

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTM Academic Affairs Committee

SPONSOR: Tracey Bowen, Vice-Dean, Teaching & Learning
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DATE: January 4, 2024, for January 11, 2024

AGENDA ITEM: 3

ITEM IDENTIFICATION:

Major Modification: Creation of a UTM Co-op Internship Program (UTMCIP)

JURISDICTIONAL INFORMATION:

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for major and minor modifications to existing degree programs.

GOVERNANCE PATH:

1. **UTM Academic Affairs Committee [For Approval] (January 11, 2024)**

PREVIOUS ACTION TAKEN:

A presentation session on the UTM Co-op Internship Program (UTMCIP), for information and consultation, was held during the Academic Affairs Committee meeting on October 18, 2023.

HIGHLIGHTS:

Since 2017, the University of Toronto Mississauga (UTM) has framed experiential education as a core element of its campus mission, vision, and identity. The accountabilities of UTM's current *Strategic Framework* call on UTM to consider, "Have we opened opportunities—in the classroom, Library, Student Services, with external partners—for experiential learning and student engagement on campus and beyond?" and "Have we contributed to sustainable economic development and meaningful employment in our region, both for employees at UTM and beyond?" The UTM Co-op Internship Program (UTMCIP) responds to these calls.

UTM Academic Affairs Committee – Major Modification: Creation of a UTM Co-op Internship Program (UTMCIP)

Beginning in Fall 2024, the UTMCIP will be introduced in collaboration with six participating academic units (Biology; Chemical & Physical Sciences; Economics; Institute of Communication, Culture, Information & Technology; Management; Mathematical & Computational Sciences). In Fall 2024, UTMCIP options will be introduced into 20 existing programs as a “UTMCIP Stream”, followed by another 6 existing programs in the Department of Management in Fall 2025. At launch, approximately 240 students are anticipated to enrol in participating UTMCIP streams. These numbers will grow steadily in participating units and more units will have the option to join UTMCIP in the following years.

Each UTMCIP stream will have its own enrolment requirements that reflect both the academic demands of the program and assess the student’s suitability for an external placement. Students will be eligible to apply to UTMCIP streams after their first year of study and/or completion of at least 4.0 credits. Successful applicants will be enrolled into the UTMCIP stream of their academic program in their Year 2 of Study. The time to degree completion for students enrolled in a UTMCIP stream will normally be five years.

Mandatory UTMCIP Work-Readiness modules ensure that students develop the professional competencies needed for success in the workplace. The modules consist of 4 online asynchronous modules taken over 3 academic terms prior to the work placement and a 5th module during the work placement. Work terms will consist of 12 or 16 months of paid, full-time work in the private, not-for-profit, and/or public sectors and take place between Year 3 and Year 4. UTM will leverage existing relationships with employers as well as build new partnerships to provide meaningful, academically relevant work opportunities for UTMCIP students. UTM also participates in the Tri-Campus Co-op Partnership (TCP), which streamlines the employer relationships and multiplies employment opportunities available across all three campuses.

Consultation occurred with UTM students (UTMSU and student societies, through surveys and focus groups); Chairs, Directors, and faculty in participating academic units; non-academic units (Accessibility Services; Budget, Planning & Finance; Career Centre; International Education Centre; Office of the Registrar); and senior administrators in the Office of the Vice-Principal Academic and Dean and the Office of the Vice-President and Principal. UTMCIP was presented to the campus community more widely at the October 2023 AAC meeting. Consultations were also conducted with senior administrators in the Faculty of Arts & Science, Faculty of Applied Science and Engineering, and University of Toronto Scarborough. Consultation with institutional offices was coordinated through the Office of the Vice-Provost Academic Programs and included feedback from the Office of Planning and Budget and the University Registrar’s Office. Feedback received has been incorporated into the proposal.

FINANCIAL IMPLICATIONS:

Funding for the development and initial launch of UTMCIP has been made available by the Experiential Learning University Fund as well as the Office of the Vice-President and Principal, UTM. At steady state, UTMCIP is budgeted to be a cost-recovery program, with expenses fully covered by participating students’ ancillary fees.

RECOMMENDATION:

Be It Resolved,

THAT, the creation of the University of Toronto Mississauga Co-op Internship Program (UTMCIP), as described in the proposal dated December 15, 2023, be approved.

DOCUMENTATION PROVIDED:

Major Modification: UTM Co-op Internship Program (UTMCIP) proposal document

University of Toronto

Major Modification Proposal:

Significant Modifications to Existing Graduate and Undergraduate Programs

This template should be used to bring forward all proposals for major modifications to existing graduate and undergraduate programs for governance approval under the *University of Toronto Quality Assurance Process (UTQAP)*.

This template (last updated by the Office of the Vice-Provost, Academic Programs on November 9, 2020) is for all proposals for significant modifications to existing graduate and undergraduate programs. It aligns with UTQAP requirements and will help to ensure that all evaluation criteria established by the Quality Council are addressed in bringing forward a proposal. Separate templates have been developed for other types of proposals.

<p>Program being modified: Please specify exactly what program and which components of that are being modified; e.g., BA...specialist, major and minor components.</p>	<p><u>Department of Biology</u></p> <ul style="list-style-type: none">• ERSPE2364: Biology – Specialist <p><u>Department of Chemical & Physical Sciences (CPS)</u></p> <ul style="list-style-type: none">• ERSPE1025: Astronomical Sciences – Specialist• ERSPE1995: Biological Chemistry – Specialist• ERSPE1944: Biophysics – Specialist• ERSPE1376: Chemistry – Specialist• ERSPE1465: Earth Science – Specialist• ERSPE1253: Environmental Geosciences – Specialist <p>Department of Economics</p> <ul style="list-style-type: none">• ERSPE1478: Economics – Specialist
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	<ul style="list-style-type: none">• ERSPE0137: Economics – Specialist (BCom) (taken jointly with a Commerce Specialist program)• ERMAJ1478: Economics – Major• ERSPE2722: Financial Economics – Specialist• ERSPE1384: International Affairs – Specialist <p>Department of Mathematical & Computational Sciences (MCS)</p> <ul style="list-style-type: none">• ERSPE1688: Computer Science – Specialist• ERMAJ1688: Computer Science – Major• ERMIN1688: Computer Science – Minor• ERSPE1038: Information Security – Specialist <p>Institute of Communication, Culture, Information & Technology (ICCIT)</p> <ul style="list-style-type: none">• ERMAJ1034: Communication, Culture Information & Technology – Major• ERSPE1307: Digital Enterprise Management – Specialist• ERMAJ1302: Professional Writing & Communication – Major• ERMAJ1040: Technology Coding & Society – Major <p>Department of Management</p> <ul style="list-style-type: none">• ERSPE2273: Commerce – Specialist• ERSPE1704: Commerce: Accounting – Specialist• ERSPE2034: Commerce: Finance – Specialist• ERSPE2380: Commerce: Marketing – Specialist• ERSPE1882: Human Resource Management – Specialist
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	<ul style="list-style-type: none"> ERSPE2431: Management – Specialist
Proposed major modification:	Creation of a UTM Co-op Internship Program (UTMCIP); introduction of UTMCIP streams in participating academic programs
Department/unit (if applicable):	<p>UTMCIP administration: Experiential Education Unit (EEU) in the Office of the Vice-Principal Academic & Dean (OVPAD), UTM</p> <p>Participating academic units:</p> <ul style="list-style-type: none"> Department of Biology Department of Chemical & Physical Sciences (CPS) Department of Economics Department of Management Department of Mathematical & Computational Sciences (MCS) Institute of Communication, Culture, Information & Technology (ICCIT)
Faculty/academic division:	University of Toronto Mississauga (UTM)
Faculty/ academic division contact:	Nicholas Rule Vice-Principal, Academic & Dean Vpdean.utm@utoronto.ca
Dean’s Office contact:	Tracey Bowen Vice-Dean, Teaching & Learning Vdteachlearn.utm@utoronto.ca Daniella Mallinick Assistant Dean daniella.mallinick@utoronto.ca
Version date: Please change as you edit this proposal.	December 15, 2023

Summary

- Please provide a brief summary of the change(s) being proposed as it relates to the current structure of the program.

In collaboration with the Departments of Biology; Chemical & Physical Sciences (CPS); Economics; Mathematical & Computational Sciences (MCS); and the Institute of Communication, Culture, Information and Technology (ICCIT), the Office of the Vice-Principal Academic & Dean (OVPAD) is proposing the introduction of the UTM Co-op Internship Program (UTMCIP) at the University of Toronto Mississauga (UTM), effective Fall 2024. The name “UTM Co-op Internship Program” will appear on students’ transcripts upon successful completion. For the purpose of this document, the abbreviation “UTMCIP” will be used in what follows.

UTMCIP options will be introduced into twenty (20) of our existing programs as a “UTMCIP Stream” beginning in Fall 2024. In Fall 2025, six (6) existing programs offered by the Department of Management will also introduce UTMCIP Streams. At launch in Fall 2024, approximately 240 students are anticipated to participate across the twenty (20) UTMCIP Streams and numbers will steadily grow thereafter. Following the successful onboarding of the academic units participating in the launch/ pilot of the UTMCIP, other units will be invited to join the program (see below, on page 13, **Description of the Proposed Major Modification**).

Each UTMCIP stream will have its own enrolment requirements that reflect both the academic demands of the program and assess the student’s suitability for an external placement within the respective UTMCIP. Enrolment in UTMCIP streams will be evaluated jointly by the relevant academic unit and the Experiential Education Unit (EEU) within the OVPAD. As with all programs at UTM, students will be eligible to apply to UTMCIP streams after their first year of study and/or completion of at least 4.0 credits.. Successful applicants will be enrolled into the UTMCIP stream of their academic program in the fall of their second year, where they will begin the mandatory Work-Readiness modules, followed by a 12-month or 16-month term of paid-work experience. The time to degree completion for students enrolled in a UTMCIP stream will normally be five (5) years.

In alignment with the Arts and Science Internship Program (ASIP) offered at UTSG and the Professional Experience Co-op Program (PEY Co-op) offered at FASE, the mandatory UTMCIIP Work-Readiness modules ensure that students are developing the professional competencies needed for success in the workplace. They prepare students for their work opportunities and enable them to maximize their learning while on their work terms. This component will consist of 4 online asynchronous modules taken over 3 academic terms (module 1 in Fall of Year 2, module 2 in Winter of Year 2, and modules 3 and 4 in Fall of Year 3). In addition, students will complete a 5th online asynchronous module during their work placement. This 5th module will support students' reflective report writing for the final assessment. Assessments within all modules will be evaluated for completion.

- Completion of these five modules is mandatory for the UTMCIIP stream and will be in addition to the regular academic requirements of a student's program and, in the case of the fifth module, their work placement. The four Work-Readiness modules will need to be completed successfully before the Summer of Year 3 in order to participate in their 12-month or 16-month work term. The fifth module will need to be completed at the completion of the work placement.
- Students will progress through these modules at a steady pace, with ample time to reflect and complete module deliverables and assessments. In order to fully engage in these modules while maintaining a full course load or, in the case of the fifth module, fulfilling the obligations of the work placement, all modules have been created to require between 5 to 15 estimated hours each to complete.
 - Students who fail to complete a module will be given an opportunity to retake it once before moving on to the next module.
 - Students who fail to successfully complete the required modules within the designated timeframe will be removed from the UTMCIIP stream and will apply to the regular program stream after consultation with their academic undergraduate advisor.

Work terms will consist of 12 or 16 months of paid, full-time work in the private, not-for-profit, and/or public sectors. Students can participate in work terms offered locally, nationally, and internationally, the latter in consultation with UTM's International Education Centre. Through our existing academic internship courses, the academic units and the EEU have developed existing relationships with employers across a wide range of sectors. We will leverage these existing relationships as well as build new

partnerships to provide meaningful, academically relevant work opportunities for UTMCIIP students. Crucially in this regard, UTM participates in the Tri-Campus Co-op Partnership (TCP). The goal of the TCP is for all programs to streamline employer outreach and student recruitment, in order to reduce the duplication of efforts across divisions. U of T programs that participate in TCP will utilize a single shared job board for postings, employer communications, conferring offers, and so on. It will also provide employers with a single access point for co-op recruitment.

Work terms will begin following the student's completion of their third year of study. In other words, work terms will take place between Year 3 and Year 4. Depending on the placement, students may begin their work term either in May (for a 16-month work term) or September (for a 12-month work term). Where possible, the expectation is that students will be paid based on sector and industry standards for the duration of their work term.

Students that complete the mandatory Work-Readiness modules and 12 or 16 months of paid work experience will receive a transcript notation acknowledging completion of the UTMCIIP stream for their academic program upon graduation.

Students that complete the UTMCIIP will develop the necessary skills, knowledge, and experience to support their professional and personal development in the following areas:

(1) Exploring and Understanding the Job Market:

- Development of a co-op job search strategy
- Conduct job posting analysis
- Creation of job search material

(2) Recruitment Cycle Guidance and Preparation:

- Self-assessment for skill recognition
- Development of professional brand identity
- Networking and informational interviews
- Mock interview sessions

(3) Knowledge of Employment Rights:

- Workplace health and safety

- Employment Standards Act
- Equity, Diversity, Inclusion and Accessibility advocacy

The UTMCIIP will be administered by the Experiential Education Unit (EEU) in the OVPAD, UTM. EEU staff will provide one-on-one advising support to students, guiding them through the Work-Readiness modules and recruitment cycle prior to their work term. Additionally, the EEU's co-op staff will advise students and provide them with the appropriate resources in the program.

The cost for students participating in the UTMCIIP starting in Fall 2024 will be \$3,960 (subject to normal adjustments over time, based on tri-campus processes), paid over a series of six installments. These fees will be collected as ancillary fees, tied to the four Work-Readiness Modules (four instalments) and the work term (two installments).

