

Software Engineering Co-op Program

Roles and Responsibilities

The Software Engineering Co-op at McGill University is an academic endeavour that integrates relevant work experience into the student's study program through 4 mandatory co-op work-terms. Co-op employers participate as partners and co-educators, demonstrated through active involvement in the student's work experience in the form of training and evaluating the student worker. The Co-op team assures students have access to appropriate resources and coaching to succeed in their co-op work-terms.

McGill is a member of the [Canadian Association of Career Educators and Employers \(CACEE\)](#). The relationship between the Software Engineering Co-op team, the students and the employers participating in recruiting and co-op work-terms are guided by, but not limited to, the guidelines outlined in the [CACEE Ethical Recruitment Guidelines](#).

Student responsibilities

The McGill Engineering Software Co-op aims to prepare students for their future careers by acquiring practical experience in real world situations. As a co-op student, you will participate in 4 co-op work-terms over the course of your degree to develop skills and knowledge, and define professional goals.

Academic Responsibilities

It is important to understand your student rights and responsibilities, academic integrity and the Faculty of Engineering's Code of Ethics.

- [Student Rights and Responsibilities](#)
- [Academic Right and Responsibilities](#)
- [The Blueprint](#)

Prior to the co-op work-term, the student will:

- Register for the appropriate co-op work-term course on time.
- Understand that the co-op office cannot guarantee a job placement and that the student is responsible for securing their co-op job placement.
- Adhere to the sample schedule to ensure timely completion of the degree and discuss any deviations from sample schedule with an academic advisor.
- Understand the hiring timelines and prepare themselves accordingly.
- Inform themselves of the resources available to help with the job search process including:
 - Attending the necessary professional development workshops to help with CV and cover letter writing, interviewing and networking skills and any other workshop to add to the job search tool-kit.
 - Making use of the drop-ins and appointments at the Engineering Career Centre to have CVs and cover letters reviewed.

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In terms of the co-op job offer the student will:

- Submit a copy of the offer letter to the co-op office for review.
- Sign and return the offer letter to the employer prior to the start of the co-op work-term.
- Stop looking for a work placement once accepting a job offer.

During the course of the co-op work-term the student will:

- Comply with company regulations policies surrounding confidential/proprietary information.
- Act as an ambassador of McGill University and the Software Engineering Co-op program.
- Regularly check their McGill email for communications from the Co-op team.
- Focus on applying the learning goals and objectives set at the beginning of the co-op work-term.
- Record major work tasks, assignments, and accomplishments; this will serve to stay organized and focused and will be useful for final assignments and final employer reviews.
- Complete and submit all required forms and assignments on time.
- Work with the employer to complete and submit the co-op work-term evaluation form before the end of each term.

Employer/Supervisor responsibilities

The McGill Engineering Software Co-op aims to prepare students for their future careers by acquiring practical experience in real world situations through 4 co-op work-terms. By hiring a co-op student/intern, the employer agrees to take on a training role by helping the student develop their skills and knowledge, and to define their professional goals.

The commitment as an employer includes:

- Providing an official job offer letter that includes: Job title, address of work, start and end dates, hours per week, name of supervisor and rate of pay.
- Providing a full-time work-term relevant to their training for a period of 12 to 16 weeks.
- Paying the student a fair wage.
- Having a work plan in place with clearly defined objectives.
- Reviewing the students' work regularly and delegating progressively more challenging work.
- Assessing the students' work-term at the end of each work-term.
- Treating students in the same way as other employees in matters of rules, regulations and discipline.

Institution's responsibilities

The Software Engineering Co-op strives to prepare students for successful work-terms and to transition successfully into the workforce by providing opportunities to transform classroom learning experience into practical knowledge over the course of 4 co-op work-terms.

The team is committed to:

- Providing quality jobs for all levels of co-op and publishing them on the *myFuture* career portal.
- Maintaining, enhancing and building new relationships with relevant industry partners to provide students with various opportunities.
- Providing a wide range of resources to prepare students for the job market such as professional development workshops, online resources and individual appointments.
- Hosting career related events to help students identify job options and potential career paths.
- Maintaining contact with students and employers throughout the co-op work-term.
- Providing advice and support to both students and employers.
- Coordinate job postings, interviews, job offers and acceptance as needed.

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