



Co-operative Education Work Terms

Student Guide

nsc

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Introduction

NSCC supports Co-operative Education (Co-op) because it is a valuable experience for preparing students to apply the skills and knowledge they have acquired in a real workplace setting.

Co-op work terms are **paid** employment, enabling participants to “earn as they learn” while gaining invaluable experience as they prepare for their second year of studies, graduation and ultimately, employment in their career of choice.

There are two types of Co-op Work Terms for NSCC diploma-level programs:

- Mandatory, such as Culinary, Tourism Management and Finance Advanced Diploma
- Elective

NSCC maintains the Canadian Association for Co-operative Education (CAFCE) national standards for all Co-op work terms which requires that the length of the work term be a minimum of 30 percent of the time spent in academic study. *(For a complete list of CAFCE standards and guidelines visit, www.cafce.ca).*

This Guide is designed to ensure that there is a professional and consistent image of NSCC and your program by having all programs and campuses use the same documents, following similar procedures for implementation.

Resources

Guides

Guides have been developed for Faculty, Students and Employers to ensure there is a clear expectation of roles.

Student Guides and FAQs are available from nscC.ca/co-op.

Documents & Forms

Forms are included with this guide to assist you with the preparation and facilitation of the co-op work term. Some forms are **mandatory** which need to be completed by all stakeholders (Students, Employers and NSCC).

Learning Outcomes & Guidelines

Co-op integrates a student's academic studies with a **paid** co-op in an employer's organization. During the work term, the student is an employee who is to be scheduled appropriately. For each program, the minimum number of hours/weeks required to qualify as an accredited co-op must be at least 30 per cent of the student's academic study.

What programs qualify for Co-op?

- All NSCC diploma level programs include a mandatory or elective Co-op work term or equivalent. The Academic Chair and faculty must approve requests for any equivalents in advance.
- **CAFCE** (Canadian Association for Co-operative Education) is a national body that has set standards and guidelines for Co-op work terms for universities and colleges. All mandatory Co-op work terms are accredited by CAFCE. For programs where co-op work terms are an elective, they follow as many of the CAFCE standards as possible.
- Co-op is a mandatory requirement for Culinary Arts, Tourism Management and Finance Advanced Diploma. Students are required to successfully complete a Co-op employment experience (or equivalent) to meet the outcomes for the program and be eligible to graduate.
- Tuition Fees: Co-op work terms represent one full course credit and regular tuition applies.

Student Eligibility & Requirements

- To be eligible for a Co-op work term, students must successfully complete all first-year courses and all other pre-work term requirements (milestones) and be in good financial standing with the College. Exceptions may be considered at the discretion of the Academic Chair and faculty. For instance, if a student is missing a credit that is not critical to his/her success or safety in the work term, an exception may be granted.
- After the Co-op work term, students under the guidance of Faculty, must provide oral and formal written reports which:
 - Reflect on their experience
 - Identify the lessons learned
 - Integrate what they learned from this experience with their program theory and processes
 - Evaluate their experience

Co-op Work Term Length & Schedule

- The length of a Co-op work term is determined by the requirements of individual College programs. Generally a Co-op work term is a minimum of 15 weeks with 35 hours worked per week (525 hours). The length must be the equivalent of at least 30 per cent of the time spent in academic study.
- Co-op work term take place between the first and second year of study. Where co-op is an elective, it will generally start at the beginning of the spring session (in late April/early May) and end in the last week of August. In Culinary Arts and Tourism Management, where co-op work terms are mandatory, the work terms begin at the same time but end on Thanksgiving weekend.

- Co-op work term for the Finance Advanced Diploma take place in the second semester of their program

Co-op Evaluation and Recognition

- Evaluation of student performance in Co-op is the responsibility of Faculty. The evaluation should include input from the employer and the student. Evaluation of Co-op appears on the student's transcript as a "P" (Pass) or "F" (Fail).
- Students who successfully complete a co-op work term will receive a Diploma with the Co-op designation noted on their credential and transcript. Graduates from the Culinary Arts and Tourism Management programs receive a diploma with the CAFCE designation.

Health & Safety

Student health and safety is a priority. Safety is a shared responsibility amongst NSCC, the employer and the student.

- As a paid employee, students are covered by their employer's WCB account while on a co-op work term. Also students engaged in paid co-op activities are covered by NSCC Insurance and the Student Accident Insurance Plan (SIP). International students' coverage needs to be confirmed through the NSCC's College Registrar's Office. However, from a risk management perspective, employers must also carry adequate liability insurance of at least \$1 million. An "Employer & Risk Assessment Compliance Agreement" – Appendix A is to be completed jointly by the employer and student prior to the co-op work term.
- For international activities, additional Student Guard insurance for faculty and students is mandatory and the cost is covered by the College.
- Students are responsible for completing the "Employer & Risk Assessment Compliance Agreement" jointly with the employer, prior to commencing the work term, to ensure that the student is aware of the employer's safety program and policies, to identify job hazards and control measures, and to determine what personal protective equipment is required. Completed forms are kept by Faculty while the student is on work term.
- In case of accident, a NSCC Accident/Incident Report must be completed. Employers and/or students are to inform faculty. Faculty must complete the Accident reports online through "OurNSCC" <https://ournscc.nsc.ca/Departments/OHSE/Pages/AccidentIncidentReporting.aspx>
- WCB (Workers Compensation Board) Employers' Accident Report Form – This form is used for Co-op Students **only** and is to be provided and completed by the Employer as required to report employee accident/injuries to WCB. NSCC notification and reporting requirements must also be followed.

Please note: In case of a serious accident or incident requiring ambulance transport, hospitalization, or emergency care, contact the office of NSCC Occupational Health, Safety & Environmental Services IMMEDIATELY at 902-491-7233.

Please make sure each student knows "what to do" and "who to contact" (i.e. faculty and/or academic chair) if they find themselves in an unsafe or disrespectful working environment.

Safe & Respectful Environment

NSCC is committed to ensuring that all students and employees learn and work in a safe environment, free from discrimination and harassment, and conducive to learning and teaching.

NSCC is committed to ensuring fair and equitable treatment of all members of its community, while maintaining the academic integrity of programs and curriculum, and an academic climate conducive to learning, free from disruptive or inappropriate behaviour.

To learn more about NSCC's commitment to providing safe and respectful work environments, visit nscC.ca/greatexpectations.