Effective Date

The first cohort of Year 2 students will begin the UTMCIIP in the Fall 2024 term, with five academic units participating (Departments of Biology; Chemical & Physical Sciences (CPS); Economics; Mathematical & Computational Sciences (MCS); and the Institute of Communication, Culture, Information and Technology (ICCIT)). Students in this cohort will start their first work term in the Summer 2026 or Fall 2026 term.

The second cohort of Year 2 students will begin the UTMCIIP in the Fall 2025 term, with the original five academic units plus the Department of Management participating. Students in the second cohort will start their first work term in the Summer 2027 or Fall 2027 term.

Following the initial/ pilot phase of the program (the 2024-2025 and 2025-2026 academic years), during which six of our academic units participate, we intend to grow the UTMCIIP to include additional academic programs in the Sciences, Social Sciences, and Humanities, pending academic unit consultations and labour market assessment. The creation of additional UTMCIIP Streams for interested academic programs will be subject to appropriate governance approval, with progressive growth envisioned over time.

Date of First Review

UTMCIP streams will be reviewed as part of each participating academic unit's University of Toronto Quality Assurance Process (UTQAP) review cycle. The administrative aspects of UTMCIP and its overall success in supporting UTM's strategic objectives related to experiential education and meaningful employment will be assessed annually during normal senior leadership reporting processes.

Academic Rationale

- What are the academic reasons for the change proposed, and how do they fit with the unit's and division's academic plans?

Since 2017, UTM has framed experiential education as a core element of its campus mission, vision, and identity. UTM's *Academic Plan 2017-2022*¹ pledged to provide UTM students "with experiential learning and work-integrated learning opportunities that promote mutually beneficial connections to organizations within the community" by expanding curricular and co-curricular opportunities "that are beneficial for our students" (p. 12). The *Plan* set the ambitious goal of providing at least one experiential learning opportunity to all UTM undergraduates prior to graduation.² The accountabilities of UTM's current *Strategic Framework* call on UTM to consider, "Have we opened opportunities—in the classroom, Library, Student Services, with external partners—for experiential learning and student engagement on campus and beyond?" and "Have we contributed to sustainable economic development and meaningful employment in our region, both for employees at UTM and beyond?"³ Consequently, the EEU's own *Mission Statement* endeavours, among other key objectives, to promote the pedagogical value of experiential learning on campus and to assist faculty and staff in the creation and delivery of experiential learning (EL) opportunities in alignment with UTM's former *Academic Plan* and current *Strategic Framework*, the University of Toronto's *Three Priorities (Strategic Priority: Rethinking Undergraduate Education: Experience-Based Learning)*, and the provincial guidelines and Strategic Mandate Agreement (SMA) key metrics for experiential (work-integrated) learning. In order to achieve this goal, UTM continues to expand EL opportunities that enhance our students'

¹ <https://www.utm.utoronto.ca/dean/media/140/download?inline>

² <https://academicplan.utm.utoronto.ca/index.php/objective/f>

³ <https://www.utm.utoronto.ca/strategic-framework/priorities-commitments-and-accountabilities>

learning and employability, and which encourage appropriate career exploration, awareness, aspirations, interests, and adaptability. This mission is informed by the U of T's 2017 White Paper (*Rethinking Higher Education Curricula: Increasing Impact through Experiential, Work-Integrated, and Community-Engaged Learning*) and its definition of all experiential learning experiences as "integrated learning experiences" that "integrate disciplinary outcomes with community engagement and competency development" (p. 10).

To promote experiential learning on campus, OVPAD has pioneered an innovative and centralized administrative support model in the form of the EEU's Experiential Learning Officers (ELOs), who assist academic units with developing, implementing, and promoting different types of experiential learning opportunities in their academic programs. UTM's significant investment in experiential education over the past five years, primarily in the form of financial and personnel resources, has enabled the campus to build capacity for the flexible delivery and long-term sustainability of various and diverse undergraduate experiential learning opportunities. In recent years, the EEU has worked closely with academic units and community partners to further grow and diversify curricular experiential learning in scale and type. Examples of such initiatives include a thriving Research Opportunity Program (ROP) and a range of highly successful Academic Internships and Community-Engaged Learning opportunities, in addition to Field Courses and Certificates that align work-integrated learning opportunities with a specific program of study (currently offered through the Institute of Communication, Culture, Information, & Technology as well as the Department of Management). For instance, UTM's ROP has seen robust, and increased, participation from students, with 282 approved ROP projects for the 2022-23 cycle and 470 students registered. In the 2021-22 cycle, 381 students were registered in the program. UTM's Academic Internship courses further showcase the presence of experiential learning opportunities across the disciplines, with a current total of 17 courses offered across the Humanities, Social Sciences, and Sciences. For the 2023-24 cycle, UTM has facilitated the participation of 287 Computer Science students, our third cohort in this collaboration, who are entering the Faculty of Applied Science and Engineering's PEY Co-op.

As diversity is both the identity and strength of our campus, UTM remains committed to further expanding its experiential learning opportunities, particularly its work-integrated learning programming, so that student access to experiential learning can be increased and a growing number of students can identify an EL pathway in their academic program that best supports their academic goals and career plans. The introduction of a

UTMCIP is the next logical step in expanding these opportunities in scale and type to more fully realize our commitment to students, faculty, and community partners, many of whom have expressed a strong desire to see UTM offer dedicated co-op education.

With the introduction of the Tri-Campus Co-op Partnership (TCP), of which UTM is a member, and the launch of the Faculty of Arts and Science's Arts and Science Internship Program (ASIP) in September 2021, the landscape of experiential education and work-integrated learning at U of T has changed substantially. UTM strongly recognizes the value of and need for a co-operative education program, in close alignment with the goals of our partners in TCP, to complement and strengthen the academic research profiles of our students and best prepare them for the transition to the workforce. Our development of a UTMCIP is grounded in a solid body of research in the field of Work-Integrated Learning, which has demonstrated that work experience that focuses on the integration of disciplinary knowledge and discipline-specific practical experience enhances the development of graduate attributes and professional identity (Billet 2009; Rowe 2017; Tomlinson and Jackson 2021; Trede and Flowers 2020; see below for a works-cited list). This focus on providing truly integrated learning experiences (ILEs) is also a central aim of U of T efforts in the area of experiential learning as identified in its 2017 White Paper, which foregrounds the integration of disciplinary outcomes, competency development through work terms, and community engagement at the workplace.

Our faculty, too, perceive co-op as an important form of experiential learning and view it as a crucial recruitment and skills development opportunity for their students. Similarly, our students embrace a co-op internship program as a highly desirable career opportunity (see below, p. 34, **Consultation**). The proposed UTMCIP, then, promises to enhance the academic experience across the Sciences, Social Sciences, and Humanities while complementing the strong diversity of curricular EL opportunities that already exist on our campus.

UTM has in recent years successfully introduced for-credit certificate programs that align work-integrated learning opportunities with a specific program of study. The two academic units that have pioneered these certificate programs are ICCIT (with their Professional Experience Certificate in Digital Media, Communication & Technology, ERCER1033) and the Department of Management (with their Certificate in Effective Business Practices & Leadership Skills, ERCER2020). These certificate programs already include a paid summer work-term as an extended internship experience, providing

students with an opportunity to gain 4 months of full-time work experience without interruption to their undergraduate degree. Both of these units will also be participating in the initial phase of the UTMCIIP, further expanding their EL offerings.

Offerings in work-integrated learning certificate programs and academic internships are distinct from a co-op model. A key distinguishing factor is the respective time spent on work placements. As our student surveys show, not all students want to extend their time to graduation. Certificate programs are aligned with specific courses students take, and have a much shorter work placement (4 months, usually during the summer). They do not affect students' course load during the year nor extend their time to graduation, which does make a difference to students who need work experience with some professional development support but do not want to make the extended time commitment. Similarly, students taking an academic internship get a course credit and have a nominal exposure to work placements (10 hours per week); in most cases their work is unpaid. Academic internships are also slightly less immersive than certificates. The administration of academic internship courses and certificates rests with the respective academic unit. Students do not have access to the tri-campus job boards or professional development and career strategizing modules. Both options complement the UTMCIIP in that they appeal to different students, who require different experiential learning solutions. In addition, the number of spaces per unit offered through the UTMCIIP are initially low and there is a vital interest in sustaining accessibility to a range of experiential learning opportunities on campus. The simultaneous offering of co-op program, certificates, and academic internships in one division mirrors the practices of other divisions at the U of T.

While academic internships and certificates will remain important options, we also want to respond to the diverse needs of our employer partners. Some employers that host students for our Academic Internship courses have commented that they would appreciate hosting students beyond the 200-hour work commitment (approximately 8 hours per week over a 24-week Y course), especially given the time investment that goes into on-site student training. Anecdotal evidence from the *Linking Skills* project reports that some employers are spending less time training new employees and instead are pursuing work-ready graduates with relevant past experience that can transition smoothly into entry-level roles. In short, the UTMCIIP is a necessary step on the route towards expanding experiential education at UTM, in line with the U of T's goals and expectations in this area, that will fulfill the wishes of students, faculty, and community partners to diversify EL opportunities.

Last but not least, the UTMCIIP is also the next logical step to support the vision of experiential education articulated in UTM's former *Academic Plan* and current *Strategic Framework*. With UTM's inclusion in the TCP, then Vice-Principal, Academic and Dean, Professor Rhonda McEwen, had expressed a long-term commitment to bringing an innovative and sustainable form of co-op to UTM. Support for this commitment has only been strengthened by Vice-President & Principal, Professor Alexandra Gillespie; Interim Vice-Principal Academic & Dean, Professor Amrita Daniere; and current Vice-Principal Academic & Dean, Professor Nicholas Rule. The proposed UTMCIIP will expand UTM's range of existing experiential learning options and serve as a crucial element in our effort to maintain the excellence and competitiveness of our undergraduate academic programming.

The six units that will pilot the program during its initial phase already have robust experience delivering a diverse range of experiential learning options to their students, which the UTMCIIP will complement. For instance, the existing certificate programs that include short-term work placements (4 months) or the course-based academic internships (100-200 hours of work placement) have been very successful in helping students to integrate their academic course work into real-world settings. However, both current and prospective students are looking to graduate from university with a year or more of immersive work experience in their desired field. The time is ripe to introduce the UTMCIIP in order to better serve these Work-Integrated Learning needs of our students.

Works Cited:

- Billett, S. (2009). "Realising the Educational Worth of Integrating Work Experience in Higher Education." *Society for Research into Higher Education* 34(7), 827-843.
- Rowe, P.M. (2017). "Toward a Model of Work Experience in Work-Integrated Learning," in Bowen, T. & Drysdale, M.T.B. (eds.), *Work-integrated Learning in the 21st Century: Global Perspectives on the Future*, Emerald Publishing Limited, Bingley, 3-17.
- Tomlinson, M. & Jackson, D. (2021). "Professional Identity Formation in Contemporary Higher Education Students." *Studies in Higher Education* 46(4), 885-900.
- Trede, F. & Flowers, R. (2020). "Preparing Students for Workplace Learning: Short Films, Narrative Pedagogy, and Community Arts to Teach Agency." *International Journal of Work-Integrated Learning* 21(4), 365-376.

Description of the Proposed Major Modification(s)

- Please describe in detail what changes are being proposed. Major modifications include changes to the program requirements that will significantly change what students will know and be able to do when they complete the program.
- Other major modifications that may be included are significant changes to admission requirements, significant changes to faculty engaged in program; and a change to mode of delivery, change to the language of the program and offering the program at another location or institution.
- Please be explicit about how the learning outcomes have changed and include both previous and proposed learning outcomes or one version of the current learning outcomes with the new learning outcome in track changes. You may wish to use Appendices A and B.
- Describe how the modification reflects [universal design principles](#) and/or how the potential need to provide mental or physical health accommodations has been considered in the development of this modification.
- Describe how the program structure and delivery methods promote student well-being and resiliency in the learning and teaching environment.
- Describe any elements that support a sense of community in the program.
- Please provide calendar copy in track changes or changes highlighted in Appendix C.

UTM Co-op Internship Program: Work-Readiness Modules

Work-integrated learning strategies such as the “co-op internship” model include work-readiness preparation and support before students begin their work placements. Students admitted to the UTMCIP will progress through four Work-Readiness Modules that will enable them to begin working toward additional learning outcomes that address communication skills and professional capacity and autonomy and help them make the most of their work experience. Completing the Work-Readiness Modules will help students to prepare a co-op job search strategy, providing tools and training to increase their chances of success in the recruitment cycle, and learning workplace rights, responsibilities, and program policies. These modules will also provide training on skills identified by employers as essential for workplace success. Universal Design for Learning will be considered in all module development. These modules will have

accompanying ancillary fees. Progress through the Work-Readiness Modules will be assessed through participation in and completion of a series of development exercises and personal assessments. Students will also complete personal learning goals and development plans and reflection exercises. These modules are built sequentially and are offered in asynchronous mode. Students will need to successfully complete each module before accessing the subsequent module. If students fail to complete a module, they will be given an opportunity to retake it once without any additional charge. Completion of module deliverables will be tracked by a Student Development Coordinator, under the supervision of the Manager, WIL Programming. These modules will carry a zero-credit weight.

The table below outlines the proposed topics and learning outcomes to be covered in each module.

