

# CONSERVATION BIOLOGY

CO-OP STUDENT HANDBOOK 2024-2025

Graduate with a distinct career advantage, build valuable connections, gain hands-on experience, and get paid.



# TABLE OF CONTENTS

1. Welcome to Co-op
  - What is Co-op?
  - Why Co-op?
2. Co-op in Conservation Biology
  - Co-op Programs
  - Work Term Areas for Co-op
  - Student Requirements
  - Co-op Preparation
  - Co-op Information
  - Co-op Work Terms
  - Co-op Terminology
  - How to Build Your Own Experience
  - Important Steps
3. Co-op on the Student Experience Portal
  - Submitting Your Job Search Intention
  - Applying for Jobs
  - Scheduling Co-op Job Interviews
  - Responding to an Offer & Job Confirmation Form
  - Learning Objectives
  - Work Term Employment Agreements
  - Work Term Evaluations
4. Expectations in the workplace
5. Co-op Fees
6. Financial Aid & Co-op
  - OSAP Funding & Co-op
  - Financial Aid
  - Scholarships & Co-op Assistance Program
7. On-Campus Student Supports
  - Students with Disabilities
  - Consent at Trent
  - International Students
8. Trent Student Benefits
  - Health and Dental Benefits
  - Transit Passes
  - Athletics & Recreation
9. Resources to Support Students
  - On-campus supports
  - Your rights
10. Contact Information



# SECTION 1

# WELCOME TO CO-OP

## Welcome to the Conservation Biology Co-op at Trent!

### WHAT IS CO-OP?

Co-op is a form of experiential learning that allows students to gain paid experience in workplace settings related to their program of study. As a co-op student, you will alternate between academic study terms and work terms. You will complete a total of 3 paid work terms that are each 12-16 weeks in duration and 35 hours/week over the course of your degree.



### WHY CO-OP?

Trent's competitive co-op streams will give you a distinct career advantage and allow you to graduate with your degree and roughly 12 months of paid work experience in only four years.

Your co-op work terms will give you hands-on practice in your chosen field, allow you to develop marketable skills, give you a better understanding of the job market, and provide you with experience working directly with people and organizations that could become personal references for your next job, industry mentors, or even future employers.

### It's not just what you know, it's who you know.

As a Trent co-op student, you can take advantage of the University's many diverse connections with local, regional, and international employers to start building your personal network with leaders and experts in your field. You will have access to a multitude of co-op opportunities with employers throughout Ontario and even opportunities with global employers too.

This handbook will provide you with an overview of everything you will need to know as a Conservation Biology Co-op student at Trent as well as the appropriate contacts on campus and resources to support your success.

Throughout your time here, you will be expected to stay in contact with your Co-op Coordinator to ensure you are meeting co-op requirements as well as Academic Advising for degree mapping and academic program requirements.

Jennifer Kerswill  
Coordinator, Placements Internships  
and Coops  
jkerswill@trentu.ca  
705-748-1011 x 7808

Tracy Ross  
Biology Department Coordinator & Advisor [tracyross@trentu.ca](mailto:tracyross@trentu.ca)  
705-748-1011 x 6154  
Or book an appointment with a College Advisor: [trentu.ca/sep](http://trentu.ca/sep)

## SECTION 2

# CO-OP IN CONSERVATION BIOLOGY

### 2.1 CO-OP PROGRAMS

In the Conservation Biology Co-op degree program, you will experience a true job search process by submitting applications and competing for jobs. You will have 3 paid work terms that alternate with academic semesters, set learning objectives and submit a self-evaluation for each of your work terms. Your employer will also evaluate your performance.

### 2.2 WORK TERM AREAS FOR CO-OP

Students can expect to work in a wide range of areas during their co-op work terms. A Conservation Biology student has a multitude of skills and knowledge that can be applied to diverse fields. These students are excellent communicators, critical thinkers, observers and analyzers, advocates, and social change makers. The work opportunities for these students are endless!