Benefits of Co-op

Student Benefits:

- Gain valuable experience relevant to their chosen field of study
- Develop career opportunities and explore career options
- Test their abilities and learn the expectations of employers and co-workers
- Apply skills acquired in the classroom to the workplace
- Finance their education – Co-op work terms are paid work terms.
- Strong opportunities for job offers upon graduation

Employer Benefits:

- Cost-effective solution for short-term hiring needs – students come with fresh skills and innovative approaches that they're ready to apply to the workplace.
- Evaluate potential future employees and develop a list of prospects for special projects, and resources that you can use to support busy periods.
- Be part of the education process – provide students with valuable information and experience and help influence their skill development.
- Co-op participation is an investment that builds your brand as an employer.
- Provincial Tax Credits are available to support co-op work terms.

Tuition Fee

Tuition fees apply to all academic credits and co-op work term is equivalent to one full credit. The co-op tuition fee is in addition to the regular program tuition fee.

What do the Co-op Tuition Fees Cover?

Co-op tuition fees cover the administration of the co-op process including, but not limited to:

- Professional development sessions prior to your co-op work term
- Providing approved co-op employer list
- Return-to-Campus session following your work term
- Personalized job search assistance (cover letter support, one-on-one resume reviews, interview preparation, mock interviews, and coaching to complete your own job search)
- Work site visits and ongoing mediation of unsatisfactory work term situations
- Post co-op work term debriefing and grading with co-operative faculty advisor
- Development of job opportunities
- Access to online job postings website and job posting administration
- Interview space and interview coordination (including telephone and Skype interviews)
- Facilitation of job offers
- Tracking of student eligibility, participation level, and job search activity
- Recognition programs (NSCC Co-op Student of the Year)
- Networking opportunities with employers and fellow co-op students (special events and optional professional development/information session)
- Students who successfully complete co-op will have the Co-op designation reflected on their transcript and diploma.

As more employers are recognizing the value of co-op, this can set you apart from your competition!

Where are the Co-op Positions?

The majority of our employment opportunities are with organizations located in the province of Nova Scotia and many may be located in the student's geographic area. The student must be prepared to relocate if required to accept a co-op position which will give the student a wonderful learning opportunities. Please note that the student will be responsible for their own accommodations, meals and transportation costs when accepting co-op work term.

Responsibilities

Student

- Must have a current Nova Scotia Health Card (also known as a MSI card) in order to meet NSCC insurance requirements. International student(s) are to ensure they have insurance coverage and must confirm this with the College Registrar's Office
- To approach Co-op with the attitude of one who is eager to learn, willing to co-operate and ready to work
- To sign the "Letter of Understanding" for Co-op Education Work Term" letter – Appendix D (**Mandatory Form**) and Appendix DD (Elective Co-op)
- To sign the Release of the Information Form – Appendix B (**Mandatory Form**)
- To attend all Co-op orientation / information sessions and seminars
- To prepare letters of application and resumes for Co-op work terms
- To be aware of and comply with the code of professional and ethical conduct required by the workforce or profession
- To serve as a good ambassador for the College
- To familiarize ones' self with, and comply to, the employer's policies, rules, and regulations including occupational health and safety
- To work in a safe and healthy manner
- Complete the Student Contact Information – Template #5
- Complete the Student-Employer Data Form – Appendix G
- To identify personal learning outcomes for the Co-op experience, as well as to identify methods of assessing acquisition of the stated learning outcomes – Appendix F
- To engage in a reflective learning activity of the work term experience – Appendix F
- To maintain regular attendance and to be punctual
- To remain for the full term of the contract (# of weeks and the # of hours) appropriate to the student's program of study – obtain Record of Employment "ROE" at the end of the work term – Appendix F
- To contact NSCC in the event of any change in employment or at the first indication of difficulty with employment including a safe work environment setting.
- To prepare an oral presentation on the Co-op job as per established guidelines – Appendix F
- To prepare a formal, written Co-op Report as per established guidelines – Appendix F
- To understand the opportunity to be nominated for NSCC-Co-op Student of the Year – Appendix I

Faculty [Student version]

- Review, approve and monitor work term sites as appropriate, including the safety of the work environment and practices
- Explain the goals of Co-op Education to the employer
- Provide all Co-op orientation/information sessions and seminars to students prior to the start of the work term.
- Monitor the preparation application letters and resumes for Co-op work terms
- Assist the student with determining personal learning outcomes for Co-op – Appendix F
- Inform the student of the code of professional and ethical conduct required by the workforce or profession

- Participate in the grading of the Co-op oral presentation, and formal, written report – Appendix F
- Communicate to the employer and the student the opportunity to be nominated for the NSCC-Co-op Student of the Year - Appendix I

Employer [Student version]

- To assign the student to a member of staff who is willing to serve as supervisor/mentor
- To advise the supervisor of the goals of Co-op Education program
- To assign tasks within the range of the student's capabilities
- To provide a safe and secure work environment, including safe work practices. "Employer & Risk Assessment Compliance Agreement" – Appendix A (**Mandatory Form**)
- To inform the student of company policy, rules, and regulations including occupational health and safety procedures
- To ensure that the student works the full contract (# of weeks and the # of hours) and issue Record of Employment "ROE" at the end of the work term
- To ensure completion and return of Employer's Feedback of Co-op form (or similar form, as used by the employer) by reviewing the evaluation with the student and mailing it to the college, or having the Co- student return it to NSCC – Appendix C (**Mandatory Form**)
- To assist the student in compiling information for their oral and written reports
- To review the Co-op Students in their employ as a candidate for the NSCC Co-op Student of the Year Award - Appendix I
- The signed Release of Information form gives the freedom to discuss the progress of the student and any other issues related to the job performance – Appendix B (**Mandatory Form**)

Co-op Procedures

All co-op employers and position descriptions are approved by the faculty member.

Out-Of-Province/Country Experiences

There are opportunities for students to work outside Nova Scotia for their Co-op work terms. The opportunity to experience another culture and environment for a work term offers an enormously enriching experience.

Students are to remember:

- That transportation and other costs are normally the responsibility of the student.
- It should also be noted that students who choose to work in a different country may be required to hold, and are responsible to arrange and pay for, a work visa and additional medical coverage. The cost of currency exchange should also be considered.
- [NSCC International](http://www.international.nscC.ca) will be involved and will assist you with your requirements for travelling aboard. (<http://www.international.nscC.ca>)

Postings

Work term postings may fall under one or all of the following avenues:

Job Positions from Employers

- Employers will notify faculty and/or campus of job position which will be posted on Co-op bulletin board and /or binder.

