

Academic Requirements for Co-operative Education

PILON SCHOOL OF BUSINESS

Academic requirements for entry into and participation in Co-operative Education

Program	Programs from which students can be considered	Co-op Plan Code	Program Type / Entry Process	Entry to Co-op Academic Requirements	Work Term Academic Requirements
Advertising Account Management (Graduate Certificate)	PADAM	PADAMC	Optional Co-op; Apply through Co-op Office	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses.
Bachelor of Business Administration - Accounting (Degree): Internship Program	PBACC, PBACCP	PBACC, PBACCP	Mandatory Internship, all students automatically in the Internship program, as separate application process through the Co-op Office is available for entry into the Co-op program, which adds three additional work terms.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.
Bachelor of Business Administration - Accounting (Degree): Co-op Program	PBACC, PBACCP	PBACC, PBACCP	Optional Co-op program (4 work terms); Apply through Co-op Office	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.

Bachelor of Business Administration - Finance (Degree): Internship Program	PBBAF, PBBAFP	PBBAF, PBBAFP	Mandatory Internship, all students automatically in the Internship program, as separate application process through the Co-op Office is available for entry into the Co-op program, which adds three additional work terms.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.
Bachelor of Business Administration - Finance (Degree): Co-op Program	PBBAF, PBBAFP	PBBAF, PBBAFP	Optional Co-op program (4 work terms); Apply through Co-op Office	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.
Bachelor of Business Administration - Human Resources Management (Degree): Internship Program	PBHRM, PBHRMP	PBHRM, PBHRMP	Mandatory Internship, all students automatically in the Internship program, as separate application process through the Co-op Office is available for entry into the Co-op program, which adds three additional work terms.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.
Bachelor of Business Administration - Human Resources Management (Degree): Co-op Program	PBHRM, PBHRMP	PBHRM, PBHRMP	Optional Co-op program (4 work terms); Apply through Co-op Office	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.
Bachelor of Business Administration - Marketing Management (Degree): Internship Program	PBBAM, PBBAMP	PBBAM, PBBAMP	Mandatory Internship, all students automatically in the Internship program, as separate application process through the Co-op Office is available for entry into the Co-op program, which adds three additional work terms.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.

Bachelor of Business Administration - Marketing Management (Degree): Co-op Program	PBBAM, PBBAMP	PBBAM, PBBAMP	Optional Co-op program (4 work terms); Apply through Co-op Office	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.
Bachelor of Business Administration - Supply Chain (Degree): Internship Program	PBSCM, PBSCMP	PBSCM, PBSCMP	Mandatory Internship, all students automatically in the Internship program, as separate application process through the Co-op Office is available for entry into the Co-op program, which adds three additional work terms.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.
Bachelor of Business Administration - Supply Chain (Degree): Co-op Program	PBSCM, PBSCMP	PBSCM, PBSCMP	Optional Co-op program (4 work terms); Apply through Co-op Office	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.	Minimum 3.0 GPA; Successful completion of PORT 10100D; Submission of resume, transcript and personal statement. Seats are limited.
Business Administration - Accounting (Advanced Diploma)	First year Business. Others with Advanced Standings, contact Co-op Advisor	PBSAC	Optional Co-op; Apply through OCAS	Successfully complete all semester 1 & 2 courses as per program map; Minimum 3.0 GPA (A higher GPA requirement may be implemented due to limited number of seats); Minimum grade of '70%' in Intro Accounting 1 & 2, Computer Applications for Business, Computer Applications for Financial Management, Business Math 1, Finance, Business Communications and Reports & Presentations.	Must have successfully completed all courses as per the program map; Minimum 2.5 cumulative GPA; Minimum grade of '65%' in Intermediate Accounting 1A & 1B; Corporate Finance 1A & 1B, Accounting Software Applications, Cost & Managerial 1A & 1B, Intermediate Accounting 2A & 2B, Auditing 1A & 1B, Taxation 1A & 1B, Accounting Information Systems
Business Administration - Finance (Advanced Diploma)	First year Business. Others with Advanced Standings, contact Co-op Advisor	PBAFC	Optional Co-op; Apply through OCAS	Full-time enrollment: Minimum 2.5 GPA; Successfully complete all courses as scheduled.	Full-time enrollment: Minimum 2.5 GPA; Successfully complete all courses as scheduled.

**Business Administration -
Human Resources
(Advanced Diploma)**

PBAHR

PBAHC

Optional Co-op; Apply
through OCAS

Enrollment to this co-op program is limited. Once admitted, students' academic performance will be reviewed prior to the start of second year. Students are required to achieve a 3.0 GPA or higher PLUS a minimum '70%' in all courses to remain in the co-op program. Students removed from the co-op program on academic grounds will be able to continue in the non-co-op program. There is no opportunity for readmission into the co-op program.