These are some areas that Conservation Biology Co-op students can expect to work in during their co-op work terms:

Animal Care Specialist  
Community Development  
Community Education  
Community Engagement  
Conservation Officer  
Content Creation  
Data Officer  
Education & Outreach Assistant  
Environmental Consulting  
Environmental Planning  
Evaluation & Research  
Field Technician  
Invasive Species Technician  
Lab Technician  
Landscape Ecologist  
Libraries, Museums & Archives

Media & Communications  
Policy Analysis  
Program Coordinator/Developer  
Project Officer  
Protected Areas Information Officer  
Public Relations  
Research Assistant  
Rehabilitation  
Water Technologist  
Wildlife Technician  
Social Marketing  
Youth Programming



## SECTION 2

# CO-OP IN CONSERVATION BIOLOGY

### 2.3 STUDENT REQUIREMENTS

<b>Grades for Admittance</b>	A minimum 80% cumulative average in six Ontario 4Y or 4M courses including ENG4U, SCH4U, SBI4U and MHF4U or MCV4U.
<b>To Remain in Co-op</b>	A minimum 80% cumulative average in Biology and Conservation courses throughout your study terms.
<b>Co-op Preparation Workshops</b>	Completion of Resume/Cover Letter/Interview skills/Professionalism Workshops prior to your first work term.
<b>Learning Objectives &amp; Work Terms</b>	Students must set learning objectives for each of their co-op work terms and develop self-evaluation strategies for their work terms. The program's Co-op Coordinator will request and require this information from co-op students. Three non-credit co-op work terms are required for the Conservation Biology co-op program.
<b>Work Term Performance Evaluation</b>	Students returning from a work term must submit a self-evaluation and receive an employer assessment. A grade of S (satisfactory) or U (unsatisfactory) will be assigned for each co-op work term based on the employer assessment, which are due within the first two weeks of the study term following the completion of a work term.

### 2.4 CO-OP PREPARATION

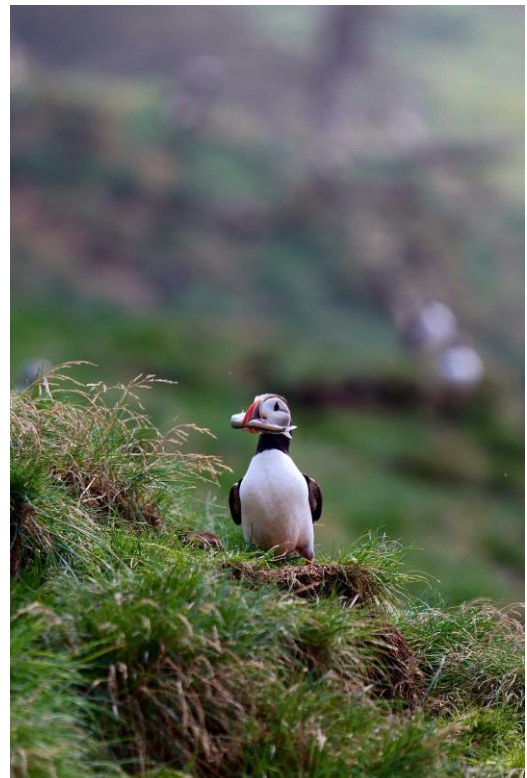
#### Foundations for Co-op Success

Students are required to complete three workshops before they can begin their first work term. These are:

- Resumes/Cover Letters (taken through BIOC 2010H)
- Interview Skills
- Professionalism in the Workplace

Students will learn about job search strategies, resumes, cover letters, interview skills, LinkedIn, networking, and how to be successful in the workplace. Workshops will include discussions of diversity, equity, and inclusion as they relate to the workplace.

These workshops are scheduled by the Conservation Biology Co-op Coordinator. Upon completion of these workshops, students will have gained a comprehensive understanding of the co-operative education process along with the tools, skills, and knowledge to successfully attain their first work term. This will help students meaningfully engage with their co-op work in ways that will support their academic, personal, and professional development.