Job Fair

- A campus may feature on-site job fairs to introduce potential employers with students

Own Job Search

- Students seeking their own co-op work term are to coordinate their efforts with the faculty member prior to approaching any employer. The faculty needs to verify the employer's commitment to co-operative guidelines.
- Co-op is an academic course and as such tuition fees apply, even if the student secures a co-op term on her/his own initiative.
- To assist in the organization of co-op work terms, students are to complete the 'Student – Employer Sheet' (Appendix G). The faculty member will discuss the organization that the student wishes to gain their co-op work term and how it will meet their personal goals and that of the course.

Interviews

Co-op employers will screen and shortlist applications, therefore, all students may not be selected for an interview. The employer may contact the student directly to arrange the interview or may contact the faculty member to schedule the interview.

Interview Preparation

- Students will be given interview preparation either by the program faculty member and/or through their communications course
- Students are to research the company that they are schedule to have an interview
- As a NSCC student, the portfolio should be as current and ready to be presented during the interview.

Actual Interview

- Arrangements can be made to conduct the interview at the convenience of the Employer and the student. Rooms will be made an available for on-site interviews and or to conduct either phone or Skype Interviews
- Missing an interview my result in the student having to complete the Self-Directed Job Search.
- The student may be required to write a letter of apology to the employer for missing the interview.

Offers of Employment

- The employer is asked to contact the faculty member on whether or not an offer will be extended to the student. If not, what were some of the weakness to assist in future employment interviews?
- The employer may contact the student without contacting the faculty at which time the student is to notify the faculty member of such offer.
- The student is required to respond to the employer's offer within 3 business day. The student will inform his/her Faculty Advisor and finalize all arrangements.

- Occasionally, a student may find an offer unacceptable, however the following point should be considered:
 - Students must not tentatively accept an offer while waiting to find out about another position.

Changes in Student Work Assignments

- If there are changes in the student's work assignment, or any other unforeseen problems develop, the student should not wait for the visitation, but notify his/her faculty as soon as possible.
- If the employer terminates the student's co-op prematurely, the faculty member and Campus Administration will review the student's status. This will be followed up within two weeks, by a meeting with the student to discuss the situation.

Contact Information

- Communications is a key to the success of the Co-op work term. Situations will occur at the work place which will probably cause students some stress. If the student feels that they are unable to find a solution it is important that they contact either their assigned mentor or their faculty member.
- The student's current address, telephone number, e-mail address, supervisor's name etc. need to be on file. This information is necessary to facilitate contact the student over the work term and in setting up the visitations. Template #5.

Site Visits

- Since Co-op work terms are an extension of campus studies, Faculty are expected to make at least two visitations during the work term. The main purposes of the visits are to investigate the working relationships and to review the hours of work. (Release of Information form – Appendix B)
- If the student is working outside the local area, faculty will contact the student and employer by phone, and/or arrange for a visit from a colleague at another NSCC campus or partner institute. Each contact will be recorded on the Work Term Visitation form (Template #7).

Employer's Student Feedback

- The industry employer will complete a performance evaluation on the student at the end of their Co-op (**Appendix C**). The student's performance feedback needs to receive a minimum of a "**Satisfactory**" rating in order for the student to achieve a successful Co-op Work Term.
- If the employer terminates the student's co-op prematurely, the faculty member and Campus Administration will review the student's status. This will be followed within two weeks, by a meeting with the student to discuss the situation

Evaluation of Co-op

Work Term Report/Project

The work term report/project is due on the first Monday after the student returns to classes in the academic term immediately following the co-op work term. Reports/projects are to be submitted to their faculty member for evaluation. Other components for the evaluation are as follows:

<input type="checkbox"/>	Co-op Work Term Report/Project	Appendix F
<input type="checkbox"/>	Reflective Journal completed	Appendix F
<input type="checkbox"/>	Personal Training Goals	Appendix F
<input type="checkbox"/>	Oral Presentation	Appendix F
<input type="checkbox"/>	Employer Evaluation	Appendix C
<input type="checkbox"/>	Course Training Goals	Appendix F
<input type="checkbox"/>	Copy of ROE (Record of Employment) to confirm time frames and hours	Appendix F

Co-op Work Term Evaluation & Debrief

Faculty must schedule a debriefing session with the student at the end of the work term. The purpose is to review the Co-op experience and to notify the student of the results of the work term. There are three possible grades for a Co-op work term:

- Pass- student has satisfactory work term and employer evaluation and met all the requirements
- Fail – student was terminated with just cause from the work place; has an unsatisfactory employer evaluation and the other evaluation pieces were graded as below average
- I/C – in complete: the student is missing a component(s) and has been given an extension to complete the component. Once the missing component is successfully completed, the student will earn a “P” – pass for their transcript.

Student Evaluation of Co-op Employer

Many Co-op programs ask their students to evaluate their experience at the conclusion of the work assignment. The purpose of such an evaluation is to provide information to the College prior to placing other students with the same employing organization.

Please complete the “Student Evaluation of the Employer” (Appendix H) and attach the completed form to your final written report.

Co-op Employer Follow-Up - “Thank You Letter”

Students are expected to submit a letter of thanks to their employer for their Co-op Work Experience. The letter and envelope are to be reviewed by one of the faculty members before it is posted. . The approved letter and the stamped envelope are to be mailed to the employer and a copy placed in the student’s file by October 31st.

NSCC Co-op Student of the Year Award

Nova Scotia Community College is looking for the outstanding Co-op Student of the Year. Faculty members are encouraged to nominate candidates with the approval of the student and their Co-op employer. A committee will review applications. The award will be given to the winning student at their campus awards ceremony in June.

Eligibility

Any NSCC student registered in a core program with either a mandatory or elective Co-op component who has successfully completed a Co-op work term can be nominated. Appendix I

Check Lists

Student

Pre-Check List

- Co-op information sessions
- Current master list of employers
- Letter of understanding
- Release of information form
- Complete the Student –Employer Data Form
- Individual meetings with students – ‘wish list’
- Student’s personal training goals – copy for faculty
- Review of covering letter and resume
- Review of Co-op evaluation

Post Check List

- ROE and/or Time Sheets
- Co-op work report
- Reflective learning journal
- Personal training goals
- Oral presentation
- Thank you to employer

Templates & Forms

Template 5: Student Contact Information

Student is to complete this template and provide to Faculty before going on their Co-op Work Term.

