

2017-18

# CO-OPERATIVE EDUCATION: AN EMPLOYER MANUAL



**Co-op, Career Services, Experiential Learning**

Algoma University

1520 Queen Street East, Sault Ste. Marie, ON P6A 2G4

Tel: 705.949.2301, ext. 4214 Fax: 705.949.6583

Room NW 307M

Email: [coop@algonau.ca](mailto:coop@algonau.ca)

[www.algonau.ca](http://www.algonau.ca)

Dear Employer,

I would like to welcome you to the co-operative education program at Algoma University; a program based on a three-way partnership between Algoma University, the co-op student, and you— the employer.

Whether you are currently an employer of co-op students or simply considering the idea, this handbook is designed with your needs in mind. It clearly outlines the process of hiring a co-op student and provides an overview of the entire co-op process.

Co-operative education provides students with an opportunity to explore various careers in a variety of work environments, allowing for development of new skills—while employers gain a qualified and highly motivated student employee!

The co-op program benefits employers by providing access to a year-round pool of qualified and dedicated students in a cost-effective manner. Not only is co-op a great way to fill your short-term hiring needs, it is also a great way to recruit and evaluate future employees!

If you...

- 1) have projects that your current employees simply do not have time to initiate;
- 2) want to evaluate the potential of future employees in a cost-effective way;
- 3) need meaningful seasonal support in your office; or
- 4) want to give students the opportunity to develop their skill-set while exposing them to your business... consider hiring an Algoma University co-op student today!

If you have any questions about this handbook or would like to meet in person, please do not

hesitate to contact me at [coop@algonau.ca](mailto:coop@algonau.ca) or phone (705)949-2301 ext.4214.

Sincerely,

*Cindi*

Cindi Elgie

Co-op, Career Services, Experiential Learning Coordinator

[coop@algonau.ca](mailto:coop@algonau.ca)

Algoma University, Room NW 307M

[www.algonau.ca/coop](http://www.algonau.ca/coop)

## CO-OP STUDENT REQUEST FORM

Algoma University accepts co-op job postings on a continuous basis. Interested employers should complete this form and either fax to Cindi Elgie at 705.949.6583 OR email [coop@algonau.ca](mailto:coop@algonau.ca) to request an electronic copy.

### I am requesting a co-op student for the following term(s)

May – August 2018\_\_\_\_\_September – December 2018\_\_\_\_\_ Other\_\_\_\_\_

### I prefer a student from the following area(s) of study (all that apply):

Business Administration – *specializations: accounting, marketing, human*

*resources,*

Information Technology

Computer Science

Finance and Economics

Biology

Psychology

Other (specify) \_\_\_\_\_

**Co-op Position Information**

Position Title: \_\_\_\_\_ Job Location (City): \_\_\_\_\_

Expected Start-Date: \_\_\_\_\_ Expected End-Date: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ /hr (minimum \$14/ hour)

**Job Description / Qualifications: (please attach if necessary)**

---

---

---

---

---

**Method of Selection (all that apply):**

1. Résumé only
2. Résumé and Covering Letter
3. Interview
4. Transcript
5. All of the above

**Employer Contact Info for Co-Op Office Use:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

APPLICATION DEADLINE\*: \_\_\_\_\_

*\*all eligible applications will be forwarded to you within two business days of your closing date.*

## Introduction

Co-operative education is an educational model enabling students to integrate academic studies with relevant work experience. Co-op students alternate terms of academic study with full-time co-op work experience related to their area of study. Algoma U's co-op program is managed by the Coordinator, Co-op, Career Services and Experiential Learning.

