

PEY Co-op Work Terms of 2019 – 2020 Academic Year

What you need to Know: Administrative Information

☒ I have attended the mandatory *Transition to Workplace* workshop and understand that this document is complementary to and not a substitute for information provided at the session.

☒ I will maintain up-to-date personal and work contact information on the Career Portal. I understand that this is important in order for the Engineering Career Centre team to provide me with reliable support over the course of my work term, and ensures that I receive notifications about important updates.

The ECC office should be contacted immediately if you have concerns regarding Health and Safety or if you are experiencing Harassment at the workplace.

Contact information for staff can be found on our [website](#):

This document provides resources on the following topics:

- A. Registration Status Change and ACORN Notation**
- B. Money Matters**
Fees, Financial Aid, Scholarships, Insurance, Tax Forms
- C. OHIP Coverage**
- D. Work Permit Issues & Extending Study Permits**
- E. Safety Abroad Requirements**
- F. Taking Courses**
- G. Evaluations, Final Paper, 600 hours, and PEO Form**

A. Registration Status Change and ACORN Notation

Registration Status

- While you are participating in PEY Co-op during the 2019-2020 academic year, you are considered a full-time student for the academic year. This does not cover summers. Questions should be directed to your Faculty Registrar's office.
- Note that you will have to pay part-time incidental fees although you are considered a full-time student. It is important to inquire about eligibility when accessing on-campus services, events, and activities.

ACORN Notation

- During PEY Co-op: Fall Term PEY Co-op will indicate: **IPR** (In Progress)
- After PEY Co-op: Fall term PEY Co-op will remain: **IPR** (In Progress)
Winter Term PEY Co-op will indicate: **CR** (Credit)
This is following successful completion of the program and submission of required evaluations and paper.
- PEY Co-op notation following non-completion of program requirements: **NCR** (No Credit)

In case of Non Completion of program requirements (Engineering students):

In addition to NCR notation on your transcript, you may not be eligible for the *600 hours of Practical Experience Requirement* for graduation or receive your *Iron Ring*.

Even if you have already completed your 600 hours prior to PEY Co-op, you should avoid a NCR notation as it may result in unnecessary confusion in other contexts, such as applications to graduate school, or when seeking employment. We encourage you to complete the PEY Co-op requirements to facilitate a better and more reflective learning experience during and after your work term.

Alternatively, students are able to independently complete the PER Form at their departmental undergraduate office. Questions should be directed to your Undergraduate Office.

B. Money Matters

Fees

- PEY Co-op fees & Incidental fees will appear in your ACORN balance, under the Fall and Winter terms. Check your ACORN account for the PEY Co-op fees and incidental fees and make your payment before the [deadline](#).
- The PEY Co-op fee is \$975; Incidental fees differ for each Faculty/Department. Consult Student Accounts and the Provost's Office for the updated fee schedule. <http://www.fees.utoronto.ca/home.htm>

Financial Aid

- Review the instructions on OSAP & Student Loans on the [PEY Co-op FAQs page](#). To retain your interest-free status, you will need to complete the Continuation of Interest-Free Status (CIFS) form online through OSAP.
- All inquiries (including UTAPS) should be directed to Enrolment Services, osap.staff@utoronto.ca or by phone at 416-978-2190. Engineering students may also direct their inquiries to Pierina Filippone, pierina@ecf.utoronto.ca or by phone at 416-978-4159.

University Scholarships

- Generally, University of Toronto scholarship renewals will be deferred automatically while you are on PEY Co-op. Award payments will be applied to your account on your return to full-time studies in the following year. We would suggest that you check with your University contact to ensure your scholarship will be continued following your PEY Co-op year.
- Faculty awards will continue to be paid out during your PEY Co-op year.
- Confirm with your Registrar's Office if you are unsure about your scholarship status.

Health & Dental Insurance Coverage

- Review the information on Health & Dental Insurance Coverage: PEY Co-op 2019-2020 on the [PEY Co-op FAQs](#) page
- International students are advised to check with [UHIP](#) to verify coverage

Tax Forms

TD1 Personal Tax Credits Return (2019)

- Students with PEY Co-op work terms within Ontario will be required to complete the federal and provincial tax forms when you start your work term. These forms are used by the employer to determine payroll tax deductions

<https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later/td1on.html>

Ontario Form

<https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1on/td1on-fill-19e.pdf>

Federal Form

<https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-19e.pdf>

- You should leave the basic amount listed on Line 1
- Under the Federal Form, complete the Tuition and Education section (Line 5) using your Winter 2019 Tuition Fee

Note: Tax matters are always best addressed with a professional accountant or HR representative at your workplace. If you have any questions or concerns as to how to complete these forms, seek assistance accordingly or consult the Canada Revenue Agency.

C. OHIP Coverage while outside Ontario and International

The Ontario Ministry of Health and Long-Term Care can provide coverage during your extended absence from Ontario. For more information on applying for an extended absence prior to your leaving: <http://www.health.gov.on.ca/en/public/publications/ohip/travel.aspx>

Consult your local **Service Ontario** office for continuous OHIP eligibility.

Service Ontario will require a PEY Co-op Student Confirmation Letter, which includes employer and location details. Request this letter by email ask.ecc@utoronto.ca with subject line "OHIP letter" and your:

- Full Name
- Student Number
- Discipline
- PEY Co-op Company Name
- Location (city, province/state, country)
- Start and End date (month, day, year - month, day, year)

Note: When leaving the province always consider purchasing additional health insurance.