Table 1 – Proposed Workshop Readiness Modules

Module	Topics Covered	Learning Outcomes
CIM010H5 Module 1: Work-Readiness – Assessing Skills and Developing a Profile	<ul style="list-style-type: none"> • Self-Assessment for Skills Recognition • Development of a Co-op Job Search Strategy • Requirements for Personal Brand Identity 	<p>By the end of this module, students will be able to:</p> <ul style="list-style-type: none"> • Complete a self-assessment in preparation for the job search process • Design a personalized co-op job search strategy • Identify the criteria for effective personal branding (i.e., resume, cover letter, websites)
CIM020H5 Module 2: Work-Readiness – Preparing for the Job Search	<ul style="list-style-type: none"> • UTMCIIP Guidelines and Policies • Job Posting Analysis • Creation of Job Search Material • Interview Preparation 	<p>By the end of this module, students will be able to:</p> <ul style="list-style-type: none"> • Describe the co-op internship guidelines and policies • Assess the key components of a job posting • Prepare a tailored resume and cover letter in response to a job posting • Identify strategies for responding to the various types of interview questions

Module	Topics Covered	Learning Outcomes
<p>CIM030H5 Module 3: The Recruitment Cycle</p>	<ul style="list-style-type: none"> • Job Board instructions • Recruitment cycle guidance and preparation • Impact of social media on professional brand identity • Networking and informational interviews 	<p>By the end of this module, students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate competency in using the required job search portal • Identify appropriate social media platforms for expanding their job search and the expected etiquette for contacting professionals through these platforms • Identify the role of networking as part of the job search process and develop appropriate informational interview questions • Conduct an information interview with a professional in their field
<p>CIM040H5 Module 4: Communication & Professional Practice</p>	<ul style="list-style-type: none"> • Workplace safety and rights • Employment Standards Act (ESA) • Equity, Diversity, Inclusion, and Accessibility Considerations • Workplace Success 	<p>By the end of this module, students will be able to:</p> <ul style="list-style-type: none"> • Summarize workplace safety and rights while on a co-op work term • Describe the ESA and identify when to reach out to co-op staff should issues arise while on work term • Identify policies related to accommodations and accessibility and determine when to ask for accommodations and support for accessibility considerations while on work term • Identify appropriate conduct within professional workplace spaces and describe how their professionalism impacts their work placement success

In the UTMCIIP, students will also complete a fifth asynchronous Professional Development module, which is part of the students' work term experience rather than their preparatory programming (Work-Readiness phase). There are no additional fees attached to this module. This fifth module will be completed during the work term in conjunction with students' skills assessments and to prepare them for their final report. This module will focus on Professional Identity Development and reflection on action related to decision making, accountability, and responsibility, thereby assisting students in completing the skills assessments and final work term report (see below, p. 18, **Work Term**). The addition of this fifth module is to fulfil the 2017 White Paper's goal to create quality Integrated Learning Experiences by providing students with opportunities to reflect on their co-op experience at various junctures and receive feedback. This fifth module helps facilitate iterative reflection and feedback and thereby further strengthens "students' ability to connect the community experience with disciplinary outcomes and think about and describe the competencies they developed during the experience" (p. 12-13).

UTM Co-op Internship Program: Work Experience

Students in the UTMCIIP will have the option of completing either 12 or 16 months of work experience, with the following parameters:

- Students must return to full-time study after their final work term. Students returning for only one term must be enrolled in at least 1.5 credits in that term.
- New work terms will begin in Summer or Fall terms only. Work terms will occur between the third and fourth year of study.
- Students are not normally eligible to enrol in courses while participating in their work terms. It is strongly recommended that students not take more than a maximum of one 0.5 credit course during each 4-month work period (fall, winter, summer). In order to enrol in academic courses while on work placements, students must have consulted with the employer and will need the approval of their academic unit and the Office of the Registrar.

Students who are unsuccessful in completing their Work-Readiness Modules or in securing a work term cannot remain in the co-op stream of their program. We anticipate that the vast majority of students will successfully complete the program, but we are prepared for a scenario in which a small minority of students each year may be unable to secure a work placement. These students will be advised to remove

themselves from the UTMCIIP Stream of their program and apply to the regular program stream after consultation with their academic undergraduate advisor; this process will ensure that they meet the enrolment requirements for the regular stream. Participating academic units will be prepared to accommodate this scenario within each program. Students returning to their regular program stream will also be advised to work with the UTM Career Centre for further career development.

There are several pathways by which students can complete their work term requirements:

12 months of Work Experience: Option 1											
Year 2			Year 3			Year 4			Year 5		
Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer
Academic Term	Academic Term	Academic Term (Optional)	Academic Term	Academic Term	Summer Work Term	Fall Work Term	Winter Work Term	Academic Term (Optional)	Academic Term	Academic Term	Graduate
Module 1	Module 2		Module 3 Module 4	Recruitment Cycle			Module 5				

12 months of Work Experience: Option 2											
Year 2			Year 3			Year 4			Year 5		
Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer
Academic Term	Academic Term	Academic Term (Optional)	Academic Term	Academic Term	Academic Term (Optional)	Fall Work Term	Winter Work Term	Summer Work Term	Academic Term	Academic Term	Graduate
Module 1	Module 2		Module 3 Module 4	Recruitment Cycle				Module 5			

16 months of Work Experience											
Year 2			Year 3			Year 4			Year 5		
Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer
Academic Term	Academic Term	Academic Term (Optional)	Academic Term	Academic Term	Summer Work Term	Fall Work Term	Winter Work Term	Summer Work Term	Academic Term	Academic Term	Graduate
Module 1	Module 2		Module 3 Module 4	Recruitment Cycle				Module 5			

Students who prefer to secure their own work experiences through their personal connections will be permitted and encouraged to do so, but they, too, will be expected to follow the work term sequences outlined above. All self-secured placements must be vetted and approved by EEU staff.

Work Term

Following the successful completion of the Work-Readiness modules and a successful securing of a work placement, students will be enrolled in their work term. This will also trigger the next applicable ancillary fee (the first of two ancillary fee installments during their work term). Student performance while on work term will be monitored through a site visit and/or student and employer check-ins, as well as by way of their completion of the fifth module.

Students will complete this asynchronous module (Professional Development) while on their placement. Within this module, they will be required to submit their work term details/paperwork, learning goals at the start of the work term opportunity, a skills assessment with a reflective component at regular intervals during the work period, and a work term evaluation. This module will prepare them for the final work term assignment, which invites iterative reflection on their work experience (this may have different formats depending on the student's program/ discipline). The Skills Assessments will be reviewed by EEU staff and the final work term report will be reviewed by a faculty member (or a designate, if desired) from the student's academic unit. Employers will also be asked to submit a final evaluation of their students' progress and performance. Students must receive a satisfactory evaluation on all components for successful completion of the UTMCIIP and to receive a transcript notation. Students who do not complete the work placement, their fifth module, or their final report will not receive a transcript notation.

Work Term Eligibility and Requirements

- Students must successfully complete all the requirements of the Work-Readiness Modules and recruitment cycle to obtain access to the TCP job board.
- Students must successfully complete all the requirements of the Work-Readiness, recruitment cycle, and professional development modules to be eligible to complete a 12- or 16-month work term.
- Each work term must meet one of the following requirements⁴:

⁴ Students with accessibility or accommodation needs may be granted reduced hours and will be assessed on a case-by-case basis

- 12-month work term: 1,540 hours of paid experience or a minimum of 44 weeks of full-time⁵, paid⁶ experience;
- 16-month work term: 2,100 hours of paid experience or a minimum of 60 weeks of full-time⁵, paid⁶ experience.

In-kind remuneration may also be considered (i.e., travel costs, room & board, research stipend, etc.). Unpaid positions will not be posted on the TCP job board.

UTM Co-op Internship Program: Enrolment

Students will apply to their desired program of study (POSt) in conjunction with the UTMCIIP in the Spring of their first year of study (i.e., in anticipation of completion of 4.0 credits). This application window is aligned with the regular period in which all students are required to declare their POSt. When students are accepted to their desired POSt, the EEU and academic unit will assess eligibility for the students' respective UTMCIIP stream. If admitted to the UTMCIIP, the students will begin the UTMCIIP Stream of the disciplinary program in which they have been accepted e.g., Specialist in Biology – UTMCIIP) in the subsequent Fall term. Upper year students will not have the option to transfer into the UTMCIIP.

The UTMCIIP will be a limited enrolment program (Type 3). Under this initial or “pilot” phase, the program will start with smaller numbers, with expected gradual growth as employer and student interest and awareness increases (see annual intake projections below, **Table 2** and **Table 3**). Regular monitoring of enrolment numbers and industry trends will help ensure we are meeting both student and employer demand. Adjustments to enrolment targets will follow accordingly and as staffing resources allow.

Student Eligibility

To be eligible for enrolment to the UTMCIIP, students must meet the following requirements:

⁵ Full-time = a minimum of 35 hours/week

⁶ Paid = Students must receive some form of remuneration for their work. Wherever possible, the expectation is that students will be paid according to industry standards, and assessed according to the location of each student's employment and the student's level of expertise.

- Qualify for enrolment in an academic program that is participating in the UTMCIIP (e.g., Specialist in Economics, ERSPE1478)
- Be entering Year of Study 2 as a full-time student in the upcoming Fall/Winter session⁷
 - International students must maintain full-time registration throughout the program, so as not to jeopardize their Post-Graduation Work Permit.
- Be in good academic standing at the time of application. Students must remain in good academic standing to continue in the UTMCIIP and apply for a work term.
 - Students on probation at the time of application may not apply until their probation is lifted.
 - Students on academic suspension in the Summer after Year of Study 1 will be ineligible.
 - Students suspended in the Summer after Year 1 of Study due to academic misconduct will be ineligible [see also below, **Withdrawal from the Program**].
 - Applications by students with a pending allegation of academic misconduct (i.e., with a GWR notation) will be reviewed in accordance with the division's established academic integrity processes and procedures and an effort will be made to deal with these allegations in a timely manner.
- Students must be planning to resume full-time studies after completion of all work term requirements.
- Students cannot currently be part of another co-op program at the University of Toronto or complete a certificate with an experiential learning component.
- Both domestic and international students from eligible programs may participate.
- All international students require a valid work permit and Social Insurance Number (SIN) to participate in a work term. Upon acceptance into the UTMCIIP, international students will be connected with the UTM International Education Centre for guidance. Co-op supporting documentation will be issued to these students by the Office of the Registrar at least 6 months prior to securing local placements so that there is sufficient time to apply for a work permit.

⁷ Late entry in Year of Study 3 is not permitted.

Student Selection

All students who meet the eligibility requirements stated above and who submit a complete supplemental application package (consisting of a completed application form, resume, Statement of Interest, and written responses to a series of questions developed by the respective academic unit), will be considered for admission. However, due to the limited space in the UTMCIIP, meeting the minimum requirements will not guarantee enrolment in the program.

A combination of criteria will form the basis for admission, with the following criteria being considered:

- CGPA;
- Prior work, volunteer, extracurricular and/or community involvement;
- Demonstrated leadership, time management, and teamwork qualities.

Equity statements will be included in all program marketing materials to encourage applications from our diverse student body. We also work with the Equity, Diversity & Inclusion Office to ensure we are practising inclusive recruiting and programming.

Application Process

Students will apply to the UTMCIIP Stream of one of the eligible programs on ACORN between early March and late April (i.e., during Round One of program selection). At that time, students will also be required to submit a supplemental application through the Experiential Learning Application System. There is no application fee. Students will be informed of the application results in May and have one week to confirm acceptance. Successful students will be automatically enrolled in the first Work-Readiness Module, CIM010H5, which will begin in late September.

After its initial phase, as the UTMCIIP expands, we may consider accepting a second phase of applications during Round Two of program selection, specifically for academic programs with remaining space in their stream. In this case, applications will be accepted between early June and late August. Applicants will be informed of admission decisions in September. Successful students will be automatically enrolled in the first Work-Readiness module, CIM010H5, which will begin in late September.

Enrolment Projections

Given the significant student costs to participate in the UTMCIIP, and recognizing that students will pay fee installments (currently, \$1,800) prior to the 12-month or 16-month work term with no guarantee of securing a work opportunity, our intention is to keep enrolment numbers controlled until we can guarantee a high completion rate (i.e., students who have successfully completed all mandatory requirements of the Program, including the work term). See **Table 2**, below, for student enrolments in the first UTMCIIP cohort. In subsequent years, as we learn how our network of employers and work term opportunities translate to successful work placements, the UTMCIIP will be able to accommodate more students and programs. With steady growth and an increasing number of students, the expected completion rate is 80% or higher, based on completion rates among UTM’s Computer Science students currently participating in PEY Co-op and on estimated numbers provided by PEY Co-op and ASIP.

Table 2 – Capped Enrolment Numbers for First UTMCIIP Cohort (2024-2025)

Program/Academic Unit	Max # of Students
Computer Science	200
Biology	10
Chemical & Physical Sciences	10
<i>Management</i>	<i>0*</i>
Economics	10
ICCIT	10
TOTAL	240

* The Department of Management will join the UTMCIIP in Fall 2025 with an allocation of 10 spaces.

After an intake of 240 students in 2024-2025, we anticipate steady annual intake growth in the UTMCIIP in the following years. **Table 3** below details the annual intake projection and growth for UTMCIIP by participating academic unit for the first 10 years of the program (until the 2033-2034 academic year). Enrolments in Computer Science are capped at 200 to allow organic growth in other participating units while respecting existing resources available to support the UTMCIIP. The final row of “Other” accounts for projected growth from any additional UTM units/ programs that desires to join the UTMCIIP in future years. All numbers are subject to change based on student demand and the availability of work placement opportunities.

