



CO-OPERATIVE EDUCATION EMPLOYER HANDBOOK

Algoma University

Co-operative Education Program

Tel: 705.949.2301, ext. 4214

Email: coop@algomau.ca

algomau.ca/academics/co-operative-education

Algoma
UNIVERSITY

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 the 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...

- have projects that your current employees simply do not have time to initiate;
- want to evaluate the potential of future employees in a cost-effective way;
- need meaningful seasonal support in your office; or
- 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 or phone (705) 949-2301 ext.4214.

Sincerely,

Cindi

Cindi Elgie
 Co-op and Work Integrated Learning Coordinator
coop@algonau.ca
 Algoma University, Room SH 206
algonau.ca/academics/co-operative-education

CO-OP STUDENT REQUEST

Algoma University accepts co-op job postings on a continuous basis. Interested employers should use the included information as a guide and email a job posting to: coop@algonau.ca. Please attach the job posting and include details in the email.

I am Requesting a Co-op Student for the Following Term(s)

September – December

January – April

May – August

Include the program you wish to draw students from:

Bachelor of Computer Science, Co-op

Specializations:

Computer Game Technology, Computer Game Technology & Creative Artso, Mobile Software Engineering

Business Administration

Specializations:

Accounting, Marketing, Human Resources, Economics

Finance and Economics

Biology

Psychology

Environmental Science

****Co-op is available in all programs at Algoma University except Bachelor of Social Work, Community, Economic and Social Development and Bachelor of Computer Science, general (however BCOSC4 CO-OP is available).**

Co-op Position Information

Please use the below information to prepare your job posting. The more details we have, the better.

Position Title:

Job Location (City):

Expected Start-Date:

Expected End-Date:

Salary: \$ /hr

Method of Selection (all that apply):

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

APPLICATION DEADLINE:

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

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 and Work Integrated Learning Coordinator approves work-terms based on the following requirements:

- The co-op student will be engaged in productive work rather than merely observing;
- The term of employment will be a minimum of ten weeks of full-time work (minimum 35 hours/week. Most positions are for a period of 16 weeks in accordance with our typical academic term).
- The duties performed during the work term should be related to the student's field of academic study;
- The Co-op and Work Integrated Learning Coordinator will monitor the student's progress during their 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:

- Maintain an overall academic average of 70%
- Successfully complete COOP 0101—a mandatory career skills course for all co-op students
- Complete a minimum of 30 credits at Algoma U (15 credits for approved transfer students)
- Be registered as a full time student in two of the past four terms
- 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 anywhere from minimum wage to \$30.00 an 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 \$3,000 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/>.

Student Work Placement Program

The Government of Canada is moving forward with implementation of the expansion of the Student Work Placement Program. As of fall 2019, wage subsidies for employers are expected to be available for work-integrated learning opportunities for post-secondary students in STEM, business, as well as other disciplines in selected sectors of the Canadian economy. Visit <https://www.canada.ca/en/employment-social-development/programs/student-work-placement-program.html> website for more information.

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?

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 Canada. Can I Still Hire a Co-op Student?

Yes. Although most co-op students work in Canada, some students are interested in working in another country. Students are also interested in working remotely.

***We do strongly recommend that students live in the country they are working in.**

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 Information**, which can be found at the beginning of this manual.

Cindi Elgie, Co-op and Work Integrated Learning Coordinator

Algoma University

Email: coop@algomau.ca; Tel: (705) 949-2301 ext. 4214

When Should I Post a Co-op Position?

September – December Work Term - *1st week of June and on.*

January – April Work Term - *1st week of October and on.*

May – August - *1st week of February and on.*

****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. Read through the Co-op Student Request found at the beginning of this manual and reach out to the Co-op and Work Integrated Learning Coordinator at: coop@algonau.ca. You are also welcome to simply send us a job posting. Be sure to include a closing date, salary, and whom you would like students to email their resume to. It is probably best to have us collect resumes and send them to you as we can verify if the student meets all co-op requirements.
2. Once received and approved by the Co-op Office, your posting will be advertised internally for our co-op students.
3. On the day of closing, the Co-op Office will send you a package with all qualified and interested student applicants.
4. The employer is responsible for short-listing and contacting the student(s) to arrange interview times & location.
5. Make a job offer to the selected student (and notify the Co-op Office of your choice) and proceed with your regular hiring practices.
6. Students accepting an offer of employment will then meet with the Co-op Office and complete necessary Algoma University co-op paper work.

After the Hire: What to Expect

A Site Visit

The Co-op and Work Integrated Learning Coordinator 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 organized mid-way through the co-op work term. The Co-op and Work Integrated Learning Coordinator will contact the employer to organize a site visit. Depending on the situation this could be virtual or in person.

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, for a summer position, or have a full-time position for a recent graduate or alumni, Algoma U's Career Hub can help you!

Simply email the job posting to:

careerhub@algonau.ca

**All job postings will be posted on the Student Portal free of charge.*