Communication is a key word in our industry; and also, means success for you during your Co-op work term.

Situations will occur at the work place which may cause you some stress - see if you can work it out. If you need someone to discuss the problem with you, we can be reached at the campus _____ . Other faculty contact information _____

We will also keep in contact with you during the work term. Therefore, we need the following information. If you do not have all the information at this time, please contact the campus with the missing data as soon as possible.

Have a great summer!

Student Name: _____

ID #: _____

Co-op Employer Company Name: _____

Employer Phone #: _____

Supervisor's Name/Title: _____

Your Summer Residence Address: _____

_____ Postal Code _____

Phone Number: _____ E-mail: _____

Emergency/Alternate Contact Name: _____

Relationship: _____

Phone Number: _____

Appendix A: Employer & Risk Assessment Compliance Agreement

STUDENT SECTION (to be completed by Student):

Indicate whether you are a Canadian/Permanent Resident or an International Student .

Student's Name: _____ ID #: _____

NSCC Program: _____ Emergency Contact #: _____

Student's e-mail address: _____

FACULTY SECTION/CONTACT INFORMATION (to be completed by Faculty):

Faculty Name: _____ e-mail: _____

EMPLOYER SECTION/CONTACT INFORMATION (to be completed by Employer)

Company Name: _____

Company Contact Name & Title: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Co-op dates Start: _____ (MM/DD/YY) End: _____ (MM/DD/YY)

We have reviewed NSCC's Co-op information and agree to fulfill the responsibilities as outlined in the resource materials provided: _____
(Employer Signature)

RISK ASSESSMENT COMPLIANCE AGREEMENT:

NSCC reserves the right to inspect the workplace at any time prior to or during student work placement with respect to a safe work environment.

Indicate the general type of work the student will be engaged in (i.e. construction, administrative, etc.):

Student Tasks: _____

What hazards are associated? _____

What controls are in place? _____

THIS SECTION MUST BE SIGNED AND ORIGINAL FILED WITH THE ACADEMIC CHAIR:

NSCC students have insurance coverage through the Student Accident Insurance and the Student Insurance Program (SiP). For international students and activities, additional Student Guard insurance for students is mandatory and the cost is covered by the College.

Safety is a core value at NSCC and it is important that our students are in safe working and learning environments while on Work Experience and Co-op Placements. NSCC students are covered by various NSCC insurance policies while on placement. We do ask that hosts maintain their own liability insurance that is appropriate for their business requirements, \$1 million General Commercial Liability is standard.

Signature: _____ Date: _____

(Employer)

Signature: _____ Date: _____

(Faculty)

Appendix B: Release of Information Form

Employer to NSCC and NSCC to Employer

Student Name: NSCC ID #

Employer Name

Co-op Dates: Start Date

The above student will be on co-op placement by the above mentioned Employer to complete his/her co-op placement during the above dates.

In accordance with the **Freedom of Information and Protection of Privacy Act** (FOIPOP) and the **Personal Information Protection and Electronic Documents Act** (PIPEDA), students may be required to have communications and certain information released to parties in order to obtain a credit for a course of the program that they are enrolled. During your co-op placement, your faculty member and your Employer will need to have discussions on your co-op performance.

The Employer is required to complete an end-of-work experience feedback form which is to be shared with you and the faculty member where that information becomes a major component in the success of obtaining this credit.

Please indicate the specific information that you will be giving approval for both the Employer and the NSCC Faculty to communicate by initialing the approximately boxes.

Name		Attendance		Health Conditions	
Contact Information		Job Performance		Other (Specific)	

A copy of this signed form will be placed on your file and a copy will be sent to your Employer for their files.

Student Signature: _____ Date Signed: _____

Once Co-op is completed, this form will be shredded by NSCC.

Appendix C: Industry Partner Feedback of Student Work

Student: _____	Company: _____
Student's Position: _____	Supervisor: _____
Program: _____	Phone Number: _____
Campus: _____	Date: _____

Thank you for completing this important record of the student's performance. We appreciate your interest in our students and for providing them with the opportunity to obtain valuable career related experience. This feedback is confidential and will only be discussed with the student with your consent. We encourage you to discuss this feedback with the student.

INTEREST IN WORK

- High interest in job. Enthusiastic.
- Above average interest and enthusiasm.
- Satisfactory amount of interest and enthusiasm.
- Somewhat indifferent.
- Definitely no interest or enthusiasm.

INITIATIVE

- Self-starter. Asks for new jobs. Looks for work to do.
- Proceeds independently in most matters.
- Does all assigned work.
- Must be told what to do frequently. Relies on others.

ORGANIZATION & PLANNING

- Does an excellent job of planning and organization work and time.
- Usually organizes work and time effectively.
- Sometimes fails to organize and plan work effectively.
- Disorganized. Fails to plan work effectively.

ABILITY TO LEARN

- Learns work readily.
- Satisfactory in understanding work.
- Rather slow in learning work.
- Very slow in learning work.

COMMUNICATION

Oral

- Very good
- Satisfactory
- Unsatisfactory

Written

- Very good
- Satisfactory
- Unsatisfactory

QUALITY OF WORK

- Thorough in performing work. Few errors, if any.
- Usually thorough. Few errors.
- Average. Has normal number of errors.
- More than average number of errors.
- Poor. Often makes errors.

QUANTITY OF WORK

- More than expected amount of productivity.
- Average productivity.
- Below average productivity.
- Low output. Slow.

JUDGEMENT

- Exceptionally mature.
- Very good. Uses common sense.
- Usually good in routine situations.
- Sometimes undependable.
- Poor.

DEPENDABILITY

- Can be depended upon in any situation.
- Can be depended upon in most situations.
- Dependable in routine situations.
- Somewhat unreliable. Needs to be checked up on frequently.
- Unreliable.

INTERPERSONAL SKILLS

- Excellent team worker. Contributes to group relationships & effectiveness.
- Congenial and helpful. Works well with others.
- Sometimes has difficulty working with others.
- Works poorly with others. Has an adverse effect on the group.

RESPONSE TO SUPERVISION

- Expresses appreciation and takes action on suggestions and criticism by supervisor.
- Willingly accepts suggestions and criticism.
- Accepts suggestions and criticism in a satisfactory manner.
- Reluctantly accepts suggestions and criticism.
- Resents suggestions and criticism.

