

THE CO-OPERATIVE EDUCATION HANDBOOK FOR EMPLOYERS

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**CENTRE FOR
EXPERIENTIAL
AND CAREER
EDUCATION**

1 CO-OPERATIVE EDUCATION OVERVIEW

The University of the Fraser Valley's Co-operative Education is an academic program where employers play a valuable role in students' professional development. Co-operative Education (Co-op) combines academic study semesters with relevant paid work experience in the student's field of interest. Work terms follow the academic calendar .

During the work term(s), students become full-time employees that are actively engaged in relevant work and mentored by a supervisor. Each work term must have a minimum of 420 hours and at least 12 weeks. The employer must agree to complete a site visit and an Employer Evaluation form regarding the student's performance in order for the position to be considered for the Co-operative Education program.

Co-op students add a fresh perspective, new ideas, and diversity to an organization. Employers can hire co-op students to assist in building a talent pipeline which meets the needs of their organization. Many employers hire former co-op students after graduation, reducing recruitment and training costs. Co-op students enable employers to undertake special projects and to provide relief for permanent staff. Co-op students are highly motivated, and the selection process ensures that they integrate successfully within your organization. For funding and other resources go to [ACE-WILBC/employers/](#)

STUDENT PROGRAM AREAS / SPECIALIZATIONS / FUNCTIONS

Co-op Students are available from the following program areas with the following skills:

BUSINESS ADMINISTRATION

- Marketing
- Accounting
- Human Resources
- Finance
- Business Administration
- BBA Aviation
- Library & Information Technology
- General Business Projects

COMPUTER INFORMATION SYSTEMS

- Programming
- Web Publishing
- Database and Servers
- Technical Support
- Security
- Networking

ARTS

- Media & Communications
- English
- Economics
- Geography
- History
- Fine Arts/Graphic Design
- International Studies
- Psychology
- Sociology
- Criminology

SCIENCES

- Biology
- Chemistry
- Physics
- Math/Stats
- Data Analysis
- Physical Geography
- Agricultural Science
- Physics /Engineering Physics Mechatronics
- Environmental Studies

2 RECRUITMENT TIMELINE

TYPES OF EMPLOYMENT

UFV Co-op students are an ideal solution for seasonal employment, increased staffing needs, short-term projects, as temporary employees with specialized education or skill sets, or to alleviate increases in workloads. Many employers have identified Co-op students as the best solution to needs arising from any of these and other areas.

Work terms fall within the regular academic semesters, starting in January, May and September and lasting four, eight, or twelve months.

UFV offers hiring Co-op students on full-time basis. Students are available full-time for a minimum of four months.

Compensation is determined by the employer. The expectation is that the employer pays Co-op students an equitable wage in keeping with their experience and educational level. Benefits are the responsibility of the employer and must be provided under the terms of a Collective Agreement or the Employment Standards Act; 4% vacation pay, or time off in lieu, should be provided during the work term.

Employment standards and workplace safety:

www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice

RECRUITING

Once the type of employment has been established, and the job description written, the following steps take place:

POST YOUR JOB OPPORTUNITY

Employers can post in one of **two ways**:

1. Employers may post directly on our electronic job board ufv.ca/jobs/co-operative-education/hire-a-student/
2. Employers may send their job description via email coop@ufv.ca

Note : UFV does not have posting deadlines or matching rounds. Opportunities may be posted with us at any time; however, we recommend employers leave adequate time for students to apply, interview, and accept the position before the start date.

APPLICATIONS

The Co-operative Education office will collect and screen the applications and send them to you on the deadline of your choosing. Alternatively, if you have an electronic recruiting system, we can post the position on your behalf and direct students to your online application process.

SHORTLISTING

Once you have reviewed the applications, please contact the Co-op office with names of the short listed students you wish to interview

INTERVIEWS

The Co-op office will arrange interview times for the employers and the candidates. Interviews can take place in-person, virtually, phone or on-campus.