Table 3 – UTMCIIP Annual Intake Projections (2024-2034)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	- 25	- 26	- 27	- 28	- 29	-30	- 31	- 32	- 33	- 34
Computer Science	200	200	200	200	200	200	200	200	200	200
Biology	10	15	20	25	30	35	40	45	50	55
Chemical & Physical Sciences	10	15	20	25	30	35	40	45	50	55
Management	0	10	15	20	25	30	35	40	45	50
ICCIT	10	15	20	25	30	35	40	45	50	55
Economics	10	15	20	25	30	35	40	45	50	55
OTHER			10	15	20	25	30	35	40	45
TOTAL	240	270	305	335	365	395	425	455	485	515

Fees

Program fees are expected to change annually in line with policy. The total cost for the 2024-2025 cohort of the UTMCIIP will be \$3,960 (subject to normal adjustments based on tri-campus processes), charged as ancillary fees, divided over 6 payments.⁸ Students are required to pay four installments related to the Work-Readiness Modules and pay the remaining two installments after securing their work term. Students are required to pay all regular fees on the schedule outlined below. UTMCIIP fees will be the same for domestic and international students. While students will incur these initial costs, they will earn a salary during their work term. The fee assessment for the 2024-2025 cohort will be as follows:

Year 2 Entry	
Module or Work Term	Ancillary Fee
Year 2 (Fall) CIM010H5 Module 1	\$480
Year 2 (Winter) CIM020H5 Module 2	\$480
Year 3 (Fall) CIM030H5 Module 3	\$490

⁸ Program fees are not fixed and annual increases will be in line with tuition fee policies approved by the University.

Year 3 (Fall) CIM040H5 Module 4	\$490
Year 3 (Summer) CIW300H5 Work Term 1 st installment	\$1,010
Year 4 (Fall) CIW400H5 Work Term 2 nd installment	\$1,010
TOTAL	\$3,960

Fee Refund Schedule

Any requests for refunds of ancillary fees for the Work-Readiness Modules and the work terms will be regulated by the Office of the Registrar refund schedule, available on the Office of Student Accounts [website](#). Students must formally withdraw from the Co-op Internship stream of their program to avoid additional charges.

Upon cancellation of the module or work term, a 100% refund will be received up until the day before the start of the module (or the expected start date of the work term) each semester. After that time there will be no refund. In exceptional circumstances (i.e., a work term was cancelled due to no fault of the student), students may appeal for special consideration for reimbursement through the EEU.

UTM Co-op Internship Program: Completion Requirements

Students must remain in good academic standing or on probation to continue in the UTMCIIP, complete all Work-Readiness Modules and apply and successfully complete a work term. Regardless of the length (12 or 16 months) and start date of their work term, students must complete their work term by August 30 of Year 4 and re-enter Year 5 with the start of the fall semester in early September.

Four Work-Readiness Modules Prior to Work Term

Module	Content
CIM010H5 Module 1	Work-Readiness
CIM020H5 Module 2	Work-Readiness
CIM030H5 Module 3	Recruitment Cycle
CIM040H5 Module 4	Professional Development

Fifth Module During Work Term

Major Modification Proposal: Significant Modifications to Existing Graduate and Undergraduate Programs

Module	Content
CIM050H5 Module 5	Reflection & Professional Identity Development

Work Term Registration Codes

CIW300H5F Co-op Internship Work Experience Term 1
CIW400H5F Co-op Internship Work Experience Term 2
CIW401H5S Co-op Internship Work Experience Term 3
CIW402H5F Co-op Internship Work Experience Term 4

Summary

12 months of Work Experience: Option 1*												
Year 2			Year 3			Year 4			Year 5			
Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	
Academic Term	Academic Term	Academic Term (Optional)	Academic Term	Academic Term	CIW300H5 Summer Work Term	CIW400H5 Fall Work Term	CIW401H5 Winter Work Term	Academic Term (Optional)	Academic Term	Academic Term	Graduate	
CIM010H5 Module 1	CIM020H5 Module 2		CIM030H5 Module 3 CIM040H5 Module 4	Recruitment Cycle			CIM050H5 Module 5					

* Depending on the exact date when students enter their work term in the summer of Year 3, they may still be working during the summer of Year 4 to complete their 12-month work term; a late work term will affect to their ability to return to regular academic course work in the summer of Year 4 (here marked as “optional”): for example, students entering their 12-month work term on August 1 in Year 3, with a work term end date of July 31 in Year 4, are unable to take on a regular course load during the summer of Year 4. Students may request to take a maximum of one 0.5 credit course during each 4-month work period (fall, winter, and summer: see below, **Taking Courses while on Work Term**).

12 months of Work Experience: Option 2*												
Year 2			Year 3			Year 4			Year 5			
Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	
Academic Term	Academic Term	Academic Term (Optional)	Academic Term	Academic Term	Academic Term (Optional)	CIW400H5 Fall Work Term	CIW401H5 Winter Work Term	CIW402H5 Summer Work Term	Academic Term	Academic Term	Graduate	
CIM010H5 Module 1	CIM020H5 Module 2		CIM030H5 Module 3 CIM040H5 Module 4	Recruitment Cycle				CIM050H5 Module 5				

* This option is only available for a work term with a start date of no later than September 1, to ensure that students re-enter Year 5 with the start of the fall semester in early September.

Major Modification Proposal: Significant Modifications to Existing Graduate and Undergraduate Programs

16 months of Work Experience											
Year 2			Year 3			Year 4			Year 5		
Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer
Academic Term	Academic Term	Academic Term (Optional)	Academic Term	Academic Term	CIW300H5 Summer Work Term	CIW400H5 Fall Work Term	CIW401H5 Winter Work Term	CIW402H5 Summer Work Term	Academic Term	Academic Term	Graduate
CIM010H5 Module 1	CIM020H5 Module 2		CIM030H5 Module 3 CIM040H5 Module 4	Recruitment Cycle				CIM050H5 Module 5			

Work-Readiness Modules (1–4) & Reflection Module (5) Course Details*

These Modules will not appear on students’ transcripts but the codes will appear in their ACORN accounts.

CIM010H5 Module 1	CIM020H5 Module 2	CIM030H5 Module 3	CIM040H5 Module 4	CIM050H5 Module 5
<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: None • Mandatory 	<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: CIM010H5 Module 1 • Mandatory 	<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: CIM020H5 Module 2 • Mandatory 	<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: CIM030H5 Module 3 • Mandatory 	<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: CIM040H5 Module 4 • Mandatory

* Students will pay their work-readiness ancillary fees in four installments.

Work Term Registration Code Details*

CIW300H5F	CIW400H5F	CIW401H5S	CIW402H5F
<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: Completion of all four Work-Readiness modules • Mandatory 	<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: CIW300H5F • Mandatory 	<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: CIW400H5S • Mandatory 	<ul style="list-style-type: none"> • Zero credit weight • Zero tuition fees • Prerequisite: CIW401H5F • Mandatory •

* Students will pay the work term ancillary fees in two installments.

Transcript Notation

Students who complete all the UTMCIIP requirements will graduate from the UTMCIIP Stream of their program of study. This will be identified on their transcript with the notation “UTM Co-op Internship Program.”

Taking Courses While on Work Term

As per Co-operative Education & Work-Integrated Learning (CEWIL) Canada accreditation recommendations, students may not enroll in full-time academic study during a work term, so that they may focus on their responsibilities and experiences in the workplace and gain the highest value from the work term. It is strongly recommended that students not take more than a maximum of one 0.5 credit course during each 4-month work period. In order to enrol in academic courses while on work placements, students must have consulted with the employer and will need the approval of their academic unit.

Student Failure to Secure a Work Term

Students who do not secure a work term will be required to remove themselves from the UTMCIIP Stream of their program and apply to the regular program stream. Participating academic units will be advised to hold a few contingency spots within each program to accommodate these students.

Withdrawal from the Program

Students may elect to withdraw from the UTMCIIP Stream of their program at any time and return to the regular program stream with no academic penalty. To guarantee academic continuity, every effort will be made to enable students to return to their regular program stream in a timely manner. Any UTMCIIP fees already incurred are non-refundable.

A student may be removed from their UTMCIIP Stream on ROSI by their academic unit in consultation with the EEU at any time for the following reasons:

1. Professional misconduct, including but not limited to:
 - The student left the employer without approval after acceptance of work term offer or during the work term.
 - The student was dismissed with just cause by the employer from a work term.

- The student received an unsatisfactory work term performance evaluation by the employer.
- 2. Academic misconduct as defined by the University of Toronto's [Code of Behaviour on Academic Matters](#).
- 3. Offences covered by the University of Toronto's [Code of Student Conduct](#).

A student removed from the UTMCIIP Stream of their program of study due to any of the above may appeal the decision by formally contacting the EEU in accordance with existing procedures for appeals. Allegations of academic misconduct and offences covered by the Code of Student Conduct will be handled through the division's established processes and procedures.

Impact of the Change on Students

- Outline the expected impact on continuing students, if any, and how they will be accommodated.
- Please detail any consultation with students.

As outlined above, recent research confirms the positive impact work-integrated learning has on students' meaningful application of academic course work, the enhancement of their discipline-specific knowledge, and their professional practice and autonomy. Informed by this research, UTM recognizes the importance of incorporating work-integrated learning into academic programs as a mechanism to further enrich student learning. The UTMCIIP will both "enhance student learning in carefully chosen, authentic activities that contextualize learning and support the transfer of competencies from the classroom to an authentic community environment, and vice versa" (White Paper, p. 13), and satisfy existing and future student interest in obtaining such truly integrated learning experiences.

The EEU conducted five student focus groups at UTM comprising of 30 students in total (May 2023) and two surveys, the first involving 199 students from the academic units participating in UTMCIIP's initial phase (May 2023), the second asking 65 students from the Sciences, Social Sciences, and Humanities more generally to participate (June 2023). These yielded feedback that highlights our students' strong desire for real-life work experiences during their undergraduate studies, the high value they place on co-op programming, and their disappointment that UTM does not currently have any co-op

opportunities when these are offered in other divisions at the U of T and at comparable universities in the GTA (see below, p. 34, **Consultation**).

In terms of prospective student recruitment and enrollment, it is expected that the UTMCIIP will positively impact enrollment and student success in participating academic programs. As noted above, work-integrated learning has been found, through its combination of disciplinary knowledge, discipline-specific practical experience, and iterative reflection on community engagement, to enhance academic (undergraduate degree) learning outcomes and support the development of graduate attributes. With growing student interest in experiential learning opportunities, specifically in work-integrated learning opportunities, academic units will find that offering a co-op program with a clear pathway from the classroom to the workplace is very likely to result in increased applications to their programs.

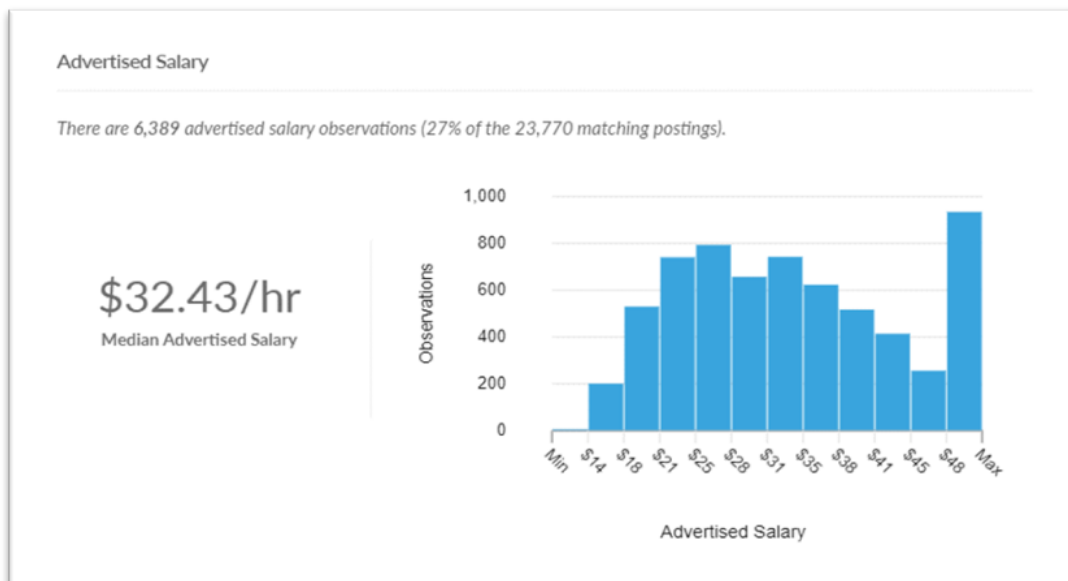
This applies to domestic students as much as it does to international students. The latter, too, have expressed (via our focus groups) great interest in obtaining work experience during their undergraduate study at UTM. The establishment of the UTMCIIP serves as a great advantage to the University for international student recruitment. Their UTMCIIP work experience will not only support these students financially, through the salary they receive during the work term, but it will also help their acclimation to the Canadian work environment.

Beyond the initial phase, the UTMCIIP will expand to academic units (including the Humanities and Social Sciences) in areas where there are indications of strong employment potential based on labor market information. The tangible benefits of a UTMCIIP in the areas of successful student learning outcomes and enrollment, which we outline above, will be an additional enticement to these units to join the program. We note that the EEU and the UTM Student Union collaboratively distributed a survey in July 2023, in which students enrolled in Humanities and Social Science programs expressed a strong desire to be offered a co-op opportunity. These results will serve as a useful metric as academic units in the Humanities and Social Sciences consider whether to join the UTMCIIP while the EEU will be able to use these data to identify the experiential learning areas of interest indicated by students.

The initial stage of the UTMCIIP (2024-2026) includes the academic units and programs that indicate strong demand from employers and project a positive upward trend for entry-level job opportunities. For example, there were 1,490 unique business

management-related entry-level positions (requiring 0-3 years' experience) in the Peel region alone in June 2023. This reflects a 26% increase in job postings compared to January 2022.^[1] In addition, students who have gained some work experience are at an advantage compared to peers with no experience when it comes to salaries: the median advertised salary for jobs related to business management requiring 0-3 years' experience in the Peel region is \$32.43/hr. Based on the distribution of advertised salaries in 2022-23 for such positions (see Chart 1 below), students with UTMCIIP experience can expect to be on the higher end of the hourly pay range, which is between \$14/hr to \$50/hr.^[2]

Chart 1: Median Advertised Salary for Business Management- Related, Entry Level positions (including Co-ops and Internships) in Ontario Region, 2022-2023.