## SECTION 2

# CO-OP IN CONSERVATION BIOLOGY

### 2.5 CO-OP INFORMATION

#### Co-op Progression

Students must maintain a minimum 80% cumulative average in Biology and Conservation courses each study term. Grades will be reviewed by the Biology Department Coordinator each academic term. Students will be emailed if their grades fall below the minimum average. Students will have the following study term to improve their grades. If at that time, the student's grades do not meet the minimum requirements, students will revert to their Trent Honours Conservation Biology degree without the co-op designation or a Biology Honours degree.

#### Course Mapping

Conservation Biology co-op students are encouraged to meet with the Biology Department Coordinator & Advisor for support with their degree mapping and scheduling of courses. Students are also able to meet with their Co-op Coordinator to ensure they are on track with their co-op degree requirements. Students will receive a copy of a suggested course map based on the most recent Academic Timetable and Academic Calendar to support with course planning.

**Please note:** These course maps are subject to change based on current course offerings and degree requirements that may change year after year. **Students are expected to use this as a guide only** and are responsible for meeting their degree requirements and courses.

#### Co-op Appointments

Conservation Biology co-op students have support from their Co-op Coordinator and the Biology Department Coordinator & Advisor throughout their studies. Students can book a variety of appointments for support with their co-op work terms and their career development:

- **Co-op Conversation** – meet with your Co-op Coordinator to get answers to any questions surrounding the co-operative education process, co-op work terms, and co-op progression.
- **Co-op Job Support** – meet with the Co-op Coordinator to receive job support, share your work term interests and ideal work term locations, and get answers to any work-term related questions.
- **Resume & Cover Letter Critique** – get feedback and advice on improving your resume and cover letter for your co-op job applications (available as an asynchronous/e-mail critique or a face-to-face critique).
- **Interview Prep** - complete a mock interview, receive detailed feedback on your interview answers, and get one-on-one advice on how you can prepare for your co-op job interviews.

#### Withdrawal from Co-op

If a student is considering withdrawing from the Co-op program, they should set up an appointment with the Co-op Coordinator to discuss the situation and their options. The student must contact the Biology Department Coordinator & Advisor in order to be moved out of the Co-op Program. Withdrawal from the co-op program will not normally be approved while a student is on a work term.

# SECTION 2

# CO-OP IN CONSERVATION BIOLOGY

## 2.6 CO-OP WORK TERMS

Every effort is made to find suitable co-op work terms for students enrolled in the co-op programs, but a work term opportunity cannot be guaranteed for every student. The co-op work term process is competitive and dependent upon many factors including market conditions and the academic performance of a student.

Co-op students are accountable for securing their own work term. Students must be actively applying to all suitable co-op jobs on the Co-op Job Board, job searching on their own, booking appointments with Co-op staff, attending their job interviews prepared, and responding to employers in a timely manner.

All co-op students should anticipate applying to as many as 20 opportunities for each work term, especially for a first or a summer work term. It is imperative that students begin their job search early. Students who are unable to obtain a suitable co-op opportunity in an upcoming work term are expected to continue with an academic study term.

In the event that a co-op student is unable to complete three work terms yet otherwise fulfills all degree requirements, the student will be awarded an Honours degree without the Co-op designation. Students are encouraged to meet with their Co-op Coordinator each year to confirm they are meeting co-op requirements.

Co-op Sequence

	FALL	WINTER	SUMMER
YEAR 1	Study Term 1	Study Term 2	Free
YEAR 2	Study Term 3	Study Term 4	Work Term 1
YEAR 3	Study Term 5	Work Term 2	Study Term 6
YEAR 4	Work Term 3	Study Term 7	Study Term 8

## SECTION 2

# CO-OP IN CONSERVATION BIOLOGY

### 2.7 CO-OP TERMINOLOGY

#### Work Term

A work term is a non-credit 4-month term in which you will be working in a paid position that you have obtained through the job search and application process described above. Throughout the course of your degree, you will complete a total of 3 paid work terms consisting of 35-40 hours/week.

#### Study Term

While you are on a study term, you will be taking 2.5 academic credits per term. If you have an accommodation need or extenuating circumstance that prevents you from taking 2.5 academic credits per term, please reach out to your Co-op Coordinator to discuss your co-op progression.