To schedule interviews, please contact:

Email: coop@ufv.ca Phone: 604-854-4507

OFFERS

Once employers have selected their preferred candidate, they can email their Letter of Offer to the Co-op Office, whereupon it will be forwarded to the student for consideration.

3 WORK TERMS

As with any academic course, students complete a variety of assignments during their work term. These assignments track students' goals and progress, introduce their Co-op Coordinator to their Supervisor, and summarize and reflect on their experiences. Participation in the assignments requires little time from the employers' perspective but means a great deal to students' professional development.

Employers must agree to co-operate and participate in the following assignment as requested:

STUDENT LEARNING OBJECTIVES

At the start of the work term, Co-op students will complete a Learning Objectives Form with a list of learning objectives and goals they hope to achieve during their Co-op work term. The student will be required to review their learning objectives with their supervisor, prior to submitting them to their Co-op Coordinator.

SITE VISIT

Mid work term the student will organized a site visit (in-person, virtually or by phone) between the employer/ supervisor and the Co-op coordinator. This meeting provides an opportunity for discussion regarding the tasks or projects that the student has been involved in and performance. The coordinator will also speak with the student separately to provide information regarding the responsibilities they have been assigned.

FINAL EMPLOYER EVALUATION

- The employer evaluation form is to be provided by the students and completed by the employer.
- The evaluation form is to be discussed with the student to formalize the feedback process.
- The evaluation form is to be completed and submitted in conjunction with the student's work term report near the end of the co-op work term.

Please take the time to provide a comprehensive evaluation of the student's abilities, skills, and knowledge that the employer has demonstrated under your leadership.

4 FREQUENTLY ASKED QUESTIONS

WHAT ARE THE BENEFITS OF HIRING A CO-OP STUDENT?

Effective recruitment strategy

"Try before you buy." Assess future, potential employees for employment after graduation.

Co-op essentially allows for an "extended interview", a perfect chance to evaluate potential full-time employees over several months, without any obligation.

Fresh ideas, renewed energy and knowledge

Co-op students are highly motivated and can bring a fresh perspective to your team. Students are eager to take what they have learned in school and apply it to a job.

Pre-screened candidates

Students are accepted into the Co-op program based on their academic excellence and career motivation. In other words, they have shown that they are ready to work and learn!

HOW MUCH DOES CO-OP COST?

The recruitment process is entirely free to employers. The only cost associated with hiring a Co-op student is the student's wage. Many employers find Co-operative Education to be more cost-effective than working with recruitment or temporary staffing agencies.

Coordinators will provide the following.

- Promote opportunities to eligible Co-op candidates
- Collect and send applications as one PDF package
- Make interview arrangements and forward job offers on your behalf
- Monitor a student's work term progress

ARE THERE ANY SUBSIDIES AVAILABLE?

Yes. The government offers wage subsidy programs that you may qualify for. For details visit: [ACE-WIL Get Funding Program Details](#)

WHY CAN'T I CONTACT A STUDENT DIRECTLY?

The benefit of going through the Co-op office is to receive support and assistance from the Co-op staff at every stage of the process. The Co-op office handles the administrative details to ensure all documents and hiring processes are completed. In certain cases, an employer may wish to communicate directly with the student. In this case, the Co-op office simply requests to be copied on or notified of the correspondence.

HOW MANY HOURS MUST A JOB BE IN ORDER TO MEET THE CRITERIA FOR CO-OPERATIVE EDUCATION?

At UFV co-op jobs are full time, with a minimum of 420 hours completed over one semester (4 months).

CAN A STUDENT'S WORK TERM BE EXTENDED WITH THE SAME EMPLOYER?

Yes. Many employers find that they would like to extend a student's employment with them. In order to start this process, the employer must contact the Co-op Coordinator.

WHAT RESPONSIBILITIES DO I HAVE AS THE EMPLOYER?

Initially, introduce the student to the workplace, policies, and employees. Provide proper training for the student and clearly assign the tasks you'd like them to complete.

As the work term progresses, monitor the student's progress and meet with the Co-op Coordinator to discuss their performance in the form of a site visit. At the end of the term, complete the Employer Evaluation form to evaluate your Co-op student's performance.