^[1] Source: Light Cast Analytics, Job Postings Report, extracted July 12th, 2023.

^[2] Source: Light Cast Analytics, Job analytics Reports, extracted July 12th, 2023. Subject area grouped by NOC codes, for jobs in Ontario region, requiring 0-3 years' experience.

Considering the impact of the UTMCIIP within the region, we find that it directly aligns with Mississauga's Economic Development Strategy 2020-25, which identifies *talent* as a major driver in impacting growth. Moreover, the UTMCIIP also supports the City-University collaboration articulated in our Memorandum of Understanding (MOU), which identifies "[m]aking more connections between the University's teaching mission and Mississauga's talent needs and regional economy" as one part of the University's strategy.

The UTMCIIP will allow the development and supply of required talent in priority industries as mentioned in Table 4, which shows sectors that are expected to have the largest economic impact for the City of Mississauga. The programs that are participating in the initial phase of the UTMCIIP (Management, Economics, ICCIT, Biology, Chemistry & Physical Sciences, Mathematics & Computational Sciences) were, therefore, identified as fully aligning with priority industries in achieving the City of Mississauga’s strategic plan. Through these partnerships, students participating in a UTMCIIP will be in a better position to realize the academic learning outcomes and professional learning opportunities of their program.

Table 4: Priority sectors and sub sectors as identified by the City of Mississauga with proposed co-op programs aligned at UTM:

Mississauga Priority Sector	Mississauga Priority Sub-sector		Alignment with UTM proposed co-op programs	Key Proof Points
Advanced Manufacturing	Aerospace Automotive Food & Beverage Cleantech	->	Alignment with MCS, Management, Economics, ICCIT	<ul style="list-style-type: none"> According to the Toronto Board of Trade, the Pearson Economic Zone accounts for <u>51% of Canada’s air transportation jobs</u>
Smart Logistics	Transportation Distribution & Delivery Warehousing & Storage	->	Alignment with MCS, Management, Economics, ICCIT	<ul style="list-style-type: none"> 30% of the Toronto region’s logistics sector is in Mississauga – the largest cluster of the GTA.
Life Sciences	Pharmaceutical Biotechnology Diagnostics Medical Devices Digital Health	->	Alignment with Biology, CPS, MCS, Management, Economics, ICCIT	<p>See Unlimited Mississauga, 2019</p> <ul style="list-style-type: none"> Mississauga is the second largest life science sector in Canada by employment – over

Mississauga Priority Sector	Mississauga Priority Sub-sector		Alignment with UTM proposed co-op programs	Key Proof Points
				<p>500 companies employing ~26,000 workers.</p> <ul style="list-style-type: none"> • Life science businesses account for \$2.7B or 6.3% of Mississauga’s real GDP • Biotechnology – 40+ firms • Pharmaceuticals – 60+ firms • Diagnostics – 25+ businesses • MedTech – 140+ businesses • Digital health – 40+ firms • UTM will open a new life science accelerator, Spin Up, in early 2024 that aims to connect new start-ups with experiential learning opportunities for students at UTM.
<p>Higher Value Business Services</p>	<p>Finance & Insurance Business Technology FinTech</p>		<p>Alignment with MCS, Management, Economics, ICCIT</p>	<p>See Unlimited Mississauga, 2019</p> <ul style="list-style-type: none"> • Mississauga is home to more than 45 Financial Services head offices.

Mississauga Priority Sector	Mississauga Priority Sub-sector		Alignment with UTM proposed co-op programs	Key Proof Points
	Business, Management, Scientific & Technical Support Services			<ul style="list-style-type: none"> • The Toronto region has seen a 40% increase in software developers and data analysts in the past five years (Toronto Global) • Financial services in the Toronto region: 10,000 companies employing 320,000 workers (Toronto Global)

For all students, the UTMCIIP’s Work-Readiness Modules provide step-by-step work preparation and reflection tools to allow all students to succeed in the workplace. EEU staff will conduct frequent check-ins for support and guidance that the students might need during their UTMCIIP placements/work term. Overall, the UTMCIIP will be invaluable for the development of all our students since it enhances their academic learning outcomes, creates a veritable work-integrated learning experience, provides skills such as industry-specific resume development and interviewing skills, establishes workplace expectations, creates networking opportunities, and has the potential for the co-op opportunity to develop into full-time work after graduation.

Considering the impact of the UTMCIIP on academic programs at UTM that are currently a part of the PEY Co-op (specifically, Computer Science), we are aware that the introduction of the UTMCIIP might confuse some of these students. All UTM Computer Science students who are currently enrolled in the PEY Co-op will continue to progress through PEY Co-op’s specific program requirements, and we expect all UTM students currently enrolled in PEY Co-op to complete that program prior to Fall 2026. Beginning in Fall 2024, however, UTM students will no longer be accepted into the PEY Co-op nor be eligible to participate in other co-op programs offered at other U of T divisions. This new cohort will apply to the UTMCIIP for a start date in Fall 2024.

Moving forward, the UTMCIIP's Work-Readiness Modules will incorporate the requirements and expectations of the UTMCIIP along with detailed guidance from the onboarding process up until the completion of the program. These modules will be available to our students via Quercus for easy and immediate access, along with multiple support resources to ensure an easy transition of new students into the UTMCIIP.

We expect that there will also be disappointment from students who do not meet the eligibility criteria (as they are too close to graduation), miss application deadlines, or are unsuccessful in the competitive enrolment application process (as the number of applications in a given program may exceed the available spots). Other students may find that their academic program is not yet part of the UTMCIIP. In such cases, students will be guided to other experiential learning opportunities offered at UTM, such as our Academic Internships, the Certificate programs offered through ICCIT or Management, the Research Opportunity Program, Community-Engaged Learning, and Summer Work Experiences, as well as UTM's Work-Study and co-curricular programs offered through the UTM Career Centre. Where there is demand in an academic program that does not yet participate in the UTMCIIP, we will consult with the respective academic unit to assess the feasibility of formally offering the program option in the very near future.

Consultation

- Describe the impact of the major modification on other programs and any consultation undertaken with the Dean and chair/director of relevant academic units.

Development of the UTMCIIP structure and programming has involved extensive consultation with multiple stakeholder groups across all three U of T campuses.

Students

In May 2023, focus groups were established consisting of 30 students in total and a survey was conducted with 199 students from academic societies in the very program areas which will participate in the initial phase of the UTMCIIP. These included the Mathematical and Computational Science Society, Erindale Chemistry & Physics Society, Erindale Biology Society, UTM Physics Club, Computer Science Student Community, Developer Student Club, UTM Robotics, and Women in Science & Computing Club. In

June 2023, another survey was conducted with 65 students from the Sciences, Social Sciences, and Humanities more broadly. In these focus groups and surveys, students expressed very support for an expansion of UTM's current experiential learning offerings through UTMCIIP targeted to their academic disciplines and indicated their strong interest in participating in UTMCIIP. Students highlighted that they were seeking access to such a co-op program to gain practical work experience, apply classroom theories to the work environment, and improve the transition from university to the labour market.

When asked about motivations for seeking a co-op internship program, students said the following (a small sample follows):

"Having some work experience while you're a student is valuable because even entry level positions for jobs require X number of years of experience, and doing a Co-op will definitely prepare students better for that." – **4th year student, Molecular Biology Specialist.**

"A co-op would help develop professional and soft skills like organization skills, time management, and communication. If they can develop those type of skills within a Co-op program prior to graduating, they make themselves that much more attractive coming out of their undergrad for an employer to hire." – **4th year student, Management Specialist with Minor in Economics.**

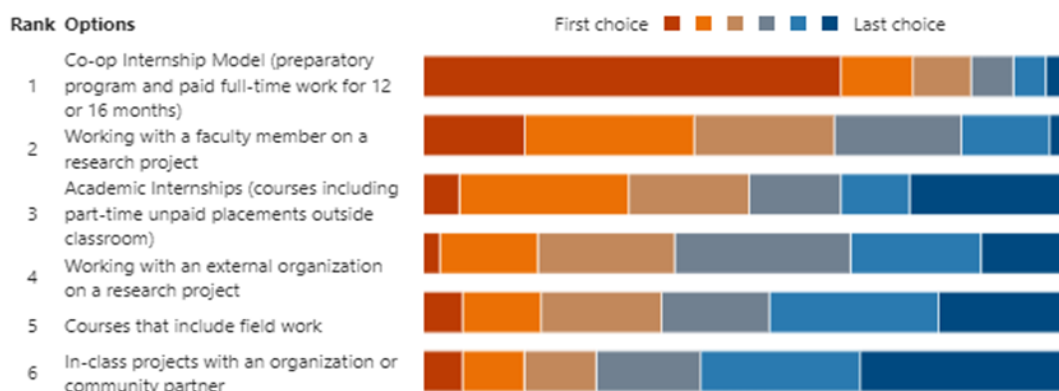
"What motivates me to participate in the Co-op program is firstly networking – to expand my network to be able to talk with managers ... In the future, I could possibly reach out to them again and get a potential full-time offer. Being able to list these kinds of experiences on your resume as well as the fact that in terms of Co-op usually they say it is a paid work experience. Being able to get some money to be able to also fund next year's schools' fees is also nice." – **2nd Year, Economics Specialist.**

In the May 2023 survey completed by 199 UTM Computer Science, Biology, Chemical & Physical Sciences, Economics, Management, and ICCIT students, 64% listed a co-op internship program as their top choice among EL options; in the June 2023 survey completed by 65 students from the Sciences, Social Sciences, and Humanities, 71% listed a co-op internship program as their top choice, demonstrating a need to expand UTMCIIP beyond the initial group of participating academic units to include other academic units following the initial roll-out. The results of the May 2023 survey, which pertain directly to the programs participating in the initial phase of UTMCIIP, are detailed in the following chart:

Chart 2: UTM Student Survey Results from May 2023

3. Please rank, the following experiential learning opportunities in order of interest (first choice should be at the top of your list).

199 Responses



Consultations about the UTMCIIP were held with the University of Toronto Mississauga Student Union’s (UTMSU) President and Vice-President in June 2023. As outlined above, the President and Vice-President of the UTMSU fully support this initiative and have in fact made the introduction of a co-op internship program one of their priorities.

Academic Units

During the Spring and Summer of 2023, the Vice-Dean, Academic Experience, Director, Experiential Education & Community Engagement, and Manager, Work-Integrated Learning Programming met with Chairs and/or Directors, faculty, and staff from the six academic units participating in the initial phase of the UTMCIIP to discuss the program. We received an overwhelmingly positive response from these six units, all of which are eager to join the program. A faculty member serving as contact person was selected in each unit. Consultations were held with the following representatives:

Institute of Communication, Culture, Information and Technology – Sarah Sharma, Director, ICCIT, and Steve Szigeti, Assistant Professor, Teaching Stream

Biology – Steven Short, Department Chair; Sanja Hinic-Frlog, Associate Chair, Undergraduate; Cindy Short, Program and Curriculum Support; Steven Chatfield, Associate Professor, Teaching Stream

Management – Tanjim Hossain, Department Chair; Cloveth Smith, Director, Student Development & Work-Integrated Learning; Minlei Ye, Associate Chair, Programs & Students

Chemical & Physical Sciences – Lindsay Schoenbohm, Department Chair; Paul Piunno, Associate Chair; Christina Fortes, CPS Academic Counsellor/Undergraduate Program Administrator

Economics – Margarida Duarte, Department Chair; Drew Reid, Department Manager; Ramya Uthayakumar, Internship Coordinator & Outreach Officer; Kayla Forrester, Undergraduate Student Advisor

Mathematical & Computational Sciences – Ilia Binder, Department Chair; Daniel Zingaro, Associate Chair, Yvette Ye, Academic and Undergraduate Program Administrator.

Non-Academic Units

Between February and November 2023, consultation was undertaken within the Office of the Vice-Principal Academic and Dean to support the development of the proposal. The UTMCIIP initiative was also presented at a meeting of the Principal's Senior Team. Individual consultations were held with the following non-academic units to solicit their advice and confirm their support:

- Accessibility Services
- Career Centre
- International Education Centre
- Office of the Registrar

In October 2023, the Vice-Dean Academic Experience and Director, Experiential Education & Community Engagement co-presented at the UTM Academic Affairs Committee meeting to provide an overview of the proposed UTMCIIP and invite feedback. Based on feedback received during the discussion from AAC members, the UTMCIIP proposal was revised to clarify questions about academic control in the area of program admission and accessibility. Overall, the presentation was warmly received by attendees and no further changes were requested following the meeting.

As the UTMCIIP will impact several portfolios across campus (e.g., UTM Alumni Relations, UTM Career Centre, the Department of Management Professional Development & Learning Centre), the OVPAD will continuously consult with these and other stakeholders at UTM to ensure that the program development leverages existing resources available on campus. To achieve this goal, the OVPAD will conduct regular meetings with these stakeholders.

Tri-Campus Senior Leadership

The UTMCIIP was presented to tri-campus Deans and Vice-Deans at the Tri-Campus Deans meeting on November 30, 2023.