#### Work Term Record

Work term records are records of employment with your co-op employers. Work term records track your performance for each work term and help your Co-op Coordinator keep you on track. Learning objectives and a self-evaluation must be completed each work term to demonstrate progress in completing learning goals.

#### Co-op Record

Your Co-op Record serves as a permanent record of the co-op work terms you have completed during your time at Trent. Co-op Records contain information about a student and their academic progress, including contact information, evaluations, current application packages, planned term sequence, and more.





## SECTION 2

# CO-OP IN CONSERVATION BIOLOGY

## 2.8 HOW TO BUILD YOUR OWN WORK EXPERIENCE



At Trent, you have the unique opportunity to curate a co-op experience that best suits your personal career goals, growth areas, and interests. Choose to find your own work opportunity or you can apply for a co-op position from the Co-op Job Board.

If you choose your own opportunity, you will need to indicate this to the Co-op Coordinator. You will also need to ensure the position meets Trent's standard work term requirements (work term length, hours, compensation, and evaluation). Your Co-op Coordinator can help you to determine if your opportunity will meet the required criteria.

Whatever opportunity you choose, please ensure you apply for the position by the deadline specified in the job posting.

## 2.9 IMPORTANT STEPS

<b>Step 1</b>	Complete the three Co-op Preparation Workshops
<b>Step 2</b>	Indicate your Intent to Complete a Work Term in the Student Experience Portal
<b>Step 3</b>	Search for and apply to co-op opportunities
<b>Step 4</b>	Interview for co-op jobs and secure a position
<b>Step 5</b>	Complete the Job Confirmation Form
<b>Step 6</b>	Complete your Work Term Record on the SEP
<b>Step 7</b>	Submit your Work Term Evaluation on the SEP at the end of your work term

## SECTION 3

# CO-OP ON THE STUDENT EXPERIENCE PORTAL

The Co-op Module on the Student Experience Portal will allow students to view the Co-op Job Board, apply to positions and submit the required forms. Co-op students can book appointments with their respective Co-op Coordinator in the Appointment Bookings tab on the Student Experience Portal ([trentu.ca/SEP](http://trentu.ca/SEP)). Co-op students will be provided with an instructional video and text guide on how to utilize the Co-op module.

### 3.1 SUBMITTING YOUR JOB SEARCH INTENTION

You will be required to log in to the Student Experience Portal in the recruiting term (term prior to your work term) to submit your job search intention. This lets us know how you plan on searching for your co-op job:

- I intend to compete on the job board – you will be looking for a position on the Co-op Job Board.
- I intend to secure my own work term – you will be finding your own position. The Co-op Job Board is still open to you if your plans change.
- I intend to return to my previous employer – you will be going back to a previous co-op employer for your work term.

### 3.2 APPLYING FOR JOBS ON THE CO-OP JOB BOARD

After accepting the terms and conditions and having submitted their job search intention, students will gain access to the Co-op Job Board.

When looking at co-op jobs, make sure to thoroughly read the job descriptions and understand the expectations and requirements of the role. Under the Documents tab, you can upload your cover letter, resume, and transcript if applicable. You can then create an Application Package for the position you would like to apply for. To apply for a position, click on the posting on the job board and select “Apply for this Position”. If you are interested in applying but you are not ready to submit your application now, click the “Save” button and it will appear in your “My Saved Jobs” under the “Job Postings” tab.

Please ensure that you apply to co-op jobs where you meet the listed requirements and can meet the employer’s requested conditions (required skills, job location, access to transportation, eligibility to work). It is the student’s responsibility to make sure they submit their applications prior to the job posting deadline. Employers will receive your applications and if they would like to move forward with the hiring process, they will contact you directly.