D. Work Permit Issues & Extending Study Permits (International students):

While attending the University under a study permit or out on PEY Co-op, please ensure your permit has been extended to accommodate for a delayed graduation date following your PEY Co-op work term.

- All immigration related questions should be directed to:
Aziz El Mejdouby isa.cie@utoronto.ca
Int'l Student Immigration Advisor, Centre for International Experience
<http://www.studentlife.utoronto.ca/cie/immigration>

E. Safety Abroad

Safety Abroad requirements are **mandatory** and are designed to prepare students completing a work term in the U.S. or Internationally. Topics covered are: health and safety practices, cultural awareness, and emergency procedures.

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Questions regarding Safety Abroad should be directed to pey.coop@utoronto.ca

Complete the following prior to your work term abroad:

1. Update your information on the [Safety Abroad Registry](#)
2. Complete the **mandatory** [Safety Abroad Workshop](#)
3. Start your visa/work permit application process
4. Check your Canadian visa status (international students only)

F. Taking Courses

While on PEY Co-op, your priority is to fulfill your co-op responsibilities and successfully complete your work term. Students who are planning to take a course must comply with the following requirements:

1. Ensure courses are not core/mandatory courses for your program of study (POST), are not scheduled during work hours, and will not negatively impact your work term commitment.
2. Speak with your manager about your interest in taking a course and reassure that your work will not be jeopardised and you will make up the necessary time to meet the work expectations.
3. Complete the [PEY Co-op Course Approval Request Form](#) which you can find on Career Portal under *Resources*. Further instructions are included within.
4. Submit your request along with the completed form to pey.coop@utoronto.ca for review and for a formal decision.

G. Evaluations, Final Report, and PEO Form

1. Evaluations:

Both students and their respective supervisor(s) are to complete a set of forms and evaluations over the course of the PEY Co-op work term. These deliverables are required for the successful completion of PEY Co-op, and are as follows:

To be completed by the student

- Early PEY Co-op Self-Reflection Form (within the first two months of the work term)
- Final PEY Co-op Self-Reflection Form (last month of the work term)
- Final paper (August 1, 2020)

The PEY Co-op office will send each student, via email (address used by student to register for PEY Co-op), an individual link for the Early PEY Co-op Self-Reflection Form and the Final PEY Co-op Self-Reflection Form. Detailed instructions about the forms will be included in the initial email sent by the ECC. Only the ECC will have access to the responses.

Students will be asked about the following areas: technical skills, communication and teamwork skills, time management and organization skills, adaptability, initiative and leadership skills, learning skills, and ethics and social responsibility. The purpose of the forms is to assist students with reflecting on their own skills and using the PEY Co-op term as a learning opportunity to improve said skills, as well as to reflect on both their academic and career plans.

To be completed by the student's supervisor(s)

- PEY Co-op Midterm Student Performance Evaluation (four months into the work term)
- PEY Co-op Final Student Performance Evaluation (last month of the work term)

The PEY Co-op office will send each supervisor, via email (as indicated by student), an individual link for

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the PEY Co-op Midterm Student Performance Evaluation and the PEY Co-op Final Student Performance Evaluation. Detailed instructions about the forms will be included in the initial email sent by the ECC. Only the ECC will have access to the responses, unless the employer has opted to submit a copy to the student.

Employers will be asked to evaluate their student's performance in the same areas. The purpose of the evaluations is to get feedback regarding the student's development. Though not required, upon completion of the evaluation supervisors are expected to meet with students to discuss their performance. Students are encouraged to gently remind the supervisors if they have not met with them.

Completion of all forms is mandatory for successful completion of the PEY Co-op work term

***Note: Since the delivery of these forms and evaluations are **time sensitive**, it is important to accurately list PEY Co-op work term start and end dates when filling out the PEY Co-op Acceptance Form. If there are any changes to these dates, the PEY Co-op office must be informed in order to adjust the timing of these deliverables.

***Note: the recipient of the supervisor evaluations will be the individual listed under "Supervisor" in the completed Early PEY Co-op Self-Reflection Form. For this reason, it is of utmost importance to accurately transcribe the supervisor's contact information. Students who are unsure about who to list as their supervisor should consult with their employer before submitting the form, as corrections/errors will delay the delivery process.

2. Final Report:

Note: We are in the process of working on an online mechanism for the submission of the final paper, and instructions will be provided later this spring.

*** Instructions and links will be sent prior to the due dates.**

- Your PEY Co-op work term will appear on your transcript as PEY500/200Y and it is a non-academic credit course. This non-academic credit cannot be used towards the 20 FCE required for graduation. When you fulfill the final program requirements, you will receive a CR notation for PEY500/200Y. Engineering students please note that this CR notation indicates that you have fulfilled the required 600 hours of practical experience for graduation.
- The Final Report and Forms will be reviewed by a faculty selection committee to assess the PEY Co-op notation. Reports that do not meet the requirements will result in a no credit (NCR) on your transcript. If you do not submit the PEY Co-op final requirements and receive an NCR, this can have implications for graduation such as the inability to fulfill the 600 hours of practical experience for graduation.
- Please let us know if you have any questions or concerns regarding any aspect of the PEY Co-op Forms (pey.coop@utoronto.ca) or Report (megan.tate@utoronto.ca)

3. PEO Form (Engineering Students):

- Complete and save the PEO designation form with your manager if using the PEY Co-op experience towards your P.Eng designation
- Detailed information: http://www.peo.on.ca/index.php?ci_id=2059&la_id=1#pregraduation
- The PEO Pre-Graduation Experience Record Form is not a required submission

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