Minimum 3.0 GPA.
Successful completion of all courses as scheduled with a minimum grade of '70%' in each course

**Business Administration -
Marketing (Advanced
Diploma)**

First year Business. Others with Advanced Standings, contact Co-op Advisor

PBAMC

Optional Co-op; Apply
through OCAS

Enrollment to this co-op program is limited. Once admitted, students' academic performance will be reviewed prior to the start of second year. Students are required to achieve a 3.0 GPA or higher PLUS a minimum '70%' in all courses to remain in the co-op program. Students removed from the co-op program on academic grounds will be able to continue in the non-co-op program. There is no opportunity for readmission into the co-op program.

Minimum 3.0 GPA.
Successful completion of all courses as scheduled with a minimum grade of '70%' in each course

Business Process Management (Graduate Certificate)	PBPRI	PBPRC	Optional Co-op; Apply through Co-op Office	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses.
Creative Industries Management (Graduate Certificate)	PCRIM	PCRIMC	Optional Co-op; Apply through Co-op Office	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses.
Human Resource Management (Graduate Certificate)	PHRMC	PHRMC	Mandatory Co-op; Students Automatically in Co-op Program	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.	Maintain good academic standing as defined by Sheridan's Academic Standing policy. A different academic requirement will apply for the "Co-op" program.
International Business (Graduate Certificate)	PINTC	PINTC	Optional Co-op; Students are automatically placed in Co-op Program; academic standards must be met to maintain eligibility. Students can choose to opt out of co-op.	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses.
Marketing Management (Graduate Certificate)	PMKMC	PMKMC	Optional Co-op: Students are automatically placed in Co-op Program; academic standards must be met to maintain eligibility. Students can choose to opt out of co-op.	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses.

Professional Accounting (Graduate Certificate)	PPACG	Optional Co-op; Apply through Co-op Office	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses	Minimum 3.0 GPA. Successful completion of all courses as scheduled with a minimum grade of '70%' in all courses.
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"Co-operative Education is an academic program and requires prerequisites to be met and established academic standards to be adhered to for entry into and continuation in the program. The chart above lists these requirements for all FAST - Engineering Co-op/Internship programs. "

Please note:

- 1) Co-op academic standards are subject to change.
- 2) The Co-op Office does not communicate or verify specific student grades to employers. Where academic grades must be reviewed as a requirement for a Co-op position, employers may request that students provide transcripts with their applications, or as a condition of employment at the offer stage.

FAST- Engineering

Academic requirements for entry into and participation in Co-operative Education

Program	Programs from which students can be considered	Co-op Plan Code	Program Type / Entry Process	Entry to Co-op Academic Requirements	Work Term Academic Requirements
Architectural Technology	PARTY	PARTC	Optional Co-op; Apply through Co-op Office	Full-time enrolment in the 3-year Technology Program; Successful completion of all courses as scheduled, remain in good academic standing with minimum grade of '60%' in CADD, Studio 1, Building Materials 1, Math, Architectural Detailing – Residential	<p>Work Term 1 - Successful completion of all courses as scheduled; Remain in good academic standing with minimum grade of '60%' in Math, CADD, Studio 2, Building Systems1, Estimating, Health & Safety</p> <p>Work Term 2 - Successful completion of all courses as scheduled; Remain in good academic standing with minimum grade of '60%' in CADD, Studio 3, Building Materials 2, Building Systems 2, Architectural Detailing - Com.</p> <p>Work Term 3 - Successful completion of all courses as scheduled; Remain in good academic standing with minimum grade of '60%' in CADD, Studio 4, Specifications, Project Mgt. 1</p>
Bachelor of Engineering (Electrical)	PBENE	PBENE	Mandatory Internship	Good academic standing and all courses from Year 1-2 completed required for mandatory internship. Optional Co-op requires 2.5 GPA with entry based on a competitive application process.	Good academic standing and all courses from Year 1-2 completed required for mandatory internship. Optional Co-op requires 2.5 GPA with entry based on a competitive application process.