ADAPTATION TO FORMAL RULES AND POLICIES

(including safety guidelines)

- Excellent.
- Above average.
- Adequate.
- Poor. Refuses to recognize formal procedures and rules.

ATTENDANCE

- Regular
- Irregular

PUNCTUALITY

- Regular
- Irregular

OVERALL PERFORMANCE

- Excellent
- Above average
- Satisfactory
- Below average
- Unsatisfactory

INDUSTRY PARTNER'S FEEDBACK – CONTINUED

What are the student's areas of strength?

Are there any areas in which the student needs improvement?

Would you recommend this student to another industry partner?

If employment were available in the future, would you wish for this student to return to your company?

Please return this completed form to:

Faculty name
Nova Scotia Community College
xxx Campus
street address
town and postal code
Phone: (902)
Fax: (902)

I, the undersigned, understand that this information may be shared with the student as appropriate for evaluation purposes.

Signature

Date

[Revised January 2015]

Appendix D: Letter of Understanding (Mandatory Co-op)

NOVA SCOTIA COMMUNITY COLLEGE – XXXXX CAMPUS Culinary Arts/Tourism Management “Letter of Understanding”

The following guidelines are the standards that have been developed and implemented to assure a successful completion of your Co-op Work Term. The co-op element is an extension of the campus studies where ongoing knowledge and skills will be gained through your practical experience. If any of these guidelines are abused or violated, you will be required to repeat this component of the program before graduating.

1. The work term commences the beginning of May and ends on Thanksgiving Day in October. Even if the 525 hours are obtained before Thanksgiving Day, it is not permissible to terminate employment prematurely.
2. For a successful co-op placement, I (student) must attend all the co-op placement orientation/information sessions and abide by the rules and policies that have been developed and implement for co-op work terms.
3. I recognize that I may not be suitable or qualified for every work term and that the faculty member will assist me to identify my areas of strengths and weakness. Also, I realize that there are limited work opportunities in my local community and may need to commute or re-locate to another geographic area, if necessary, in order to gain the required work experience.
4. It is understood that you are to obtain a pass (60%) in all of your first year courses in order to represent yourself, the program and the college on a co-op work term. In addition all the required program ‘milestones’ have been obtained.
5. The ‘Release of Information’ form will be signed so that it will give the college permission to communicate information regarding the student to the employer as requested and the employer to evaluate my performance as a component of the evaluation for the XXXX 2996/2997 credit.
6. In cases where a signed, legal contract with the Co-op Employer is a condition of employment, under no circumstances should any attempt be made to break such an agreement without first discussing and clearing it with the Faculty.
7. During the work term, at no time are you to leave one Co-op Employer for another, unless first receiving approval from NSCC Faculty.
8. You are to return to the College to commence second year classes on the first Tuesday after the Thanksgiving weekend. Any exceptions must have prior approval from appropriate campus personnel.
9. In an exceptional case, you may be permitted to complete the required 525 hours after Thanksgiving Day. This would be decided on an individual basis after a review of any extenuating circumstances. If determined that an extension is warranted, you will be given until the end of the first term second year to acquire the remaining hours.

The guidelines have been read by me and are understood completely.

Student's Signature

Date

A copy of this “Letter of Understanding” will be placed in your file for future reference.

Appendix DD: Letter of Understanding (Elective Co-op)

NOVA SCOTIA COMMUNITY COLLEGE – XXXXX CAMPUS

Program Name

“Letter of Understanding”

The following guidelines are the standards that have been developed and implemented to assure a successful completion of your Co-operative Education Work Experience. The co-op element is an extension of the campus studies where ongoing knowledge and skills will be gained through your practical experience. If any of these guidelines are abused or violated, you will be required to repeat this component of the program before graduating.

1. The work experience commences the beginning of May and ends the last week of August. Even if you obtain 525 hours before the end of August, it is not permissible to terminate employment prematurely.
2. For a successful co-op placement, I must attend all the co-op placement orientation/information sessions and abide by the rules and policies that have been developed and implement for co-op work terms.
3. I recognize that I may not suitable or qualified for every work placement and that the faculty member will assist me in identify my areas of strengths and weakness. Also, realize that there are limited work opportunities in my local community and may need to commute or re-locate to another geographic area, if necessary, in order to gain the required work experience.
4. It is understood that you are to obtain a pass (60%) in all of your first year courses in order to represent yourself, the program and the college on a co-op work term placement. In addition all the required program ‘milestones’ have been obtained.
5. The ‘Release of Information’ form will be signed that will give the college permission to communicate information regarding the student to the employer as requested and the employer to evaluate my performance as a component of the evaluation for the XXXX 2996 credit.
6. In cases where a signed, legal contract with the Co-op partner is a condition of employment, under no circumstances should any attempt be made to break such an agreement without first discussing and clearing it with your faculty member/s and/or Co-op Education Co-ordinator.
7. During the work experience, at no time are you to leave one Co-op Education partner for another, unless the Nova Scotia Community College – XXXX Campus has been involved in this transfer from the beginning.
8. You are to return to the College to commence second year classes on the first Tuesday after the Thanksgiving weekend. Any exceptions must have prior approval from appropriate campus personnel.
9. In an exceptional case, you may be permitted to complete the required 525 hours after Thanksgiving Day. This would be decided on an individual basis after a review of any extenuating circumstances. If determined that an extension is warranted, you will be given until the end of the first term second year to acquire the remaining hours.

The guidelines have been read by me and are understood completely.

Student’s Signature

Date

A copy of this “Letter of Understanding” will be placed in your file for future reference.

Appendix E: Elective Co-op Education Registration Form

Refer to Student Co-op Guide for Roles & Responsibilities

Student Name:	
Mailing Address:	
Student ID Number:	
NSCC Email Address:	
Program:	
Campus:	
Employer:	Contact Person:
Student Signature: _____	Date:
Faculty Signature: _____ Academic Chair: _____	Date:

OFFICE USE ONLY

Registrar Signature:	Date:
Course ID Number	Catalogue Number 2996COOP
Class Number	Date:
Posted on PeopleSoft by: _____	Date:
Co-op Credit recorded on Transcript <input type="checkbox"/>	
Co-op designation recorded on Diploma <input type="checkbox"/>	
Tuition Payment Received by Business Office	Date:
Posted to Student Account	Date:
Receipt # _____	

Note: Tuition for Co-operative Education course is the amount of one credit course, payable to the Business Office at the local campus. This tuition is non-refundable if a student withdraws or does not complete the course. If a student is unable to obtain an approved Co-op placement, or does not meet eligibility requirements, tuition will be refunded. All tuition and fees must be paid to the Business Office to be eligible for graduation.

cc. Chair, Registrar

Appendix F: Student Co-op Evaluation Requirements

Work Term Report/Project Guidelines

PART 1: WRITTEN REPORT AND GUIDELINES:

The work term report will consist of 14 pages, double-spaced pages on standard 8"x11" white paper. The font choice can either be 'Times New Roman' and/or 'Calibri' 12pt. Pages are to be numbered in the upper right hand corner.

