

CO-OPERATIVE EDUCATION HANDBOOK (EMPLOYERS)

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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. Students' academic study semesters are complimented with periods of paid work experience in the appropriate fields of business, industry, government, social services, and the professions.

During the periods of work experience i.e. work terms, students become full-time employees that are actively engaged in productive work.

Employers must agree to co-operate with and participate in three assignments on behalf of the student for each work term in order to be considered for the Co-operative Education program.

Employers can use a Co-op program to assist in building a work force which meets the needs of their organization and which contributes to its success. 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. (BC ACE, <http://www.co-op.bc.ca/employer>)

Student program areas/specializations/functions

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

-**Business Administration** (Marketing, Accounting, Finance, Human Resources,

Library and Information Technology, general business projects, office support)

-**Computer Information Systems** (Programming, Web sites and servers, Database, Technical Support, Security, Networking)

-**Arts** (Media & Communications / Public Relations, Research, English, Geography, History, International Studies, Psychology, Sociology, and Criminology)

-**Sciences** (Biology, Chemistry, Physics, Math/Stats, Engineering, Research, Lab, Field, Theoretical)



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 or eight months.

UFV offers unique options to hiring Co-op students on both a full-time and part-time basis. Students are available full time for a minimum of four months and part time for a minimum of eight 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.

Recruiting

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

1. Post your Co-op job opportunity. Jobs can be posted in two ways:
 - a. Employers may post directly on our electronic job board [here](#)
 - b. Employers may send their job description via email [here](#)
or by fax: 604.870.5627

****Note.** UFV does not have job 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.

2. 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.
3. Shortlisting. Once you have reviewed the applications, you may choose as many students as you would like to interview for the opportunity.

Interviews

The Co-op office will arrange interview times for the employers and the candidates. Usually interviews take place at the place of employment; however, telephone interviews or on-campus interviews can be arranged.

To schedule interviews, please contact:

The Co-op Coordinators
coop@ufv.ca
604.854.4507

Offers

Once employers have selected their preferred candidate, the Co-op co-ordinators will make the offer and confirm acceptance with the student.



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 Co-ordinator 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:

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 Co-ordinator.

Site Visit

During the course of the semester you will be visited by one of our Co-operative Education Co-ordinators. This meeting will allow the Co-ordinator to ask questions regarding the tasks or projects the student has been involved in. Some time will also be spent with the student, allowing them to demonstrate or provide information regarding the responsibilities they have been assigned.

Final Employer Evaluation

The employer evaluation form, provided by the student, is to be completed by the employer and 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 they have demonstrated under your leadership.



Frequently asked questions (FAQs)

What are the benefits to 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've shown that they are ready to work and learn!

How much does Co-op Ed 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.

At no fee, Co-ordinators...

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

Are there any subsidies available?

Yes. The government offers some wage subsidy programs that you may qualify for. Take a look [here](#).

Why can't I contact a student directly, but have to go through the Co-op Ed office instead?

First, the jobs within the Co-op Ed program do not exist, and are thus not listed, outside the program. A benefit of Co-op Ed for the employer is that the university handles most of the administrative details. 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.

Second, the Co-op Ed office must ascertain that communication between students and employers is appropriate and does not jeopardize future collaboration with either student or employer.

How many hours must a job be in order to meet the criteria for Co-operative Education?

At UVF there are two models an employer can choose in order to meet the criteria in terms of hours. The first is a full time option (minimum 420 hours) over one semester (4 months). The second option is a part time option (minimum of 420 hours) over two semesters (eight 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 Co-ordinator.

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 Co-ordinator to discuss their performance. At the end of the term, complete a form to evaluate your Co-op student's performance.

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 Co-ordinator 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:

(<http://www.ufv.ca/Assets/Career+Centre/Co-op/WSBC+Coverage+Information.pdf>)

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:

1. An assigned work experience component of a program which is sanctioned by the institution;
2. 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
3. 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 work place 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 work places 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.



Contact us

Co-op office at the Career Centre

Abbotsford Campus B238

33844 King Road

Abbotsford, BC V2S 7M8

Telephone: (604) 854-4507

Fax: (604) 870-5627

Email: coop@ufv.ca

Office hours: Monday-Friday, 9:30 - 16:30

Bao-Van Hill, B.A.

Co-operative Education Co-ordinator: Arts, Business, and Library and Information Technology

Telephone: 604-864-4634

Email: baovan.hill@ufv.ca

Susan Francis, MA; Vanessa Krahm, B.Sc. (job share)

- Susan Francis, MA (Mon-Wed)
- Vanessa Krahm, B.Sc. (Thurs-Fri)

Co-operative Education Co-ordinators: Sciences and Computer Information Systems

Telephone: 604-851-6320

Email: susan.francis@ufv.ca or vanessa.krahm@ufv.ca

Sherry Rempel

Co-operative Education Program Assistant

Telephone: 604-854-4507

Email: sherry.rempel@ufv.ca

Please report broken links to coop@ufv.ca.



External links

Information on wage subsidies:

<http://www.employmentconnections.bc.ca/wage-subsidy-program-for-employers/>

Canadian Association for Co-operative Education

<http://www.cafce.ca/en/home>

The Association for Co-operative Education in British Columbia/Yukon (ACE)
<http://www.co-op.bc.ca/>

Recruiting ethics
http://www.cafce.ca/_Library/_documents/RecruitingEthics.pdf



Legal disclaimer

This webpage contains within-page links as well as external links. Within-page links connect to various sections within the same document and ensure that the information presented here is consistent and complete as far as the Co-op process is concerned. External links are labelled 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 webpages.

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End of text.