co-op jobs 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 in the middle and at the end of the co-op work term
- 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 co-op interviews and orientation seminars prior to the co-op
- 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 co-op 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 co-op 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 last pay stub showing total hours worked.
- 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 co-op 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 43-5<sup>1</sup>

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 placement are covered by these policies.

### **7.0 Contact Information**

Fleming College, Frost Campus  
200 Albert St. S.  
Lindsay, ON K9V 5E6  
Phone: (705) 324-9144  
Toll Free: 1-866-353-6464  
Fax: (705) 878-9501

**Anne Torwesten**  
**Co-operative Education & Placement Officer**  
Phone: (705) 324-9144 ext. 3030  
Email: [anne.torwesten@flemingcollege.ca](mailto:anne.torwesten@flemingcollege.ca)