## SECTION 3

# CO-OP ON THE STUDENT EXPERIENCE PORTAL

### 3.3 SCHEDULING CO-OP JOB INTERVIEWS

Students can be invited for a job interview directly by the employer, or through the “Interviews” tab on the Student Experience Portal. Click “View Interview Schedule” next to the position and company details. You will now be able to see interview details and can select your preferred day and time. There may be times where you are automatically scheduled for a day and time based on the employer’s availability. If you no longer wish to attend the interview, click the “decline” button and you will not move forward with scheduling. Only accept invitations to second and subsequent interviews when seriously considering a position with the employer. Notify your Co-op Coordinator well in advance if interviews must be rescheduled or cancelled. Acknowledge invitations for second interviews promptly whether accepted or rejected or if you need to postpone or reschedule due to circumstances outside of your control. Interviews may be held at the employer’s location, on campus, or virtually. It is expected that all students make the necessary arrangements to attend the interview.

Students will learn interview skills and engage in a mock interview in their workshop. If students are seeking additional support, they are welcome to book an Interview Prep appointment with their Co-op Coordinator.

### 3.4 RESPONDING TO AN OFFER & WORK TERM RECORDS

Once you receive a job offer, you must respond within two business days. If you are unable to respond to your offer, it may be revoked and offered to another candidate. Discuss offers with employers to verify terms and reach mutually acceptable responses. Respond to every offer whether it is to be accepted or rejected. Notify employers of acceptance or rejection of an offer as soon as a decision is made. Notify your Co-op Coordinator immediately upon confirmation of a job acceptance to withdraw from the recruitment process.

After accepting your offer, you must complete a Work Term Record (WTR) on the Student Experience Portal. You will see a button to “Create Work Term Record” in the Co-op module. Please complete all the required fields and submit the record. Your WTR will show as pending until your Co-op Coordinator reviews and approves it.

Students are committed to the position they have accepted and may not continue with their job search, attend other interviews, or accept other job offers.

### 3.5 WORK TERM EMPLOYMENT AGREEMENTS

Once you have signed your job confirmation form and uploaded a copy to your WTR on the Student Experience Portal, you are ready to begin your co-op job.

After you have confirmed your offer, you are responsible for connecting with your co-op employer to confirm details of your work term (hours of employment, start and end date, dress code, training dates if relevant, items you need to bring on your first day). Honour the acceptance of the offer as it is a contractual agreement with the employer.

## SECTION 3

# CO-OP ON THE STUDENT EXPERIENCE PORTAL

### 3.6 LEARNING OBJECTIVES

With the supervisor, during the first week of the work term, the student develops the learning objectives for the work term. The learning objectives which students develop should:

- Relate directly to their job assignment, and
- Represent the job functions and duties students will be performing during their co-op work term.

A good guideline would be for students to develop from 4 to 6 personal and professional objectives for each work term.

*Personal* - include developing or improving interpersonal, communication or other social skills that allow students to work more effectively.

*Professional* - include objectives aimed at practicing or improving a skill, learning a new task, solving a specific problem with measurable results or other professional objectives that would enable students to improve their work performance.

Please submit your learning objectives in the SEP by the end of the second week of your co-op.

### 3.7 WORK TERM EVALUATIONS

After your co-op work term is complete, you will be required to complete a work term mid-term evaluation and a final evaluation to be submitted to the Student Experience Portal. Employers will also submit an evaluation.

Once the work term evaluations have been received and upon a successful employer evaluation, students will have officially completed their co-op work term.



## SECTION 4

# EXPECTATIONS IN THE WORKPLACE

All Trent co-op students are expected to follow the Trent Charter of Student Rights and Responsibilities and conduct themselves in a respectful, ethical, and professional manner as a co-op student during their study terms and while on their work terms. Students who do not abide by the Charter may be asked to leave the co-op program.

As a representative of Trent University, students are expected to be punctual to their workplaces, dress according to their workplace's dress code, communicate professionally with their supervisor, complete their required work tasks, take initiative, and be a friendly and enthusiastic team player.

Students will be equipped with the tools, knowledge, and confidence to understand the co-operative education process and make a fantastic first impression through their preparation workshops.

If students are having difficulties in their workplace that they are unable to address with their workplace supervisor and according to their workplace's policies, students are encouraged to contact their Co-op Coordinator for further support.



### **Police Record Check, Vulnerable Sector Screening, and other Documentation:**

Depending on the nature of your co-op role, co-op students may be asked to provide a Police Record Check or a Vulnerable Sector Screening. The employer will inform you which record check you will need based on the nature of the organization and the duties in your specific role. It is the co-op student's responsibility to obtain the Police Record Check or Vulnerable Sector Screening from their local police department, following the instructions specified.