Tri-Campus Co-op Partnership

The Tri-Campus Co-op Partnership is a committee of U of T stakeholders engaging in co-op education whose purpose is to share best outreach practices and reduce the duplication of efforts. Participating programs include UTSC's Art and Science Co-op, Management Co-op, FASE's PEY Co-op, and the Faculty of Arts and Science's ASIP. Given UTM's interest in co-operative education, Andreas Bendlin, Vice-Dean, Academic Experience, and Rena Banwait, Director, Experiential Education and Community Engagement, met with the TCP Executive Committee on August 29, 2022, to learn about the TCP and discuss UTM's potential participation in the initiative. Since then, they have attended all TCP Steering Committee meetings on behalf of UTM to learn more about the TCP strategic plan and priorities, weigh in on plans and developments, and report to that group on the various developmental stages of the UTMCIIP. Rena Banwait officially joined the TCP Executive Committee on July 1, 2023. At regular meetings, UTM provides updates on the plans for UTMCIIP to ensure that there is complete alignment with the TCP's mission, processes, and policies.

Through ongoing collaboration with the TCP, UTM ensures that the holistic needs of employer partners are addressed and a seamless recruiting experience is provided for them. The sharing of roles and responsibilities allows UTM to minimize programming costs and maximize opportunities for UTM students, and to leverage the strengths of all co-op programs across the three campuses.

In addition to regular participation in TCP's consultative process, the EEU continues to consult individually and regularly with the leads of the undergraduate co-operative education programming across all three campuses at the University. These consultations

have helped inform the design of the UTMCIIP. Individual consultations have engaged with the following topics: program structure, enrolments, budget models, student support programming, marketing and recruitment, work term preparation and requirements, staffing needs, and CEWIL Canada accreditation guidelines. The following consultations have taken place with partner programs and individuals over the last year.

FASE

Between 2022 and October 2023, Rena Banwait, Director, Experiential Education & Community Engagement has met regularly with Roger Francis, Executive Director, Engineering Career and Experiential Learning, to discuss the PEY Co-op and how UTM's program will interact with the PEY Co-op. UTM has benefitted greatly from the willingness of the FASE PEY Co-op and FASE leadership teams, who freely shared their expertise and informed the development of the UTMCIIP. Select students enrolled in the Department of Mathematical and Computational Sciences have been participating in the PEY Co-op since 2020 to great success. On November 25, 2022, the EEU and Ciaran Graham, Director, Strategic Initiatives, met with the PEY team to discuss PEY's budget model and better understand the costs associated with offering their co-op program to students. Conversations continue to ensure that UTM students are successfully transitioned into the UTMCIIP once it is launched.

A&S

In the fall of 2022, Andreas Bendlin, Rena Banwait, Claudia Mellad, and Ciaran Graham met with Vicki Lowes, Executive Director, Experiential Learning & Professional Development, to learn about ASIP's budget model. Rena Banwait and Claudia Mellad further met with her as part of the initial consultation process on December 14, 2022. Libby West, the Associate Director, Student Learning and Professional Development was initially consulted on January 17, 2023, with more meetings as needed, to better understand ASIP's preparatory programming and work terms. On September 14, 2023, Andreas Bendlin and Rena Banwait again met with Vicki Lowes to discuss UTMCIIP's staffing model.

UTSC

Rena Banwait and Claudia Mellad met individually with Susan Soikie, Director, Arts & Science Co-op, as part of the initial consultation process on November 6, 2022. Further

consultations took place with Cynthia Jairam-Persaud, Assistant Director, Student Services – Arts and Science Co-op.

Rena Banwait and Claudia Mellad also met with Christine Arsenault and Philip Brown as part of the initial consultation process with the UTSC Management Co-op Program on February 23, 2023.

In all consultations, UTM has been clear that the structure of the UTMCIIP has been designed to be differentiated from the UTSC Co-op model. Specifically, the UTM program, like FASE's PEY Co-op, will require students to add an additional year to their studies (5 years instead of 4 years), whereas students can complete all requirements within 4 years within the UTSC Co-op model.

University Senior Leadership

Detailed feedback on the UTMCIIP was provided on November 23, 2023, by the the Office of the Vice-Provost Academic Programs, which coordinated feedback from the University Registrar and other institutional offices, including the Office of Planning & Budget. All feedback was incorporated into the proposal.

Resources

- Describe any resource implications of the change(s) including, but not limited to, faculty complement, space, libraries and enrolment/admissions.
- Describe any resources that enhance the learning and teaching environment, including resources to promote student well-being and resiliency in the learning and teaching environment. *You may also wish to highlight specific aspects of the following resources and supports as appropriate for the proposed program:*
 - ▶ Library
 - ▶ Co-operative Education
 - ▶ Academic Advising (including international student advising)
 - ▶ Teaching and Learning Office
 - ▶ Technology Support for Teaching and Learning
 - ▶ Distance/Online Learning
 - ▶ Peer Learning Support
 - ▶ Disabilities/Accessibility Services
 - ▶ Student Academic Support Services

- ▶ Academic Computing Services
- ▶ Other unit- or program-specific supports/services
- Please be specific where this may impact significant enrolment agreements with the Faculty/Provost’s Office.
- Indicate if the major modification will affect any existing agreements with other institutions, or will require the creation of a new agreement to facilitate the major modification (e.g., Memorandum of Understanding, Memorandum of Agreement, etc). Please consult with the Provost’s Office (vp.academicprograms@utoronto.ca) regarding any implications to existing or new agreements.

Space

Drawing from the existing space already available to the EEU, the OVPAD will dedicate the appropriate workspaces and equipment to accommodate new staff hires supporting the UTMCIIP. As the program grows beyond the initial phase, current hybrid work schedules and the possibility of hotelling workstations will be considered as needed.

Staffing & Budget

Administrative Staff

In terms of staffing, UTM is taking a conservative approach with the launch of our co-op internship program. Dedicated EEU co-op staff will be added based on student enrolments in the program, following recommended CEWIL accreditation guidelines (i.e., 150 students: 1 staff member). The staffing chart below reflects expected staffing requirements for the first two years of the UTMCIIP. Specifically, in preparation for this initial period EEU will hire 3 new staff members to provide dedicated support: a Manager, WIL Programming (1.0 FTE, hiring date January 2024), a Student Development Officer (1.0 FTE, hiring date March 2024), and a Co-op Internship Coordinator (1.0 FTE, hiring date June 2024). In addition, EEU will leverage existing EL and co-op experience within the unit to support the launch of the program and thereby create a supportive environment in which a unique co-op program can flourish at UTM.

Position	FTE
Program Steering	
Director, Experiential Education & Community Engagement	0.5
Manager, WIL Programming	1.0*
Manager, Experiential Education	0.25
Preparatory Program	

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Manager, CE & Special Projects	0.5
Experiential Learning Developer	0.75
Student Development Officer	1.0*
Contract/Work Study	2.0
Business Development & Employer Relations	
Co-op Internship Coordinator	1.0*
Experiential Learning Officer	1.0
Research Analyst, Academic Experience	0.25
Community Engagement Officer	0.75
	9.0

* new hires

- The new *Manager, WIL Programming* will oversee the administration of the program, including partnership management with the TCP, business development, and student admissions.
- The new *Student Development Officer* will work with the *Manager, Community Engagement & Special Projects* and an *Experiential Learning Developer* to develop a Professional Development curriculum (mobilized as Work-Readiness Modules) and help students to prepare for their work term opportunities.
- The new *Co-op Internship Coordinator*, supported by existing *Experiential Learning Officers*, the *Community Engagement Officer*, and the *Research Analyst, Academic Experience*, will perform business development for the initial phase of the UTMCIIP, identifying potential placement partners and building relationships with local businesses.
- The *Co-op Internship Coordinator* will also guide students in their job searches, support students while on work term, and serve as primary point of contact for employers and students.
- Contract/Work Study staff will be hired to deliver peer mentorship as well as facilitate day-to-day administrative work.

As the UTMCIIP grows, EEU will hire additional dedicated staff in line with CEWIL accreditation guidelines to support the expanding program's operations. Any additional costs will be covered through ancillary fees paid by students enrolled in UTMCIIP.

Budget

Funding for the development and initial launch of the UTMCIIP has been made available by the Experiential Learning University Fund as well as the Office of the Vice-President and Principal, UTM. UTMCIIP is budgeted to be a cost-recovery program, with expenses fully covered by participating students' ancillary fees.

UTQAP Process

The UTQAP pathway is summarized in the table below.

Steps	Approving Body	Approval Date
Development/consultation within Unit	Andreas Bendlin Vice-Dean, Academic Experience	November 2, 2023
Decanal & Provostial Sign-Off	Tracey Bowen Vice-Dean, Teaching & Learning	November 2, 2023
	VPAP sign-off	November 23, 2023
Divisional Governance Approval	UTM Academic Affairs Committee	January 11, 2024
Submission to Provost's Office		March 2024
AP&P – reported annually		May 2024
Ontario Quality Council – reported annually		July 2024

Appendix A: Learning Outcomes and Degree-Level Expectations

The addition of a structured work-integrated learning program aligns with UTM's goal of offering experiential learning programs, particularly expanding a student's depth and breadth of knowledge, application of knowledge, communication skills, and building autonomy and professional capacity.

The overarching Work-Integrated Learning Outcomes (LO) for all participating programs are as follows:

- LO1: Apply disciplinary learning and knowledge acquired in the student's academic discipline to a workplace setting
- LO2: Understand and apply professional business acumen and ethical business practices in a workplace setting
- LO3: Identify and develop career options in the student's academic discipline
- LO4: Demonstrate effective problem-solving, decision-making, communication, and leadership skills

Degree Level Expectations	UTMCIP Learning Outcomes	How the Program Design/Structure Supports the Degree-Level Expectations
<p>Breadth & Depth of Knowledge</p> <p><i>Breadth of Knowledge:</i> In the course of their studies, students will gain an awareness and appreciation of the variety of modes of thinking, methods of inquiry and analysis, and ways of understanding the world that underpin different intellectual fields. Students will engage in critical thinking and analytical skills – including with respect to equity, diversity, and inclusion – through courses within and beyond their core field(s) of study, across the humanities, the social and behavioural sciences, and the natural sciences.</p> <p><i>Depth of Knowledge:</i> Students will attain depth of knowledge in their core field(s) of study through a progression of introductory, core, and specialized courses.</p>	<p>LO1, LO4</p>	<p>The introduction of the UTM Co-op Internship Program (UTMCIP) will not change each academic program’s existing learning outcomes for this Degree-Level Expectation (DLE), but will further support the existing outcomes related to depth and breadth of knowledge.</p> <p>Similar to UTM’s robust academic internship course models, the UTMCIP will include key elements of a quality work-integrated learning experience to deepen and broaden students’ knowledge of their field of study and the employment landscape. Students enrolled in science-based academic internship courses, such as the academic internship course in Biology (BIO400Y5) and in the Chemical and Physical Sciences (CPS400Y5), engage in contextual market research projects and reflection assignments. Building on this pedagogical concept, UTMCIP students will have direct involvement in their own learning through the submission of a learning plan at the beginning of their work term experience.</p> <p>At the onset of each work experience, students will develop goals related to the knowledge and skills they plan to achieve by the end of the work term experience. Students will be required to complete substantial work connected to their academic discipline and will be supported by EEU staff members to ensure their work experiences relate to their academic and career goals. Experiences will be structured with meaningful activities, and work terms occur in legitimate work environments.</p> <p>On-the-job training will reinforce academic learning and help students to master new tasks. In addition, they will have the opportunity to deepen their learning through applying academic</p>

		<p>knowledge to real-world challenges. The written components of the work terms will further facilitate the deepening and broadening of students' knowledge. Students will complete reports reflecting on the knowledge and skills they are gaining, requiring critical thought through the synthetization of their academic and work-based learning within their field of study. The final work term assignment will have requirements specific to their academic program and will be reviewed by a faculty member, ensuring that their learning on work term builds upon their classroom learning. Recommended follow-up activities will include modules and career-launch specific workshops, all offered by UTM's Career Centre.</p>
<p>Knowledge of Methodologies</p> <p><i>Goals:</i> Students will have knowledge of and experience with different methodologies and approaches relevant to their core field(s) of study.</p>	<p>This DLE is not addressed in the UTMCIIP.</p>	<p>This DLE is not addressed in the UTMCIIP.</p>
<p>Application of Knowledge</p> <p><i>Goals:</i> Students will be able to frame relevant questions for further inquiry within or beyond the core field(s) of study. They will be able to identify and apply the appropriate tools with which they can address such questions effectively. This includes a knowledge of how historical and present discrimination (including, but not limited to, discrimination on the basis of race, religion, sexuality, gender, and</p>	<p>LO1, LO2, LO4</p>	<p>The introduction of UTMCIIP will not change each academic program's existing learning outcomes for this DLE but will further support the existing outcomes related to the application of knowledge.</p> <p>Work term opportunities will allow students to apply the expertise they have gained through previous course work and connect academic theory and concepts to problems in a real-world setting. The work terms will require students to complete reflection exercises throughout the work term, providing them opportunities to integrate their workplace learning with their discipline-specific knowledge and make links between their learning across different workplace settings. Through these assignments and activities, students will critically reflect on their work term learning, successes, challenges,</p>

<p>ability) affect these questions, problems, and solutions.</p>		<p>and failures. The opportunity to participate in an extended work term for 12 or 16 months will allow students the opportunity to apply their academic learning in a variety of settings. Students will synthesize learning through ongoing reflection exercises, self-evaluation and through supervisor feedback.</p> <p>Work-readiness modules one and two will provide students with greater awareness about their strengths and interests and how their skills apply to the world of work. Integration of learning requires adequate student preparation prior to work placements, and the professional development courses will incorporate best practices from the literature on student skill development and learning.</p> <p>Work-readiness modules three and four will include topics to facilitate students' application of knowledge. In particular, the modules on problem-solving, workplace safety and rights, along with Equity, Diversity, Inclusion, and Accessibility Considerations, will provide training on how to apply their academic knowledge to real-world environments.</p>
<p>Communication Skills</p> <p><i>Goals:</i> Students will be able to effectively communicate and critically evaluate information, arguments, and analyses, using a range of modes of communication.</p>	<p>LO3, LO4</p>	<p>The introduction of UTMCIIP will not change each academic program's existing learning outcomes for this DLE but will further support the existing outcomes related to communication skills.</p> <p>Students' experiences on work terms will expose them to genuine forms of communication with supervisors, colleagues, peers, and clients in diverse workplaces, providing them with opportunities to learn and practice these skills. Students will gain confidence in articulating their academic and work-term learning by communicating with diverse audiences.</p>

