

# Engineering Co-op WKEXP 901-905 Syllabus

Fall 2025, Winter 2026, Summer 2026

## Course Objectives

Your co-op work terms are an opportunity to gain relevant work experience and explore possible career options while applying your academic knowledge in real-world settings. You may also use your work terms to diversify your skills and knowledge, expand your networks, and learn workplace skills.

## Course Administration

This work experience course is administered by the Engineering Co-op Program. A designated co-op contact will be assigned prior to the onsite evaluation meeting. Questions prior to the designation of a co-op contact may be directed to a [Program Advisor](#) or to [engineering.co-op@ualberta.ca](mailto:engineering.co-op@ualberta.ca). Students on a work term can also stop by our [Virtual Office](#) during business hours.

## Course Requirements

This course is a Credit (CR) or No-Credit (NC) course. To earn credit each semester, students must complete the following:

- [Midterm Evaluation](#)
  - 4-month placements: one onsite will be completed at about the midpoint of your work term
  - 8-month placements with the same company / position: one onsite will be completed at about the midpoint of the first four months of your work term
  - 12-month placements with the same company / position: two onsite evaluations required (one in the first semester of the placement and one in the last semester)
- [End-of-Term Employer Evaluation](#) (typically emailed directly to the student's supervisor)
  - Students must earn a Satisfactory or better to receive credit for the WKEXP course. A Needs Improvement or Unsatisfactory evaluation will result in an Incomplete (IN). Students must achieve a Satisfactory or better on their next work term for a grade change to Credit (CR); a second Needs Improvement or Unsatisfactory will result in No Credit (NC).
  - Students are required to fill in the "Student Comments" section once the evaluation is submitted by the employer
- [Work Term Assignments + Reports](#)

Each four-month work term must meet all course requirements. An eight-month placement with the same employer counts as two WKEXP courses, and a twelve-month placement counts as three

## Midterm Evaluations

Your assigned co-op contact will reach out to the student or supervisor to schedule a midterm evaluation. This meeting can be held virtually or in person. Beyond serving as an evaluation, it provides the student with an opportunity to showcase their work, ask questions about the WKEXP course or career planning, and help ensure the placement is mutually beneficial for both the student and the employer.

## Important Dates and Deadlines

*When an exact date is not mentioned, the deadline will be communicated to you via email.*

***You are required to check your @ualberta email throughout your work term.***

	Fall Work Term	Winter Work Term	Summer Work Term
Course registration and payment deadline*	Mid-September	Mid-January	Register in course by Mid-May (note that it is listed as a Summer course in BearTracks)
Deadline to secure employment to receive enough hours for credit	Mid-October	Mid-February	Mid-June
Midterm Evaluation meetings	November**	March**	July**
WKEXP 901, 902, 903, and 904 assignment due date	November 30	March 31	July 31
End-of-Term Employer Evaluation deadline	Mid-December	Mid-April	Mid-August
WKEXP 905 report due date	December 31	April 30	August 31

\* If you secure employment after the add/drop deadline, the co-op office will contact you regarding registration.

\*\* Students should complete a minimum of six weeks of work experience before the onsite meeting. The onsite season may vary by up to a week or two before or after the month indicated .

## Co-op Regulations - Terms & Conditions

It is imperative that you reach out to the co-op office to clarify understanding of the [Terms & Conditions](#).

Students retain full time university status throughout their work terms, and are subject to the [University of Alberta Code of Student Behaviour](#).

All students must be registered in their work experience course prior to beginning work, and international students must have a valid work permit.

Co-op students may request permission to enroll in one academic course during a four-month work term. Details on the process and applicable policies, along with a link to the request form, are available [here](#).

## Work Term Checklist

The [Work Term Checklist](#) will help you hit the ground running on your first day. Take a look through it, and don't hesitate to reach out to a staff member if anything is unclear.

## Co-op Program Harassment Policy and Procedures

All members of the University of Alberta community have the right to work and learn in an environment free of harassment and discrimination, regardless of work location. If you experience harassment or discrimination during a co-op work term, we are here to support you.

You can reach out directly to your assigned co-op contact, the Employer Relationship Manager listed in your work term record, or any of our staff for guidance. You may be redirected to a different staff member depending on their company connections.

[See available resources and university policies here.](#)