If a co-op student is unable to provide the employer with a clean police record check, their offer of employment may be revoked as they will not meet the requirements of that role.

Employers may require additional documentation that could include but not be limited to confirmation of immunization, First Aid & CPR certification, and/or other required trainings or certifications. The employer may list these requirements on the job description, inform you in the interview process, or detail the documentation you may need to obtain or provide in the offer letter.

Co-op students are responsible for ensuring they fulfill requirements of their employer and are accountable for any costs associated with these measures.

## SECTION 5

---

# CO-OP FEES

Co-op students are responsible for paying tuition for their academic courses, ancillary fees, and levies. All Trent students are charged ancillary fees every Fall & Winter term. Co-op students will experience the same cycle for their ancillary fee payments regardless of when they are out on work terms. Co-op students do not pay tuition during their work terms.

Co-op students are responsible for paying a compulsory \$750 co-op fee a total of five times during their degree program. The co-op fee will be applied to your student account in Year 2 Fall, Year 2 Winter, Year 3 Fall, Year 3 Winter, and Year 4 Fall.

Your co-op fee goes towards a variety of aspects involved in the administration of our co-op programs at Trent. This includes funding resource development, fostering employer relationships, and new job development. Funding also supports infrastructure and administration of the co-op programs.

## SECTION 6

---

# FINANCIAL AID & CO-OP

### 6.1 OSAP FUNDING & CO-OP

Co-op students are eligible to apply for OSAP during their study terms. You can also apply for full-time funding while completing your work term, which can help with living costs.

#### **Application Process**

Each semester of studies or work term requires a new OSAP application. This is because your costs and earnings will change semester to semester.

If you're completing academic studies in the fall semester, you would choose as your program:

- GENFALL1 (1st years)
- GENFALL2 (2nd years)
- GENFALL3 (3rd years)
- GENFALL4 (4th years)

## SECTION 6

# FINANCIAL AID & CO-OP

### 6.2 FINANCIAL AID

If you're studying in the winter semester, it would be the same but GENWINTER (1st years), etc. For work-term semesters please select a specific work-term option. For example, a first-year student would select CWT1 and choose from three options:

- CWT1F (fall)
- CWT1W (winter)
- CWT1S (summer)

**Financial Aid**  
**(OSAP, Scholarships and Bursaries)**  
financialaid@trentu.ca  
705-748-1524

The same format applies for 2nd, 3rd, and 4th year students.

### 6.3 SCHOLARSHIPS & CO-OP ASSISTANCE PROGRAM

#### Scholarships

Scholarships are deposited to your student account in the fall and winter terms. If you receive a scholarship during a work term you can either leave the funds on your student account until your next semester when tuition and fees are applied to your account or request a refund.

For information, please email [scholarships@trentu.ca](mailto:scholarships@trentu.ca).

#### Co-op Assistance Program

Co-op students are eligible to apply for the Co-op Assistance Program which is a dedicated financial resource for co-op students. The purpose of the bursary is to support students in financial need by helping with the costs of the mandatory co-op fees along with other expenses incurred during their work terms.

The Co-op Assistance Program is a bursary which is awarded on the basis of proven financial need. To demonstrate financial need, co-op students must be in receipt of OSAP, Canada part-time student loans, First Nations Band funding, or the government financial aid program of their home province.

Co-op students must apply for this bursary by completing the 'Co-op Assistance Program' form found on the MyTrent portal under Finances > Careerspace. The bursary form will open and close every academic term. Students are only eligible to apply for the bursary in the term prior to their next scheduled work term. There are a limited number of bursary awards available each term.