1. This formal report will contain the following parts in this order:

- **Letter of Transmittal**
 - directed to Co-operative Education Advisor (attached to front of report)
- **Title Page**
- **Executive Summary**
 - – a one to two page summary of the report. It serves as a synopsis of the purpose, recommendations and outcomes of the report.
- **Table of Contents**
- **Background information**
 - on the organization or company, including history of the property and who the owners are. Also include purpose and scope of the work term. This will allow the reader to better understand the context of the report.
- **Reflection/Main Body of Report**
 - A comprehensive description of the work term, from initial approach through detailed analysis of work term to final results.
 - Explain the first day activities and the training provided. Please outline organizational, departmental and task specific training as to time spent and an overview of content.
 - Include the responsibilities and duties performed during the Co-operative Education job.
 - Identify any problem areas in the organization. Define problems, outline relevant information, suggest alternative ways to correct the problems, and finally choose the best solution to the problems, giving rationale for choice made.
- **Conclusion**
 - Evaluate and explain in detail the relevancy of Co-operative Education to the college program and personal career goals.
 - Examine how this experience has affected your attitude towards yourself and others.
 - Examine what strengths and weaknesses you have discovered about yourself.
 - Explain some of the things you have learned about people, their attitudes toward work, and how they relate to co-workers and supervisors.
 - Explain how the work term improved your ability to work with others.
 - Explain how this experience has affected your attitude toward people, work and your future.
- **Bibliography** (if reference works are used)
 - See reference text for appropriate format.
- **Appendices**
 - used to provide extra details. You can give readers access to supporting documents without cluttering up the main sections of the report. You must refer to the appendices in the report and label appendices clearly. Pay slips and/or separation slips should be attached as an appendix.

2. The report should be written in language that is easily understandable to a reader who is unfamiliar with the program of study, the Co-operative Education component and the assignment. Explain terms that are exclusive to the industry. Be objective. Relate all evaluations to facts. Keep the tense of the report

consistent. Use appropriate language, correct sentence structure, correct spelling, standard punctuation, and appropriate paragraphing.

4. Headings and various levels of subheadings should also be used. Tabbed sheets are a good way to make all report selections, including appendices, easy to find.
5. The use of drawings, pictures, graphs, charts, descriptions, and materials to supplement the written part of the report is strongly encouraged. Placement of visual aids and titles within the report should be consistent throughout.
6. Submit the report in a folder that binds on the left margin. Set the margins for that of a left-bound report.
7. Pages should not be put in plastic sleeves, unless requested by faculty.

PART 2: REFLECTIVE LEARNING JOURNAL (choice of Technology Application (TLM) format or written (Choice to be made between you and the students))

Option 1 – Written Journal

Students are required to make reflective observations on placement activities. This will assist them in preparing the work term report. The assignment is a course requirement, and is not a substitute for any record or summary required by the Co-operative Employer.

The students will submit their observations for review with their written report. Confidential information about the organization should be excluded. The reflective learning component and the final work term assignment will be shared with the employer only with the permission of the student.

Reflective learning can take many different forms. Your instructor may ask you to evaluate your learning experience by using one of the following methods:

- **Self-assessment** (What are the skills that I am developing on the job – analyze using the Conference Board of Canada Employability Skills)
- **Peer-assessment/debriefing** (get together with other students and discuss the challenges and learning of the workplace)
- **Learning logs** (e.g. journaling around specific questions – what was the significant event of the week – how did I handle it? What did I learn/reinforce? What did the literature/mentor say?)
- **Critical incident diaries** (Describe the situation. How did I handle it? What did I learn/have reinforce?)
- **Fieldwork diaries/logs** (Describe the experience in the field. What was significant about it? How did it influence others? How did it influence me?)
- **Personal development planners** (Set learning goals/outcomes that are measurable and documented)
- **Reflective commentaries** (read articles related to your field of study during the work placement and reflect on them)
- **Action research** (develop a project during your learning period that contributes to the work place; complete a specified number of information meetings with people in the field)
- **Synoptic or ‘capstone’ modules** (students & faculty hold a group discussion on challenges, successes and the work performed by each student at their respective placement. By listening to fellow students you become acquainted with different approaches at a workplace and the various skills sets necessary to succeed.)

The reflective learning process consists of thoughtfully considering aspects such as:

- What are we learning?
- How are we learning?
- What are our strengths and weaknesses in the course of learning?
- What are our learning priorities?
- How can we improve upon the learning process? and;
- How well are we working towards achieving our short or long-term goals?

Option 2 - Technology Application: TLM

The Reflective Learning Journal can become a 'living' document that can provide interaction through the work term as an alternative to receiving the journal at the end of the co-op work experience.

By using the TLM application during the co-op work term:

- Students will be able to make reflective observations on placement activities. This will assist them in preparing the work term report.
- Comment on classmates' observations and ideas to develop ideas, provide support, etc.

The TLM discussion

The student and their co-op peers will actively engage with one another and the co-op Faculty member throughout the work term using our TLM technology. The student will reflect upon their experiences and share their thoughts through forum posts. The student will also respond to the posts made by other co-op peers.

- On five occasions during the five months of the students' work term, the faculty will post a new topic to the TLM discussion forum. The student will have at minimum of five days to upload their own post to the forum.
 - Each post is required to be at least 200 words.
 - The student will upload their post by the date and time indicated.
- Following their post, the student must comment on at least one other student's post within seven days.
 - Each comment is required to be at least 50 words.
 - The student may comment on more than one post.
 - The purpose of commenting is to share similar examples, provide advice, give support and tips related to the post and add value to the post/topic.
 - Students should also feel free to also respond to the comments peers have made on their posts.