		<p>Work-readiness modules one and two will include a curriculum related to communication, in particular skills articulation and, the development of personal branding material. Additionally, work-readiness modules include content that will further develop their communication skills and competencies in areas where they feel they need to develop, based on their personal learning plans.</p> <p>After the successful launch of the UTMCIIP, the EEU plans on launching a Peer Mentorship Program in the coming years. Senior students will have the opportunity to develop their coaching and mentorship skills, and junior students have a supportive and safe environment to discuss and practice with more experienced peers.</p>
<p>Awareness of Limits of Knowledge</p> <p><i>Goals:</i> Students will acknowledge and appreciate the limits of their own knowledge. They will also gain an awareness of the uncertainty, ambiguity, and limits of our collective knowledge and how these might influence analyses and interpretations.</p>	<p>This DLE is not addressed in the UTMCIIP.</p>	<p>This DLE is not addressed in the UTMCIIP.</p>
<p>Autonomy & Professional Capacity</p> <p><i>Goals:</i> Students will acquire the skills, knowledge, and critical problem solving they need to become informed, ethical, inclusive, independent, and creative thinkers and decision-makers; gain an awareness and</p>	<p>LO1, LO2, LO3, LO4</p>	<p>The introduction of UTMCIIP will not change each academic program’s existing learning outcomes for this DLE but will further support the existing outcomes related to autonomy and professional capacity.</p> <p>Work-integrated learning allows students to gain a greater understanding of how to apply their academic learning in professional contexts, build professional networks, understand job</p>

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<p>appreciation that knowledge and its applications are influenced by and contribute to society as a whole; and lay the foundation for learning as a life-long endeavour.</p>		<p>opportunities and the job market, identify real-world challenges and issues, and increase employability prospects. Students in UTMCIIP will have the unique opportunity to build professional capacity through practical activities in their work terms. The learning plans they create will encourage self-directed learning and autonomy. This learning will be enhanced with the extensive curriculum across the Work-Readiness Modules, which cover many aspects of professionalism and provide students with activities to develop these capacities. The first work-readiness module focuses on developing students' professional identity through self-assessment of their skills, values, and interests and the creation of a co-op plan. The second work-readiness module will further develop these capacities with topics about Professionalism Essentials, Job Search Essentials, and Interview Preparation.</p>
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Appendix B: Current Calendar Copy & Proposed Changes

Department of Biology

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<https://utm.calendar.utoronto.ca/section/Biology>

UTM Co-op Internship Program

The UTM Co-op Internship Program (UTMCIP) stream is available to eligible students enrolled in the Biology Specialist program. Enrolment is limited and requires a supplemental application. Students enrolled in the UTMCIP stream will be required to complete mandatory Work-Readiness programming plus a 12- or 16-month term of paid, full-time work experience. The time to degree completion for students enrolled in UTMCIP will normally be 5 years. There is an additional cost to participate in the UTMCIP stream.

Enrolment in the UTMCIP stream of the Biology Specialist is limited. Students with 4.0-6.0 credits can apply to the program during Round 1 of program selection. Successful students will be enrolled in the UTMCIP stream for the Fall term of Year 2 of study. Applications for the UTMCIP stream are accepted only during Round 1 of program selection. Students with more than 6.0 credits are not eligible.

Enrolment is open to domestic and international students. All international students must possess a valid work permit and Social Insurance Number (SIN) to participate in a work term.

Further details about UTMCIP, including eligibility requirements and application procedures, can be found here (link to UTMCIP “home” page on the academic calendar TBD). Students may also visit the UTMCIP webpage (link TBD).

Biology – Specialist

<https://utm.calendar.utoronto.ca/program/erspe2364>

Enrolment in the UTMCIP stream of this program is limited to students who have completed 4.0 credits, including 60% or better in both BIO152H5 and BIO153H5, and who have achieved a cumulative GPA of at least 3.0. Students must be in good standing with no outstanding academic integrity cases.

Department of Chemical and Physical Sciences

Main Page

<https://utm.calendar.utoronto.ca/section/Astronomy>

<https://utm.calendar.utoronto.ca/section/Chemistry>

<https://utm.calendar.utoronto.ca/section/Earth-Science>

<https://utm.calendar.utoronto.ca/section/Environmental-Geosciences>

<https://utm.calendar.utoronto.ca/section/Physics>

UTM Co-op Internship Program

The UTM Co-op Internship Program (UTMCIP) stream is available to eligible students enrolled in the Astronomical Sciences Specialist, Biological Chemistry Specialist, Earth Science Specialist, Chemistry Specialist Environmental Geoscience Specialist, and Biophysics Specialist programs. Enrolment is limited and requires a supplemental application. Students enrolled in the UTMCIP stream will be required to complete mandatory Work-Readiness programming plus a 12- or 16-month term of paid, full-time work experience. The time to degree completion for students enrolled in UTMCIP will normally be 5 years. There is an additional cost to participate in the UTMCIP stream.

Enrolment in the UTMCIP stream of the CPS Specialist programs is limited. Students with 4.0-6.0 credits can apply to the programs during Round 1 of program selection. Successful students will be enrolled in the UTMCIP stream for the Fall term of Year 2 of study. Applications for the UTMCIP stream are accepted only during Round 1 of program selection. Students with more than 6.0 credits are not eligible.

Enrolment is open to domestic and international students. All international students must possess a valid work permit and Social Insurance Number (SIN) to participate in a work term.

Further details about UTMCIP, including eligibility requirements and application procedures, can be found here (link to UTMCIP “home” page on the academic calendar TBD). Students may also visit the UTMCIP webpage (link TBD).

Astronomical Sciences – Specialist

<https://utm.calendar.utoronto.ca/program/erspe1025>

Enrolment in the UTMCIP stream of this program is limited to students who have completed 4.0 credits, including:

- [AST110H5](#)
- [MAT102H5](#)
- ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#)) or ([MAT157H5](#) and [MAT159H5](#)) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#)
- [MAT223H5](#) or [MAT240H5](#)

- ([PHY136H5](#) and [PHY137H5](#)) or ([PHY146H5](#) and [PHY147H5](#))
- [ISP100H5](#)

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Biological Chemistry – Specialist

<https://utm.calendar.utoronto.ca/program/erspe1995>

Enrolment in the UTMCIIP stream of this program is limited to students who have completed 4.0 credits including:

- [CHM110H5](#) and [CHM120H5](#) (minimum grade of 65% in [CHM120H5](#))
- ([MAT132H5](#) and [MAT134H5](#), minimum grade of 65% in [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#), minimum grade of 65% in [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#)) or ([MAT157H5](#) and [MAT159H5](#)) or [MAT134Y5](#) (minimum grade of 65%) or [MAT135Y5](#) (minimum grade of 65%) or [MAT137Y5](#) (minimum grade of 65%) or [MAT157Y5](#) (minimum grade of 65%)
- [ISP100H5](#)

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Biophysics Specialist

<https://utm.calendar.utoronto.ca/program/erspe1944>

Enrolment in the UTMCIIP stream of this program is limited to students who have completed 4.0 credits including:

- [PHY146H5](#) (with a minimum grade of 65%) or [PHY136H5](#) (with a minimum grade of 80%);
- [PHY147H5](#) (with a minimum grade of 65%) or [PHY137H5](#) (with a minimum grade of 80%); and
- [([MAT132H5](#) or [MAT135H5](#) or [MAT137H5](#) or [MAT157H5](#)) and ([MAT134H5](#) or [MAT136H5](#) or [MAT139H5](#) or [MAT159H5](#))] or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#)

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Chemistry – Specialist

<https://utm.calendar.utoronto.ca/program/erspe1376>

Enrolment in the UTMCIIP stream of this program is limited to students who have completed 4.0 credits, including the following:

1. [CHM110H5](#) and [CHM120H5](#) (minimum grade of 65% in [CHM120H5](#))
2. ([MAT132H5](#) and [MAT134H5](#), with a minimum grade of 65% in [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#), with a minimum grade of 65% in [MAT136H5](#)) or (MAT137 and MAT139) or (MAT157 and MAT159) or [MAT134Y5](#) (minimum grade of 65%) or [MAT135Y5](#) (minimum grade of 65%) or [MAT137Y5](#) (minimum grade of 65%) or [MAT157Y5](#) (minimum grade of 65%)
3. [ISP100H5](#)
4. A minimum CGPA of 2.5

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Earth Science – Specialist

<https://utm.calendar.utoronto.ca/program/erspe1465>

Enrolment in the UTMCIIP stream of this program is limited to students who have completed 4.0 credits, including [ISP100H5](#) and one of the following courses with a minimum grade of 60%: [ERS101H5](#) or [ERS111H5](#) or [ENV100Y5](#).

- [ERS101H5](#) or [ERS111H5](#) or [ENV100Y5](#)
- [ISP100H5](#)
- [CHM110H5](#) and [CHM120H5](#)
- ([MAT132H5](#) and [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#)) or [MAT137Y5](#)
- ([PHY136H5](#) and [PHY137H5](#)) or ([PHY146H5](#) and [PHY147H5](#))
- [BIO152H5](#) and [BIO153H5](#)

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Environmental Geosciences – Specialist

<https://utm.calendar.utoronto.ca/program/erspe1253>

Enrolment in the UTMCIIP stream of this program is limited to students who have completed 4.0 credits including:

- [CHM110H5](#), [CHM120H5](#),
- ([PHY136H5](#), [PHY137H5](#))/([PHY146H5](#), [PHY147H5](#)),

- ([MAT132H5](#), [MAT134H5](#))/([MAT135H5](#), [MAT136H5](#))/ [MAT134Y5](#)/ [MAT135Y5](#)/
[MAT137Y5](#)
- [ERS101H5](#)/ [ERS111H5](#)/ [ENV100Y5](#)

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing and cannot be suspended as a result of an academic integrity case.

Department of Economics

Main Page

<https://utm.calendar.utoronto.ca/section/Economics>

UTM Co-op Internship Program

The UTM Co-op Internship Program (UTMCIP) stream is available to eligible students enrolled in the Economics Specialist, Economics Major, Economics and Political Science Specialist, Financial Economics Specialist, and International Affairs Specialist programs. Enrolment is limited and requires a supplemental application. Students enrolled in the UTMCIP stream will be required to complete mandatory Work-Readiness programming plus a 12- or 16-month term of paid, full-time work experience. The time to degree completion for students enrolled in UTMCIP will normally be 5 years. There is an additional cost to participate in the UTMCIP stream.

Enrolment in the UTMCIP stream of the Economics Major and Specialist programs is limited. Students with 4.0-6.0 credits can apply to the programs during Round 1 of program selection. Successful students will be enrolled in the UTMCIP stream for the Fall term of Year 2 of study. Applications for the UTMCIP stream are accepted only during Round 1 of program selection. Students with more than 6.0 credits are not eligible.

Enrolment is open to domestic and international students. All international students must possess a valid work permit and Social Insurance Number (SIN) to participate in a work term.

Further details about UTMCIP, including eligibility requirements and application procedures, can be found here (link to UTMCIP “home” page on the academic calendar TBD). Students may also visit the UTMCIP webpage (link TBD).

Economics – Specialist (Arts)

<https://utm.calendar.utoronto.ca/section/Economics>

Enrolment in the UTMCIIP stream of this program is limited to students who have completed three 200-level ECO courses:

- ECO200Y5 or ECO204Y5 or ECO206Y5
- ECO202Y5 or ECO208Y5 or ECO209Y5
- ECO220Y5 or ECO227Y5 or (1.0 credit from STA256H5, STA258H5, STA260H5)

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Economics – Major (Arts)

<https://utm.calendar.utoronto.ca/section/Economics>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [[ECO101H5](#) (63%) and [ECO102H5](#) (63%)] or [ECO100Y5](#)(63%); and
- [MAT133Y5](#) (63%) or ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#)) or [MAT135Y5](#) or [MAT137Y5](#)

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Economics and Political Science – Specialist (Arts)

<https://utm.calendar.utoronto.ca/program/erspe0751>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- A mark of at least 70% in 1.0 credit of POL;
- A mark of at least 63% in [ECO100Y5](#) or (63% in each of [ECO101H5](#) and [ECO102H5](#));
- [MAT133Y5](#) (with a mark of at least 63%) or [MAT134Y5](#) or ([MAT132H5](#) and [MAT134H5](#)) or [MAT135Y5](#) or ([MAT135H5](#) and [MAT136H5](#)) or [MAT137Y5](#) or ([MAT137H5](#) and [MAT139H5](#));
- [ISP100H5](#);

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Financial Economics – Specialist (Science)

<https://utm.calendar.utoronto.ca/section/Economics>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- 70% in [ECO100Y5](#) or (70% in each of [ECO101H5](#) and [ECO102H5](#))
- 70% in [ECO206Y5](#) and 70% in [ECO208Y5](#)
- 70% in [ECO227Y5](#) or [[STA256H5](#) (70%) and [STA260H5](#) (70%)] or [[STA257H1](#) (70%) and [STA261H1](#) (70%)]
- One of the following:
 - [MAT135Y5](#) (minimum 63%) and [MAT223H5](#) (minimum 63%)
 - [MAT135H5](#) (minimum 63%) and [MAT136H5](#) (minimum 63%) and [MAT223H5](#) (minimum 63%)
 - [MAT134Y5](#) (minimum 63%) and [MAT223H5](#) (minimum 63%)
 - [MAT132H5](#) (minimum 63%) and [MAT134H5](#) (minimum 63%) and [MAT223H5](#) (minimum 63%)
 - [MAT137Y5](#) (minimum 60%) and [MAT223H5](#) (minimum 63%)
 - [MAT137H5](#) (minimum 60%) and [MAT139H5](#) (minimum 60%) and [MAT223H5](#) (minimum 63%)
 - [MAT157Y1](#) (minimum 60%) and [MAT223H5](#) (minimum 63%)
 - [MAT133Y5](#) (minimum 80%) and [MAT233H5](#) (minimum 63%)

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

International Affairs – Specialist (Arts)

<https://utm.calendar.utoronto.ca/program/erspe1384>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [([ECO101H5](#) (63%) and [ECO102H5](#) (63%)] or [ECO100Y5](#) (63%); and
- [MAT133Y5](#) (63%) or ([MAT135H5](#) and [MAT136H5](#)) or [MAT135Y5](#); and
- 1.0 credit of introductory (100/200-level) language.

Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Department of Management

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<https://utm.calendar.utoronto.ca/section/Management>

UTM Co-op Internship Program (UTMCIIP)

The UTMCIIP stream is available to eligible students enrolled in the Accounting Specialist, Commerce Specialist, Finance Specialist, Human Resource Management Specialist, Management Specialist, and Marketing Specialist programs. Enrolment is limited and requires a supplemental application. Students enrolled in the UTMCIIP stream will be required to complete mandatory Work-Readiness programming plus a 12- or 16-month term of paid, full-time work experience. The time to degree completion for students enrolled in UTMCIIP will normally be 5 years. There is an additional cost to participate in the UTMCIIP stream.

Enrolment in the UTMCIIP stream of the Management Specialist programs is limited. Students with 4.0-6.0 credits can apply to the programs during Round 1 of program selection. Successful students will be enrolled in the UTMCIIP stream for the Fall term of Year 2 of study. Applications for the UTMCIIP stream are accepted only during Round 1 of program selection. Students with more than 6.0 credits are not eligible.

Enrolment is open to domestic and international students. All international students must possess a valid work permit and Social Insurance Number (SIN) to participate in a work term.

Further details about UTMCIIP, including eligibility requirements and application procedures, can be found here ([link to UTMCIIP "home" page on the academic calendar TBD](#)). Students may also visit the UTMCIIP webpage ([link TBD](#)).

Commerce: Accounting – Specialist (BCom)

<https://utm.calendar.utoronto.ca/program/erspe1704>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- A final mark of at least 63% in each of the following courses:
 - ([ECO101H5](#) and [ECO102H5](#)) or [ECO100Y5](#)
 - [MGM101H5](#) and [MGT120H5](#)
 - [MAT133Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or ([MAT132H5](#) and [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#))
- A weighted average of the grades earned in the courses above that meets the program's annual admission cutoff, which is determined annually by the Department of Management. This will vary from year to year and is based on capacity and the applicant pool.

In addition to the courses listed above, students need to complete MGT262 OR MGT231 before commencing a work term. Students who have achieved a cumulative GPA of at

least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Commerce – Specialist (BCom)

<https://utm.calendar.utoronto.ca/program/erspe2273>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- A final mark of at least 63% in each of the following courses:
 - ([ECO101H5](#) and [ECO102H5](#)) or [ECO100Y5](#)
 - [MGM101H5](#) and [MGT120H5](#)
 - [MAT133Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or ([MAT132H5](#) and [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#))
- A weighted average of the grades earned in the courses above that meets the program's annual admission cutoff, which is determined annually by the Department of Management. This will vary from year to year and is based on capacity and the applicant pool.

In addition to the courses listed above, students need to complete MGT262 OR MGT231 before commencing a work term. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Commerce: Finance – Specialist (BCom)

<https://utm.calendar.utoronto.ca/program/erspe2273>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- A final mark of at least 63% in each of the following courses:
 - ([ECO101H5](#) and [ECO102H5](#)) or [ECO100Y5](#)
 - [MGM101H5](#) and [MGT120H5](#)
 - [MAT133Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or ([MAT132H5](#) and [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#))
- A weighted average of the grades earned in the courses above that meets the program's annual admission cutoff, which is determined annually by the Department of Management. This will vary from year to year and is based on capacity and the applicant pool.

In addition to the courses listed above, students need to complete MGT262 OR MGT231 before commencing a work term. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Human Resource Management – Specialist (BBA)

<https://utm.calendar.utoronto.ca/program/erspe1882>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- A final mark of at least 63% in each of the following courses:
 - ([ECO101H5](#) and [ECO102H5](#)) or [ECO100Y5](#)
 - [MGM101H5](#) and [MGT120H5](#)
 - [MAT133Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or ([MAT132H5](#) and [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#))
- A weighted average of the grades earned in the courses above that meets the program's annual admission cutoff, which is determined annually by the Department of Management. This will vary from year to year and is based on capacity and the applicant pool.

In addition to the courses listed above, students need to complete MGT262 OR MGT231 before commencing a work term. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Management – Specialist (BBA)

<https://utm.calendar.utoronto.ca/program/erspe2431>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- A final mark of at least 63% in each of the following courses:
 - ([ECO101H5](#) and [ECO102H5](#)) or [ECO100Y5](#)
 - [MGM101H5](#) and [MGT120H5](#)
 - [MAT133Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or ([MAT132H5](#) and [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#))
- A weighted average of the grades earned in the courses above that meets the program's annual admission cutoff, which is determined annually by the

Department of Management. This will vary from year to year and is based on capacity and the applicant pool.

In addition to the courses listed above, students need to complete MGT262 OR MGT231 before commencing a work term. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Commerce: Marketing – Specialist (BCom)

<https://utm.calendar.utoronto.ca/program/erspe2380>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- A final mark of at least 63% in each of the following courses:
 - [ECO101H5](#) and [ECO102H5](#)) or [ECO100Y5](#)
 - [MGM101H5](#) and [MGT120H5](#)
 - [MAT133Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or ([MAT132H5](#) and [MAT134H5](#)) or ([MAT135H5](#) and [MAT136H5](#)) or ([MAT137H5](#) and [MAT139H5](#))
- A weighted average of the grades earned in the courses above that meets the program’s annual admission cutoff, which is determined annually by the Department of Management. This will vary from year to year and is based on capacity and the applicant pool.

In addition to the courses listed above, students need to complete MGT262 OR MGT231 before commencing a work term. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Department of Mathematics & Computational Sciences

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<https://utm.calendar.utoronto.ca/section/Mathematical-Sciences>

<https://utm.calendar.utoronto.ca/section/Computer-Science>

UTM Co-op Internship Program (UTMCIIP)

The UTMCIIP stream is available to eligible students enrolled in the Computer Science Major, Computer Science Minor, Computer Science Specialist, Bioinformatics Specialist, and Information Security Specialist programs. Enrolment is limited and requires a supplemental application. Students enrolled in the UTMCIIP stream will be required to complete mandatory Work-Readiness programming plus a 12- or 16-month term of

paid, full-time work experience. The time to degree completion for students enrolled in UTMCIIP will normally be 5 years. There is an additional cost to participate in the UTMCIIP stream.

Enrolment in the UTMCIIP stream of the Computer Science Major, Minor, and Specialist, Bioinformatics Specialist, and Information Security Specialist programs is limited. Students with 4.0-6.0 credits can apply to the programs during Round 1 of program selection. Successful students will be enrolled in the UTMCIIP stream for the Fall term of Year 2 of study. Applications for the UTMCIIP stream are accepted only during Round 1 of program selection. Students with more than 6.0 credits are not eligible.

Enrolment is open to domestic and international students. All international students must possess a valid work permit and Social Insurance Number (SIN) to participate in a work term.

Further details about UTMCIIP, including eligibility requirements and application procedures, can be found here (link to UTMCIIP “home” page on the academic calendar TBD). Students may also visit the UTMCIIP webpage (link TBD).

Computer Science – Major

<https://utm.calendar.utoronto.ca/program/ermaj1688>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [CSC148H5](#) (a final grade of at least 60%)
- [MAT102H5](#) (a final grade of at least 60%)
- [MAT134H5](#) or [MAT136H5](#) or [MAT139H5](#) or [MAT159H5](#) or [MAT134Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or [MAT233H5](#)
- [ISP100H5](#)

In addition to the courses listed above, students need to successfully complete CSC207H5/CSC207H1/CSCB07H3 in either the Fall or Spring of Year 2 to be eligible for the program. Students who have achieved a cumulative GPA of at least 2.5 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Computer Science – Minor

<https://utm.calendar.utoronto.ca/program/ermin1688>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [CSC108H5](#) (a final grade of at least 60%)
- [CSC148H5](#) (a final grade of at least 60%)
- [MAT102H5](#) (a final grade of at least 60%)

In addition to the courses listed above, students need to successfully complete CSC207H5/CSC207H1/CSCB07H3 in either the Fall or Spring of Year 2 to be eligible for the program. Students who have achieved a cumulative GPA of at least 2.5 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Computer Science – Specialist

<https://utm.calendar.utoronto.ca/program/erspe1688>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [CSC148H5](#) (a final grade of at least 65%)
- [MAT102H5](#) (a final grade of at least 65%)
- [MAT134H5](#) or [MAT136H5](#) or [MAT139H5](#) or [MAT159H5](#) or [MAT134Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or [MAT233H5](#)
- [ISP100H5](#)

In addition to the courses listed above, students need to successfully complete CSC207H5/CSC207H1/CSCB07H3 in either the Fall or Spring of Year 2 to be eligible for the program. Students who have achieved a cumulative GPA of at least 2.5 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Information Security – Specialist

<https://utm.calendar.utoronto.ca/program/erspe1038>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [CSC148H5](#) (a final grade of at least 65%)
- [MAT102H5](#) (a final grade of at least 65%)
- [MAT134H5](#) or [MAT136H5](#) or [MAT139H5](#) or [MAT159H5](#) or [MAT134Y5](#) or [MAT135Y5](#) or [MAT137Y5](#) or [MAT157Y5](#) or [MAT233H5](#)
- [ISP100H5](#)

In addition to the courses listed above, students need to successfully complete CSC207H5/CSC207H1/CSCB07H3 in either the Fall or Spring of Year 2 to be eligible for the program. Students who have achieved a cumulative GPA of at least 2.5 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Institute of Communication, Culture, Information and Technology

Main Page

<https://utm.calendar.utoronto.ca/communication-culture-information-and-technology-section-text>

UTM Co-op Internship Program

The UTMCIIP stream is available to eligible students enrolled in the Communication Culture Information & Technology Major, Digital Enterprise Specialist, Professional Writing & Communication Major, and Technology Coding & Society Major programs. Enrolment is limited and requires a supplemental application. Students enrolled in the UTMCIIP stream will be required to complete mandatory Work-Readiness programming plus a 12- or 16-month term of paid, full-time work experience. The time to degree completion for students enrolled in UTMCIIP will normally be 5 years. There is an additional cost to participate in the UTMCIIP stream.

Enrolment in the UTMCIIP stream of the Communication Culture Information & Technology Major, Digital Enterprise Specialist, Professional Writing & Communication Major, and Technology Coding & Society Major programs is limited. Students with 4.0-6.0 credits can apply to the programs during Round 1 of program selection. Successful students will be enrolled in the UTMCIIP stream for the Fall term of Year 2 of study. Applications for the UTMCIIP stream are accepted only during Round 1 of program selection. Students with more than 6.0 credits are not eligible.

Enrolment is open to domestic and international students. All international students must possess a valid work permit and Social Insurance Number (SIN) to participate in a work term.

Further details about UTMCIIP, including eligibility requirements and application procedures, can be found here (link to UTMCIIP “home” page on the academic calendar TBD). Students may also visit the UTMCIIP webpage (link TBD).

Communication, Culture, Information and Technology – Major (Arts)

<https://utm.calendar.utoronto.ca/program/ermaj1034>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [CCT109H5](#) (minimum grade of 65%)
- [CCT110H5](#) or [WRI173H5](#) (minimum grade of 65%)

In addition to the courses listed above, students need to successfully complete [CCT273H5](#) (with a minimum grade of 70%) in their second year to be eligible for the program. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Digital Enterprise Management – Specialist (Arts)

<https://utm.calendar.utoronto.ca/program/erspe1307>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [CCT109H5](#) (minimum grade of 65%)
- [CCT110H5](#) or [WRI173H5](#) (minimum grade of 65%)
- [CCT112H5](#) (minimum grade of 65%)

In addition to the courses listed above, students need to successfully complete [CCT273H5](#) (with a minimum grade of 70%) in their second year to be eligible for the program. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Professional Writing & Communication – Major (Arts)

<https://utm.calendar.utoronto.ca/program/ermaj1302>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [CCT109H5](#) (minimum grade of 65%)
- [CCT110H5](#) (minimum grade of 65%)
- [WRI173H5](#) (minimum grade of 65%)

In addition to the courses listed above, students need to successfully complete [CCT273H5](#) (with a minimum grade of 70%) in their second year to be eligible for the

program. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity cases.

Technology, Coding & Society: Major (Arts)

<https://utm.calendar.utoronto.ca/program/ermaj1040>

Enrolment in the UTMCIIP stream of this program is limited to students with 4.0 completed credits including:

- [CCT109H5](#) (minimum grade of 65%)
- [CCT110H5](#) or [WRI173H5](#) (minimum grade of 65%)
- [CCT111H5](#) (minimum grade of 65%)

In addition to the courses listed above, students need to successfully complete [CCT273H5](#) (with a minimum grade of 70%) in their second year to be eligible for the program. Students who have achieved a cumulative GPA of at least 3.0 are encouraged to apply. Students must be in good standing with no outstanding academic integrity case.