Support for employers, training and orientation for young and new workers:

www.worksafebc.com/en/resources/health-safety/books-guides/support-for-employers-training-and-orientation-for-young-and-new-workers

Roles, rights and responsibilities:

www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities

WHAT HAPPENS IF WE WANT TO TERMINATE A STUDENT'S CONTRACT?

In rare cases an employer may wish to end a student's Co-op contract early due to poor performance or extraneous circumstances. If this is the case, contact your Co-op Coordinator immediately in order to determine the best course of action.

WHAT KIND OF COVERAGE DO THE STUDENTS HAVE WHEN THEY ARE ON A CO-OP WORK PLACEMENT?

Please see the following information excerpted from the employment standards act and WorkSafeBC coverage and claims

Practicum/Work Experience Students

Effective January 1, 1994, WSBC coverage was extended to all students participating in the practicum or work experience component of a program offered by an eligible institution, regardless of the source of funding for the program.

Further clarification of this coverage was provided on March 29, 1994:

To be designated as a practicum for the purpose of obtaining provincial WSBC coverage for students, the

practical, on-the-job training must meet the conditions/provisos of the definition as stated and expanded below:

A practicum/work experience is defined as:

- An assigned work experience component of a program which is sanctioned by the institution.
- A required component of the program which is included in the program description in the institutional calendar, normally as a credit course; and which must be successfully completed by the student as a requirement for program graduation and certification; and
- Unpaid work activities which are supervised by the employer or a qualified designate, and which occur at the employer's regular business location.

The practicum may occur either:

- "Off-site" at the host employer's regular place of business, or
- "On-site" at the training institution's premises, but only in a workplace that is part of the institution's regular business activities, such as an office administration practicum in the administration department of an institution.

Practical work experience which occurs at workplaces that have been established by the institution for the purpose of simulated work training for a given program does not meet the conditions of a practicum for the purposes of provincial WSBC coverage for students.

Paid Work Experience

A student who is paid by an employer while on a work experience or practicum component of their post-secondary education will be provided WSBC coverage through that employer. The Ministry is not the employer in these cases and therefore cannot provide WSBC coverage.

Out-of-Province Practicum

WCB coverage is for workers who are injured while on the job in British Columbia. Students working outside of BC should confirm coverage with the province or country in which they will be on practicum. It is advisable that students obtain their own medical insurance for out-of-country placements.

Staying safe at work:

www.worksafebc.com/resources/health-safety/books-guides/staying-safe-at-work

5 CONTACT US

Co-op Office at the Centre for Experiential and Career Education

Building S (SUB) 3rd floor, S3123
33844 King Road
Abbotsford, BC V2S 7M8

Telephone: 604- 854-4507
Fax: 604-870-5627
Email: coop@ufv.ca
Monday-Friday, 9:30 AM - 4:30 PM

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6 IMPORTANT EXTERNAL LINKS

Resources

Wage subsidies:

www.workbc.ca/Employment-Services/Wage-Subsidy

Canadian Association for Co-operative Education and Work Integrated Learning (CEWIL):

www.cewilcanada.ca/

Association for Co-operative Education and Work Integrated Learning BC/Yukon (ACEWIL):

acewilbc.ca/

Recruiting Ethics:

cewilcanada.ca/common/RecruitingEthics.pdf

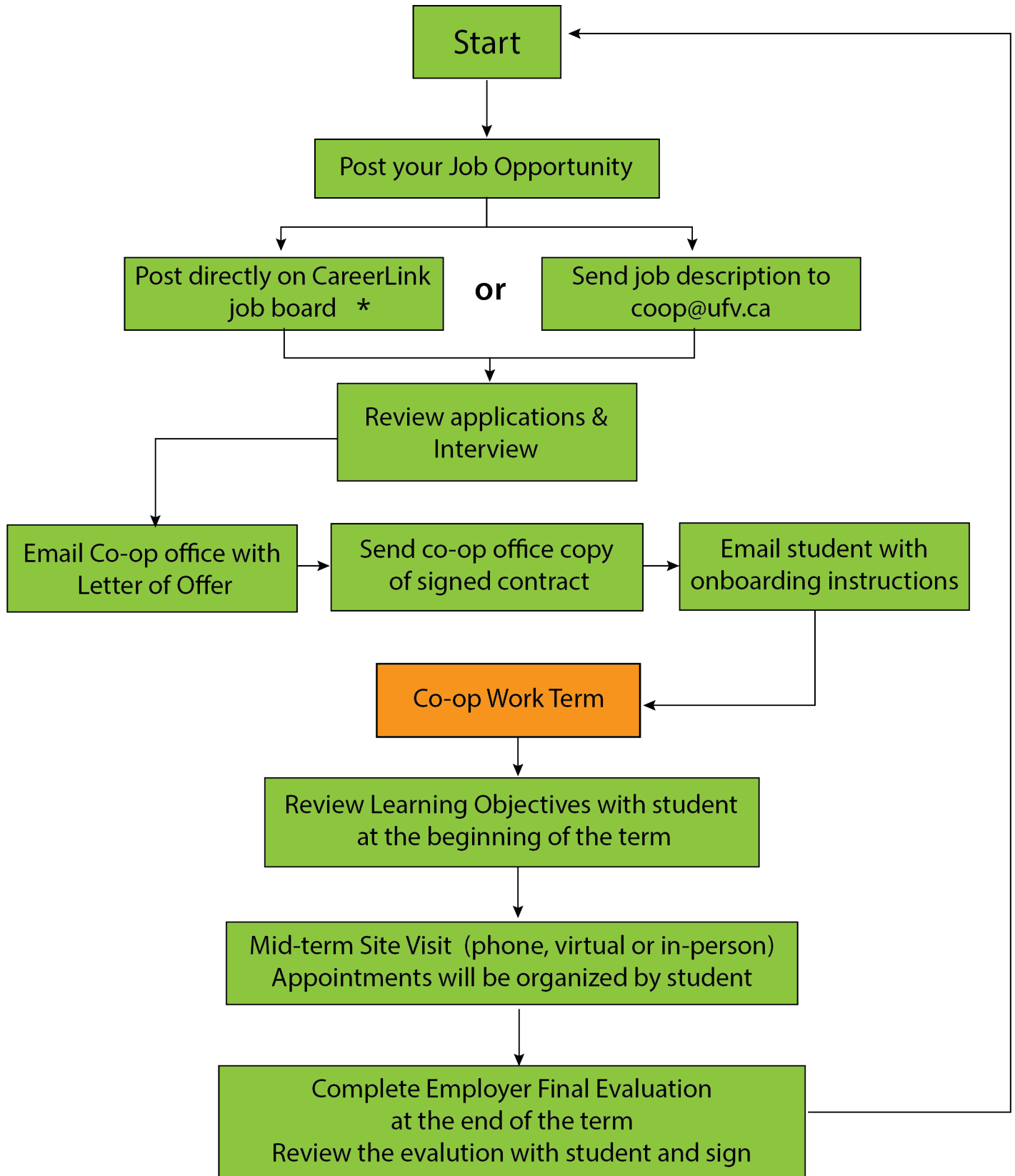
7 LEGAL DISCLAIMER

This document contains external links. External links are labeled and are provided for the convenience of the user. Please note that the Co-op Ed office is not responsible for the contents of external web pages.

The Co-operative Education Handbook for Employers is not intended as a legally binding document, nor is it intended to abridge any rights or responsibilities established by law or the over-riding jurisdiction of the University of the Fraser Valley Board of Governors and the Ministry of Advanced Education. The UFV Co-operative Education office reserves the right to change any provision or requirement at any time.

How to Hire a Co-op Student

(Recruitment Process Timeline)



* CareerLink: <https://www.ufv.ca/jobs/co-operative-education/hire-a-student/>

Note: UFV does not have posting deadlines or matching rounds. Post a job any time; we recommend leaving adequate time for the application process