Guidelines:

- All co-op students and the co-op Faculty will see each other's discussion posts and comments.
- The co-op Faculty may comment on posts as well.
- Remain professional and respectful when writing posts and when commenting on peers' posts.
- Do not use names in posts and be sure to respect the anonymity of workplace colleagues (e.g., use generic job titles or "my colleague" rather than "Jane").
- Check and recheck for grammar and spelling before posting discussion responses and comments. (Hint: Write posts and comments in Microsoft Word first to assist with grammar and spelling.)
- The student must provide appropriate references in their posts or comments should the student make any statements of fact not generally known, or whenever the student is to cite the opinions or work of others.
- The student must write their posts and comments during their **own time**; the work term project requirements are not to be completed at work.

PART 3: PERSONAL TRAINING GOALS

Besides the learning outcomes as defined in the Co-operative Education course outline, the student is to develop **5** personal goals for to work on during their work term. The students are to pass these goals in for review with the faculty member before the commencement of the work term.

A component of the written report will address their five personal goals and how they were met during their experience.

PART 4: ORAL PRESENTATION

The oral presentation will be scheduled upon the student's return to the campus. The presentation should be a minimum of 30 minutes in length, or otherwise, as indicated by your Co-op Advisor. Visual aids may be used for enhancement. The evaluation of the presentation will be based on communication skills, personal attributes, and content. We request that students attempt to bring back a Public Relations photo of their Co-operative Education work site placement so we may post it.

Where more than one student is working at a property a team presentation is encouraged on the following schedule:

1 student-30 minutes; 2 students- 50 minutes; 3 students -60 minutes

Every student in the group must present equally.

Items to include and/or consider:

- Overview of property
- Outline the details of the operation
- Outline of job responsibilities and scope (job description)
- Identify key markets
- Identify key competition
- Analysis of strengths, weaknesses, opportunities, and threats of employer
- Critical events
- Conclusion

PART 5: ATTENDANCE REPORTING

To meet and verify the minimum hours required for the Co-op program, students are to record day/hours worked and submit to their Faculty Advisor according to the process set out by that Advisor.

Faculty will provide each Co-op student with the necessary form (**Template 8**) to complete and submit if required. Whether these forms are mailed, faxed, or forwarded electronically to the Faculty Advisor is up to the individual Faculty. A copy is to be completed by each student and returned to the Campus at the first of each month.

A copy of the **Record of Employment (ROE)** is to be included in the Co-operative Education Report to confirm the 'year-to-date' hours. If the student will be continuing the Co-op job as a part-time job, a pay-stub indicating the year-to-date hours may be submitted instead of the ROE.

Appendix G: Student Data Form (wish list)

Student Name: _____ ID#: _____

Program: _____

Phone #: _____

Do you have transportation? Yes____ No____

List the regions where you would like to do your Co-op Work Term:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Please list the companies you plan to contact for your Co-op Work Term:

Company: _____

Company: _____

Company: _____

Student Signature: _____ Date: _____

Appendix H: Student Evaluation of the Employer

Student's Name: _____

Employer (name of organization): _____

Location: _____

Supervisor's Name: _____

Description of Duties: _____

Please rate your co-op experience during this past work term according to the following criteria. Make additional comments if you wish. The purpose of this "confidential" form is to provide you with an opportunity for an appraisal of the job location which may assist future students. Please place a check mark next to your rating.

Co-op Experience relates to field of study

High ___ Good ___ Average ___ Poor ___ Very Poor ___ No Observation ___

Adequacy of Employer supervision

High ___ Good ___ Average ___ Poor ___ Very Poor ___ No Observation ___

Helpfulness of job supervisor

High ___ Good ___ Average ___ Poor ___ Very Poor ___ No Observation ___

Cooperativeness of colleagues

High ___ Good ___ Average ___ Poor ___ Very Poor ___ No Observation ___

Opportunity to use academic training

High ___ Good ___ Average ___ Poor ___ Very Poor ___ No Observation ___

Opportunity to develop human relations skills

High ___ Good ___ Average ___ Poor ___ Very Poor ___ No Observation ___

Provision for levels of responsibilities consistent with student ability and growth

High ___ Good ___ Average ___ Poor ___ Very Poor ___ No Observation ___

Opportunity to develop communication skills

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Opportunity to develop creativity skills

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Opportunity to solve problems

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Opportunity to develop critical thinking skills

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Helpfulness of Faculty Advisor

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Did the co-op work term meet ____ exceed ____ or fall below ____ your expectations?

Would you want to work for this organization again? Yes ____ No ____

Would you please give your Employer an overall evaluation?

Excellent ____ Very good ____ Good ____ Average ____

Would you recommend the Employer to other students in your field? Yes ____ No ____

Please make specific comments to help us in further evaluating your co-op work term.

Student's Signature

Date

Appendix I: NSCC Co-op Student of the Year Award

Page 1 of 4

Nova Scotia Community College is looking for the outstanding Co-op Student of 2013/2014. Faculty members are encouraged to nominate candidates with the approval of the student and their Co-op employer. A committee will review applications. The award will be given to the winning student at their campus graduation ceremony in June.

Eligibility

Any NSCC student registered in a core program with either a mandatory or elective Co-op component who has successfully completed a Co-op work term can be nominated.

Selection Criteria

Points to consider when nominating a student:

Student's achievements during their Co-op work term

Student's achievements at College

Student's contribution to his/her community

Nomination must include

Nomination form completed by Campus Representative and Co-op Student, included as page 2 of 4

Nomination form completed by Co-op Employer, included here, page 4 of 4

Student's resume, transcript and supporting statement

Supporting statements from Co-op Employer and Campus

Only fully completed applications will be considered. The deadline for nominations is November 28, 2014. Please send entries to:

College Registrar's Office
Attention: Denise Dempsey
NSCC
5685 Leeds Street
Halifax, NS B3J 2X1

T: 1-902-491-6799 F: 1-902-491-4837

A nomination committee will review nominations and select a winner by January 31, 2015.

NSCC Co-op Student of the Year Award Application Check List

<input type="checkbox"/>	Nomination form completed by Student and Campus Representative	<input type="checkbox"/>	Student's Transcript (sent in January)
<input type="checkbox"/>	Student's Statement	<input type="checkbox"/>	Campus's Statement
<input type="checkbox"/>	Student's Resume	<input type="checkbox"/>	Employer's Statement
<input type="checkbox"/>	Nomination form completed by Employer	<input type="checkbox"/>	

The Deadline for nominations is November 28, 2015.