For further information or questions about the Co-op Assistance Program, please email [jkerswill@trentu.ca](mailto:jkerswill@trentu.ca)

## SECTION 7

# ON CAMPUS STUDENT SUPPORTS

### 7.1 HOUSING

Co-op students may be completing either a study term or a work term during Summer Residence periods depending on their work term schedule. Co-op students are eligible to apply for Summer Residence and may reside at the Durham GTA residence building or in the Suite-Style Annexes at the Peterborough Campus. In Durham, students will be assigned to single-occupancy rooms with access to shared washrooms, common areas, and common kitchens. In Peterborough, students will be assigned to a single-occupancy room in a suite, with access to shared washrooms, living spaces, and a kitchen. Suites may be shared with 3-6 students.

The Summer Residence term runs from the first week of May until the first week of August with some extended stay options available for co-op students. Summer Residence applications typically open in the Winter term between January and March and students can apply via the Housing Portal (accessible in MyTrent).

Students should read the Housing Website first, which will always be updated with the most accurate information on our various application terms. Student Housing also offers off-campus housing support to help you find a short-term sublet (or even offer your place for sublet while you are away on your work term).

Visit the Trent Housing Website to learn more: [trentu.ca/housing/](https://trentu.ca/housing/)

### 7.2 STUDENTS WITH DISABILITIES

Careerspace is committed to supporting student needs in the workplace. Students with disabilities are strongly encouraged to register with Student Accessibility Services (SAS). SAS can work with you, along with the Co-op Coordinator, to discuss the accommodations that you may need during your work terms.

For more information, please contact:

#### Student Accessibility Services (SAS)

Peterborough: [sas@trentu.ca](mailto:sas@trentu.ca) or 705-748-1281

Durham: [durhamsas@trentu.ca](mailto:durhamsas@trentu.ca) or 905-435-5100

Accessibility for Ontarians with Disabilities Act

Visit [www.aoda.ca](https://www.aoda.ca) for more information regarding Disclosure of Disability in the Workplace, as well as the Right to Accommodation.



## SECTION 7

# ON-CAMPUS STUDENT SUPPORTS

### 7.3 CONSENT AT TRENT

If you or someone you know has experienced sexual violence, please know there is a community of care available to you.

Services are available to students of all genders and diverse lived experience. Supports can be accessed via Zoom, phone, email or in person meetings at the Durham and Peterborough campuses. All our services are free, confidential and integrate a survivor centred and trauma-informed approach. Our supports are available year-round and do not require a formal report.

Contact the Consent at Trent team to learn more or to connect for support. You're not alone. We're in this together.

Supports and Services include:

- One-on-one support
- Accommodation assistance
- Advocacy
- Outreach
- Referrals and service navigation
- Safety planning and more

#### Consent at Trent Contact Information

Email: [consent@trentu.ca](mailto:consent@trentu.ca)

Phone: 705-748-1011 ext. 7792

Website: [www.trentu.ca/sexualviolence](http://www.trentu.ca/sexualviolence)

Instagram: @consentattrent

Facebook: @consentattrent

Youtube: Consent At Trent

### 7.4 INTERNATIONAL STUDENTS

International co-op students are required to complete work terms as part of their co-op program and must apply for a **co-op work permit** (COWP). You can apply for your COWP when you apply for your study permit. If you were not issued a COWP at the Canadian

Port-of-Entry, you can apply for a COWP from within Canada and are advised to apply at least 6 months prior to the start of your first work term. There is no cost to apply for the co-op work permit.

As an international student enrolled in a co-op program, you are eligible to apply for a co-op work permit. The IRCC co-op work permit eligibility criteria is as follows:

- The intended employment is integral to your academic program
- You have a letter from your department indicating that the intended employment is integral to your academic program
- You have a valid Study Permit
- The co-op or internship employment constitutes less than 50% of your program
- You are not a medical intern or extern, nor a resident physician (except in veterinary medicine)

For more information and support please contact:

#### Trent International (TI) Office

[internationaladvising@trentu.ca](mailto:internationaladvising@trentu.ca)

[trentu.ca/international](http://trentu.ca/international)

## SECTION 8

# TRENT STUDENT BENEFITS

### 8.1 HEALTH AND DENTAL BENEFITS

Peterborough full-time and Durham students are automatically enrolled in and billed for Health and Dental benefits coordinated by the Trent Central Student Association (TCSA). Trent Co-op students are still eligible to receive the Health and Dental benefits.