Bachelor of Engineering (Mechanical)	PBENM	PBENM	Mandatory Internship	Good academic standing and all courses from Year 1-2 completed required for mandatory internship. Optional Co-op requires 2.5 GPA with entry based on a competitive application process.	Good academic standing and all courses from Year 1-2 completed required for mandatory internship. Optional Co-op requires 2.5 GPA with entry based on a competitive application process.
Chemical Engineering Technology	PCETY	PCETC	Optional Co-op; Apply through Co-op Office	Full time enrolment in 3 Yr. Technology program. Minimum 2.5 GPA (Cumulative and Term). Successful completion of all courses as scheduled.	Full-time enrollment in the 3 Yr. Technology program. Minimum 2.5 GPA (Cumulative and Term). Successful completion of all courses as scheduled.
Chemical Engineering Technology - Environmental	PCETE	PCEEC	Optional Co-op; Apply through Co-op Office	Full time enrolment in 3 Yr. Technology program. Minimum 2.5 GPA (Cumulative and Term). Successful completion of all courses as scheduled.	Full-time enrollment in the 3 Yr. Technology program. Minimum 2.5 GPA (Cumulative and Term). Successful completion of all courses as scheduled.
Electromechanical Engineering Technology	PEMTY	PEMTC	Optional Co-op; Apply through Co-op Office	Full time enrolment in 3 Yr. Technology program; Minimum 2.5 GPA. Successful completion of all courses as scheduled	Full Time enrolment: Minimum 2.5 GPA. Successful completion of all courses as scheduled
Electronics Engineering Technology	PELTY	PEETC	Optional Co-op; Apply through Co-op Office	Full-time enrollment in the 3 Yr. Technology program. Minimum 2.5 GPA (Cumulative and Term). Successful completion of all courses as scheduled.	Full-time enrollment in the 3 Yr. Technology program. Minimum 2.5 GPA (Cumulative and Term). Successful completion of all courses as scheduled.

Environmental Control - Graduate Certificate	PENCT	PENCC	Optional Co-op; Apply through Co-op Office	Full time enrolment; Minimum 3.0 GPA; Successful completion of all courses as scheduled with minimum grade of '60%' in each course. There are a maximum of 20 seats available in the Co-op program. Among eligible applicants. Successful applications will be determined based on GPA using a top-down approach until all twenty seats are filled.	Full time enrolment; Minimum 3.0 GPA; Successful completion of all courses as scheduled with minimum grade of '60%' in each course
Manufacturing Management - Graduate Certificate	PMFMT	PMFMC	Optional Co-op; Apply through Co-op Office	Full time enrolment; Minimum 3.0 GPA; Successful completion of all courses as scheduled with minimum grade of '60%' in each course	Full time enrolment; Minimum 3.0 GPA; Successful completion of all courses as scheduled with minimum grade of '60%' in each course
Mechanical Engineering Technology	PMETY	PMETC	Optional Co-op; Apply through Co-op Office	Full time enrolment in 3 Yr. Technology program; Minimum 2.5 GPA. Successful completion of all courses as scheduled.	Full Time enrolment: Minimum 2.5 GPA. Successful completion of all courses as scheduled
Mechanical Engineering Technology - Design & Drafting	PMEDD	PMDDC	Optional Co-op; Apply through Co-op Office	Full time enrolment in 3 Yr. Technology program; Minimum 2.5 GPA Successful completion of all courses as scheduled.	Full time enrolment; Minimum 2.5 GPA. Successful completion of all courses as scheduled.

Quality Assurance - Manufacturing & Management - Graduate Certificate	PQUAS	PQUAC	Optional Co-op; Apply through Co-op Office	Full time enrolment; Minimum 3.0 GPA; Successful completion of all courses as scheduled with minimum grade of '60%' in each course	Full time enrolment; Minimum 3.0 GPA; Successful completion of all courses as scheduled with minimum grade of '60%' in each course
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Please note:

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FAST- Computing

Academic requirements for entry into and participation in Co-operative Education

Program	Programs from which students can be considered	Co-op Plan Code	Program Type / Entry Process	Entry to Co-op Academic Requirements	Work Term Academic Requirements
Bachelor of Information Systems Security	PBAIS	PBAIS	Mandatory; Students Automatically in Co-op/Internship Program	Maintain good academic standing. Successful completion of all courses as scheduled.	Maintain good academic standing. Successful completion of all courses as scheduled.
Computer Engineering Technology	PCPET	PCTEC	Optional Co-op; Apply through Co-op Office	Full-time enrollment in the 3 Yr. Technology program. Minimum 2.5 GPA (Cumulative and Term). Successful completion of all courses as scheduled.	Full-time enrollment in the 3 Yr. Technology program. Minimum 2.5 GPA (Cumulative and Term). Successful completion of all courses as scheduled.
Computer Systems Technology - Software Development & Networking Engineering	PCSSC	PCSSC	Optional Co-op; Apply through Co-op Office	Full-time enrolment in the 3-year technology program; Complete all courses as scheduled while maintaining Good Academic Standing and a minimum 3.0 GPA (Cumulative & Term).	Full-time enrolment in the 3-year technology program; Complete all courses as scheduled while maintaining Good Academic Standing and a minimum 2.5 GPA (Term)
Computer Systems Technology - Information Systems Engineering (formerly Systems Analyst)	PCSAC	PCSAC	Optional Co-op; Apply through Co-op Office	Full-time enrolment in the 3-year technology program; Complete all courses as scheduled while maintaining Good Academic Standing and a minimum 3.0 GPA (Cumulative & Term).	Full-time enrolment in the 3-year technology program; Complete all courses as scheduled while maintaining Good Academic Standing and a minimum 2.5 GPA (Term)