Appendix I – NSCC Co-op Student of the Year Award - Page 2 of 4

To be completed by Faculty

Student's Name: _____

Student's Address: _____

Campus: _____ Program: _____

Please attach a recent student transcript and a brief summary (maximum one page) explaining your reasons for recommending this student. Comment on the student's academic performance in the Co-op program; list achievements, awards, extracurricular, and volunteer activities of the student.

I hereby recommend the above-named student for consideration as a candidate for the NSCC Co-op Student of the Year Award.

Name: _____

Campus: _____

Phone Number: _____ E-mail : _____

Signature: _____ Date: _____

To be completed by Co-op Student

I agree to have my name put forth for consideration as a candidate for the NSCC Co-op Student of the Year Award.

Signature: _____ Date: _____

Please verify that the personal information above is accurate. Please attach a current resume and ensure that your Co-op work term is included as well as any extracurricular and volunteer activities.

Please attach a brief summary (maximum two double-spaced pages) describing how participating in your Co-op program has enhanced your career development, personal goals and academic experience.

The following criteria will be considered by the selection committee when determining the NSCC Co-op Student of the Year.

Student's achievement on the job and contributions to the employer (cost savings, process/quality improvement innovations, record sales performance, customer service initiatives, etc.)

Student's achievements at College (academic grades, awards).

Guidelines for Supporting Statements

Employer (an employer may nominate one Co-op student)

Please cover the following points in your summary regarding the student:

List briefly the student's co-op duties and related responsibilities.

Describe how the student performed in comparison with your expectations.

Describe the student's outstanding achievements on the job, which you feel warrant consideration for this award.

Campus (a Campus may nominate more than one Co-op student in each core program which has a Co-op component)

Please cover the following points in your summary supporting this nomination:

- Comment on the student's academic performance in the Co-op program.
- List achievements, awards, and extracurricular activities of this student, which you think should be considered.

Student

Please describe how participation in your Co-op program has enhanced your career development, personal goals and academic experience. Your comments need not be limited to the specific Co-op for which you are nominated.

The Co-op student must submit a copy of his/her current resume, outlining his/her Co-op Education work term and extracurricular and volunteer activities.

The deadline for nominations is November 28, 2015.

Appendix I – NSCC Co-op Student of the Year Award - Page 4 of 4

To be completed by Co-op Employer

Student's Name: _____

Student's Co-op position at your company: _____

Start date of Co-op Term: _____ End date of Co-op Term: _____

I recommend the above-mentioned student for the NSCC Co-op Student of the Year Award.

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Signature: _____

Please attach a brief summary (maximum one page) explaining your reasons for recommending the student.

List briefly the duties and responsibilities of the student while on a Co-op work term with your company. Describe how the student performed in comparison with your expectations. Describe the outstanding achievements on the job that you feel warrant consideration for this award.

Thank you for your support of Nova Scotia Community College's Co-op program and the Co-op Student that you are nominating for the NSCC Co-op Student of the Year Award.



NSCC Campuses

Akerley Campus

21 Woodlawn Road
Dartmouth, NS B2W 2R7
Tel: (902) 491-4900
Fax: (902) 491-4903
akerley.info@nsc.ca
Student Services: (902) 491-4900

Aviation Institute - Dartmouth

Gate

375 Pleasant Street, Unit 100
Dartmouth, NS B2Y 4N4
Tel: (902) 491-4937
Fax: (902) 491-4989

Annapolis Valley Campus & Centre of Geographic Sciences (COGS)

RR#1, 50 Elliott Road
Lawrencetown, NS B0S 1M0
Tel: (902) 825-3491
Fax: (902) 825-2285
avc.info@nsc.ca
Student Services: (902) 825-2930

Burridge Campus

372 Pleasant Street
Yarmouth, NS B5A 2L2
Tel: (902) 742-3501
Fax: (902) 749-2402
burridge.info@nsc.ca
Student Services: (902) 742-0760

Cumberland Campus

PO Box 550, 1 Main Street
Springhill, NS B0M 1X0
Tel: (902) 597-3737
Fax: (902) 597-8548
cumberland.info@nsc.ca
Student Services: (902) 597-4101

Institute of Technology Campus

PO Box 2210, 5685 Leeds Street
Halifax, NS B3J 3C4
Tel: (902) 491-6722
Fax: (902) 491-4800
it.info@nsc.ca
Student Services: (902) 491-4744

Kingstec Campus

236 Belcher Street
Kentville, NS B4N 0A6
Tel: (902) 678-7341
Fax: (902) 679-4381
kingstec.info@nsc.ca
Student Services: (902) 679-7361

Lunenburg Campus

75 High Street
Bridgewater, NS B4V 1V8
Tel: (902) 543-4608
Fax: (902) 543-0190
lunenburg.info@nsc.ca
Student Services: (902) 543-2295

Marconi Campus

PO Box 1042, 1240 Grand Lake Road
Sydney, NS B1P 6J7
Tel: (902) 563-2450
Fax: (902) 563-3440
marconi.info@nsc.ca
Student Services: (902) 563-2464

Pictou Campus

PO Box 820, 39 Acadia Avenue
Stellarton, NS B0K 1S0
Tel: (902) 752-2002
Fax: (902) 755-7295
pictou.info@nsc.ca
Student Services: (902) 755-7299

Shelburne Campus

PO Box 760, 1575 Lake Road
Shelburne, NS B0T 1W0
Tel: (902) 875-8640
Fax: (902) 875-3797
shelburne.info@nsc.ca
Student Services: (902) 875-8640

Strait Area Campus

226 Reeves Street
Port Hawkesbury, NS B9A 2A2
Tel: (902) 625-2380
Fax: (902) 625-0193
strait.info@nsc.ca
Student Services: (902) 625-4017

Truro Campus

36 Arthur Street
Truro, NS B2N 1X5
Tel: (902) 893-5385
Fax: (902) 893-5610
truro.info@nsc.ca
Student Services: (902) 893-5346

Waterfront Campus

80 Mawiomi Place
Dartmouth, NS B2Y 0A5
Tel: (902) 491-1100
Fax: (902) 491-1795
waterfront.info@nsc.ca
Student Services: (902) 491-1794

NSCC

5685 Leeds Street
Halifax, NS B3J 2X1
Tel: (902) 491-6799
Fax: (902) 491-4837
nsc.ca