If you already have coverage through another plan, you may submit an online request to opt-out through the TCSA.

Students who complete a valid opt-out will receive their refund as arranged by the association after the start of the term. Please visit Student VIP for more information.

For more information, please contact:

#### **Trent Central Student Association (TCSA) - Peterborough Students**

705-748-1000

[trentcentral.ca](http://trentcentral.ca)

### 8.2 TRANSIT PASSES

As a Trent student, you are responsible for paying ancillary fees and levies. The transit pass is covered under these fees. As a Co-op student, you are still eligible to have your transit pass for the duration of your undergraduate studies. All first year students will receive an email invitation to download their pass. You must have submitted a photo prior in order to receive this invitation.

All returning students with the digital pass from a previous year will automatically receive their new pass if eligible. No action is required by the returning student.

For more information, please contact:

#### **TrentUCard**

[campuscard@trentu.ca](mailto:campuscard@trentu.ca)

### 8.3 ATHLETICS & RECREATION

All Trent Students pay an athletic fee from September - April 30th which provides them with a gym membership through Athletics & Recreation. As a Trent Co-op student, you are eligible to utilize the gym membership. After April 30th, Trent Students wanting to access the Trent Athletics Centre will need to purchase a Student Summer Membership.

For more information, please visit [trentu.ca/athletics/](http://trentu.ca/athletics/)

## SECTION 9

# RESOURCES TO SUPPORT STUDENTS

### 9.1 ON-CAMPUS SUPPORTS

#### Careerspace

coop@trentu.ca  
705-748-1011 x6012

#### Academic Advising

academicadvising@trentu.ca  
705-748-1011 x7333

#### Academic Skills

acdskills@trentu.ca  
705-748-1011 x7098

#### Financial Aid (OSAP, Scholarships and Bursaries)

financialaid@trentu.ca  
scholarships@trentu.ca  
705-748-1524

#### Consent at Trent

consent@trentu.ca  
705-748-1011 x7792

#### Housing

residence@trentu.ca  
Peterborough: 705-748-1097  
Durham: 905-435-5100 x5150

#### Student Accessibility Services (SAS)

Peterborough: sas@trentu.ca | 705-748-1281  
Durham: durhamsas@trentu.ca | 905-435-5100

#### Student Wellness Centre (SWC)

counselling@trentu.ca  
705-748-1386

#### Trent International (TI) Office

international@trentu.ca  
705-748-1314

#### First Peoples House of Learning

fphl@trentu.ca  
trentu.ca/fphl

#### Catharine Parr Traill College

traill@trentu.ca  
705-748-1011 x7020

#### Champlain College

champlain@trentu.ca  
705-748-1011 x7788

#### Lady Eaton College

eaton@trentu.ca  
705-748-1011 x7022

#### Otonabee College

otonabee@trentu.ca  
705-748-1011 x7742

#### Peter Gzowski College

gzowski@trentu.ca  
705-748-1011 x1743

### 9.2 YOUR RIGHTS

The following resources can provide you with more information on workplace accommodation, rights, and responsibilities:

- Accessibility for Ontarians with Disabilities Act
- Occupational Health and Safety Act
- Ontario Human Rights Code

## SECTION 10

# CO-OP CONTACT INFORMATION

Co-op is an incredible learning opportunity for you to acquire new skills, gain valuable work experience, and graduate with a distinct and unique career edge. Throughout your time in Co-op, you will try new things, take on new and exciting work, and experience great growth.

We are so excited for you to get started on your co-op journey!

To learn more, visit our website (<https://www.trentu.ca/biology/programs/conservation-biology-bsc>) and please reach out to a member of the Conservation Biology Co-op team!

### **Jennifer Kerswill**

Coordinator, Placements Internships and  
Coops  
and Co-ops  
Biology Department  
LHSB Room D223  
jkerswill@trentu.ca  
705-748-1011 x7808

### **Tracy Ross**

Biology Department Coordinator & Advisor  
Biology Department  
LHSB Room D222  
tracyross@trentu.ca  
705-748-1011 x6154