Information Technology Support Services	PITSC	PITSC	Optional Co-op; Apply through Co-op Office	Complete all courses as scheduled while maintaining Good Academic Standing and a minimum 3.0 GPA (Cumulative & Term).	Complete all courses as scheduled while maintaining Good Academic Standing and a minimum 2.5 GPA (Term)
Internet Communications Technology	PICTC	PICTC	Optional Co-op; Apply through Co-op Office	Complete all courses as scheduled while maintaining Good Academic Standing and a minimum 3.0 GPA (Cumulative & Term).	Complete all courses as scheduled while maintaining Good Academic Standing and a minimum 2.5 GPA (Term)
Bachelor of Mobile Computing	PBACS	PBACS	Mandatory; Students Automatically in Co-op/Internship Program	COWT 18888 (WT1): Must have completed all core courses in terms 1-5. Must be in good academic standing, registered in term 6 and have completed the Co-op Preparatory Course (COWT 10023)	COWT 28888 (WT2): Must have completed COWT 18888 and all core courses in terms 1-6. Must be in good academic standing. COWT 38888 (WT3): Must have completed COWT 28888 and all core courses in terms 1-7 Must be in good academic standing.
Bachelor of Computer Science	PBCPC	PBCPC	Mandatory; Students Automatically in Co-op/Internship Program	COWT 18888 (WT1): Must have completed all core courses in terms 1-5. Must be in good academic standing, registered in term 6 and have completed the Co-op Preparatory Course (COWT 10023)	COWT 18888 (WT1): Must have completed all core courses in terms 1-5. Must be in good academic standing, registered in term 6 and have completed the Co-op Preparatory Course (COWT 10023)

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Please note:

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FACULTY OF ANIMATION, ARTS & DESIGN

Academic requirements for entry into and participation in Co-operative Education

Program	Programs from which students can be considered	Co-op Plan Code	Program Type / Entry Process	Entry to Co-op Academic Requirements	Work Term Academic Requirements
Bachelor of Animation	PBAAA	PBAAA	Mandatory Internship; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA
Bachelor of Craft and Design	PBCRCC / PBCRDC / PBCRDF / PBCRDG / PBCRDI / PBCRDT	PBCRCC / PBCRDC / PBCRDF / PBCRDG / PBCRDI / PBCRDT	Mandatory Internship; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA
Bachelor of Experiential Design			Mandatory Internship; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA
Bachelor of Game Design	PBGDS	PBGDS	Mandatory Internship; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA
Bachelor of Illustration	PBAAI	PBAAI	Mandatory Internship; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA
Bachelor of Interaction Design	PBIDS	PBIDS	Mandatory Internship; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA
Bachelor of Interior Design	PBAID, PBIDB	PBAID, PBIDB	Mandatory Internship; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA

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Please note:

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FACULTY OF APPLIED HEALTH AND COMMUNITY STUDIES
Academic requirements for entry into and participation in Co-operative Education

Program	Programs from which students can be considered	Co-op Plan Code	Program Type / Entry Process	Entry to Co-op Academic Requirements	Work Term Academic Requirements
Bachelor of Athletic Therapy	PBAHS	PBAHS	Mandatory; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA
Bachelor of Community Safety	PBCMS	PBCMS	Mandatory; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA and be registered in Community Safety Capstone 1 prior to the work term
Bachelor of Early Childhood Leadership	PBECL, PBECB	PBECL, PBECB	Mandatory; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA
Bachelor of Kinesiology & Health Promotion	PBAES	PBAES	Mandatory; Students Automatically in Co-op/Internship Program	Pass all core courses as scheduled; Minimum 2.0 GPA	Pass all core courses as scheduled; Minimum 2.0 GPA

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Please note:

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