### What role does the Career Office assume in the co-op program?

The Co-op, Career Services and Experiential Learning Coordinator acts as a liaison between employers and co-op students. The CCELC works closely with employers and students to develop suitable placements and to ensure the objectives of the co-op program are met:

- Facilitates employer/student contact;
- Ensures fair and equitable treatment of students and employers through the placement process;
- Assists employers through all aspects of the co-op process;
- Monitors the placements, ensuring both the employers' and students' needs are being met;
- Discusses career goals with students and helps them develop these goals; and
- Instructs the mandatory career skills course (COOP 0101) for all co-op students

### What degree programs offer co-operative education?

Student in any degree program may enter into the co-operative education program; however, traditionally students from the following disciplines are interested in gaining co-operative education work experience:

Business Administration – *specializations in: marketing, accounting, human resources*

*and economics*

Computer Science  
 Information Technology  
 Biology  
 Psychology  
 English  
 Finance and Economics  
 Other students may be available for employers

**What are the benefits for co-op employers?**

- Source of motivated year-round help:  
 January – April, May – August, and September – December
- Cost-effective method of gaining a valuable employee
- Allows employers to evaluate potential career employees without long-term commitment
- Access high quality talent

**What qualifies as an eligible co-operative education work-term placement?**

The Co-op, Career Services and Experiential Learning Coordinator approves work-terms based on the following requirements:

- i. the co-operative student will be engaged in productive work rather than merely observing;
- ii. the co-operative student will receive remuneration for the work performed (min \$12/hr); the term of employment will be a minimum of ten weeks of full-time work (min. 35 hours/week). Most positions are for a period of 16 weeks in accordance with our typical academic term;
- iii. the duties performed during the work term should be related to the student's field of academic study;
- iv. the Co-op and Career Services and Experiential Learning Coordinator will monitor the student's progress during his/her work term (usually done by way of a mid-term on-site



visit or other means of ongoing communication).

**What are the benefits for co-op students?**

- paid work experience
- contact with employers
- develop competencies and improve skill-set
- opportunity to test a career
- practical experience related to course of academic study

### How does a student qualify for co-op?

Admission and eligibility to apply for co-op work term placements is granted to those students who meet the following criteria:

1. Maintain an overall academic average of 70%
2. Successfully complete COOP 0101—a mandatory career skills course for all co-op students
3. Complete a minimum of 30 credits at Algoma U (15 credits for approved transfer students)
4. Be registered as a full time student in two of the past four terms
5. Must meet any additional job requirements set-out by co-op employer (for instance you can specify that you only want applicants who are upper year students or who have completed specific course work)

### Is there a cost to employers?

There is neither an administration fee nor a placement fee charged to employers choosing to post co-op positions or non-co-op positions at Algoma University; however, *all costs associated with the hire (salary, EI, CPP, WSIB, vacation pay, etc.) are the sole responsibility of the employer.*

The wages offered to our co-op students are employer driven. The average co-op wage is \$15 per hour. The Co-op Office can help employers establish a suitable wage by providing salary information from similar placements.

Canadian companies are not required to compensate students for relocation costs (ie. an Algoma U student moving to Ottawa for a co-op position).

### Are there tax credits or funding available to fund an Algoma U co-op position?

There are tax credits available for unincorporated businesses (up to \$3000 per student) to assist with hiring a co-op student. Visit the Ministry of Finance website for more information:

<http://www.fin.gov.on.ca/en/credit/cetc/>.

### **What is the length of each work term placement(s)?**

There are three co-op work terms: September – December; January – April; and May- August.

The exact start and end dates vary from term to term according to our academic schedule and the employer's needs. For a variety of reasons, employers may be unable to hire a student for the full four-month (16-week) period.

Following CEWIL guidelines, Algoma U's Co-operative Education Department may approve a work term placement if the position in question is at least 10 weeks of full-time work (usually defined as a 35- hour work week).

### **Can a co-op student work for more than one work term?**

Students must commit to a minimum of two 16-week work term placements with each employer unless the employer requests only one 16-week work term. Most work terms are four months in duration; however, work terms can be extended to 12 consecutive months (one full year) with the permission of both the co-op student and Co-op Office.

