

Creation of the Professional Experience Co-op Program

As an inherent part of the creation of the Professional Experience Co-op Program, the Faculty of Applied Science and Engineering will undertake the following actions:

- Establish a PE Co-op Advisory Committee
 - The Committee membership will consist of $\sim 1/3$ students (engineering & non-engineering), $\sim 1/3$ employers and alumni, $\sim 1/3$ University representatives
 - Among other duties the Committee will:
 - receive reports regarding the program
 - detailed financial summaries
 - detailed performance metrics
 - other information as requested by the committee
 - issue recommendations to the director of the program, copied to the Vice Dean Undergraduate, regarding issues such as:
 - changes to program structure
 - staffing levels
 - opportunities for growth
 - special initiatives
- Assure provision of a publicly accessible annual financial summary, including a high-level categorical breakdown of operating expenses
- Assure provision of a publicly accessible annual performance metrics report, including number of students participating per year of study, number of employers, and salary statistics.
- Conduct a major review of the PE Co-op Program in 2025 to ensure that the program is meeting performance and service metrics as defined by the Advisory Committee. The conclusions and recommendations of this review will be reported to the Dean. In addition, the PE Co-op Program will be included within the University of Toronto Quality Assurance Process cyclical reviews of each department and their programs, and within the cyclical provostial reviews of the Faculty.
- Address barriers to student participation in the program due to demonstrated financial need by establishing a bursary program and/or a system of fee installment deferrals.
- Address concerns regarding the proper balance between the cost of delivering the program and the perceived incremental value of the program to participants by adjusting the fee installments. Initially installments 1-4 will each be 12.5% of the total program fee and instalments 5 and 6 will each be 25% of the total program fee.