### **My organization is not located in Sault Ste. Marie.**

#### **Can I still hire a co-op student?**

Yes. Although most co-op students work for local organizations and companies, a number of students are willing and eager to travel outside of Sault Ste. Marie and Northern Ontario to participate in co-op education. Toronto and Ottawa are two popular destinations for co-op students!

#### **How can I hire a co-op student?**

If you would like to provide meaningful employment to one or more co-operative education students, you are encouraged to contact Cindi Elgie in Algoma U's Co-op Office to discuss student availability and work term suitability or simply submit the Co-Op Student Request Form

found at the beginning of this manual.

Cindi Elgie  
 Co-op Office  
 Algoma University  
 1520 Queen St. East  
 Sault Ste. Marie, On P6A 2C2  
 Email: [coop@algomau.ca](mailto:coop@algomau.ca)  
 Tel: 705-949-2301 ext.4214

### When should I post a co-op position?

#### *Suggested Recruitment Cycle*

<b>Work Term</b>	<b>Suggested Posting Deadline</b>	<b>Suggested Interview</b>
September – December	1st week of June	1 <sup>st</sup> week of July
January – April	1st week of October	1 <sup>st</sup> week of November
May – August	1st week of February	1 <sup>st</sup> week of March

*\*Posting early generally results in a better pool of applicants. We are happy to post after the suggested deadline, but you may receive fewer applicants.*

### Step-by-Step Hiring Guide for Co-Op Employers

1. Complete the Co-op Student Request Form found at the beginning of this manual and either fax or e-mail to the Algoma U Co-Op Office; Or simply send a job posting to [coop@algomau.ca](mailto:coop@algomau.ca) (be sure to include a closing date, salary, etc.)
2. Once received and approved by the Co-op Office, your posting will be advertised on the university intranet ([my.algomau.ca](http://my.algomau.ca)) on the co-op bulletin board;
3. On the day of closing, the Co-op Office will send you a package with all qualified and interested student applicants (includes covering letter + resume);
4. The employer is responsible for short-listing and contacting the student(s) to arrange interview times & location (notifying the Co-op Office of these details is appreciated, but not required);
5. Make a job offer to the selected student (and notify the Co-op Office of your choice) and have student complete necessary paper work;
6. Students accepting an offer of employment will then meet with the Co-op Office and

complete necessary co-op paper work.

## **After the Hire: What to Expect**

### ***A Site Visit***

The Coordinator, Co-op, Career Services and Experiential Learning is responsible for helping to ensure (1) the work term is a positive and educational experience for the student; and (2) the employer is obtaining the maximum benefit from hiring a co-op student.

Site visits are usually organized approximately five to six weeks into each 16 week work term. The Coordinator, Co-op, Career Services, Experiential Learning will contact employers to organize a site visit approximately 3 weeks into the work term. *Employers with returning co-op students may request e-mail contact in lieu of a formal site visit.*

### **What if I have other job postings (non co-op) for current students, alumni, or recent graduates?**

Whether you want to hire a student for a part-time or summer position, or have a full-time position for a recent graduate or alumni, Algoma U's Career Office can help you!

Simply send the job posting via mail, email or fax to:

Cindi Elgie, Coordinator, Co-op, Career Services, Experiential Learning  
 Algoma University, Room SH203  
 1520 Queen St. East, Sault Ste. Marie, On, P6A 2G4  
 Email: [coop@algonau.ca](mailto:coop@algonau.ca)  
 Fax: 705.949.6583

*All job postings will be posted on the Student Portal and on our career bulletin board free of charge.*

# Algoma

UNIVERSITY

**QUESTIONS? CONTACT:**

Tel: 705.949.2301, ext. 4214

Fax: 705.949.6583

Email: [coop@algonau.ca/coop](mailto:coop@algonau.ca/coop)

[www.algonau.ca/coop](http://www.algonau.ca/coop)