

INFORMATION FOR EMPLOYERS

Brought to you by
**Career Development +
Work Integrated Learning**



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HIRING STUDENTS + GRADUATES

We appreciate your interest in hiring an Emily Carr student or graduate. Please refer to the following guidelines when posting your employment opportunities. We currently offer this as a free service.

The university supports paid employment opportunities for our students and graduates. Please note, in British Columbia it is not legal for companies to employ unpaid interns (unless, with special arrangements, it is embedded in their degree program). More information can be found at:

<http://www.labour.gov.bc.ca/esb/igm/esa-part-1/igm-esa-s1-work.htm>

JOB POSTINGS

Posting fall into one of the following categories:

1. Hiring a student or graduate as an employee, freelancer or contractor
2. Hiring a senior student as part of the co-op program

Employment and co-op opportunities will remain on our web site for a maximum of one-month. All postings must be relevant to Emily Carr students or graduates, in the fields of art, design, and media. Your posting must also meet BC's Employment Standards, which can be found at: [labour.gov.bc.ca/esb/igm/esa-part-1/igm-esa-s1-work.htm](http://www.labour.gov.bc.ca/esb/igm/esa-part-1/igm-esa-s1-work.htm)

CO-OPERATIVE EDUCATION

Co-op students can assist an employer's short- or long-term needs by undertaking specific projects, or by providing general assistance to ease workload pressures. A wide range of employers, including large and small businesses, non-profit organizations and the public sector, hire co-op students. Through Emily Carr, employers have access to bright and talented art, design, and media students. This allows an organization to recruit, train, and assess potential future employees.

In order to qualify for co-op status, students must be working with a professional in their field of study because students complete a co-op work term in lieu of a studio based credit course.

Co-op students are available on a semester basis for full and part-time placements from January-April, May-August, and September-December. Students must work a minimum of 96 hours over a 12-week semester in order to qualify for co-op.

As part of the co-op program we expect that employers will remunerate students. Co-op students are typically paid between \$15 - 22 dollars per hour, depending on their range of experience. Our co-op students are selected from a pool of senior students, who have gained stronger than average grades. The Career Development Office will vet all postings.

Should you require further information please contact [coop\[at\]ecua.ca](mailto:coop[at]ecua.ca).

HOW TO POST A JOB

To post a career opportunity, please go to:

artswork.ecuad.ca

Artswork is an online career hub + opportunities board.

You will need to follow the steps to create an **Employer Profile** prior to posting an opportunity. *Artswork* will also allow you view student work.

Include the following:

- Job title
- Company name/ or contact name
- Contact information (email)
- How to apply
- Job duties and description
- Qualifications
- Remuneration (this is required for posting)
- Term of employment: i.e. temporary, full time, part time, contract, co-op.
- Closing date for applying: (required)

A quick tip: avoid giving out your phone number, as it can be quite time consuming answering questions over the phone.
[Request examples of work electronically either by email or by a link to an online portfolio.](#)

If you have any other questions please call 604-844-3843 or email: coop@ecuad.ca

CO-OP PROGRAM PARTNERS + RESPONSIBILITIES

There are three partners in the Co-operative Programs:

1. **Employers**
2. **Students**
3. **Emily Carr University**
(Career Development + Academic Department)

The success of the program relies upon all parties understanding their responsibilities.

1. The Employer

Emily Carr works with partners who are committed to managing any associated risks (an important feature of any off-site placement) and jointly working through protocols we have established.

EMPLOYMENT EXPECTATIONS

Every effort is made by the Career Development Office (CDO) to ensure students have a positive learning experience while on the work term. Sometimes industry trends and employer demands shape posting and placement activity. The Career Development Office adjusts accordingly and student expectations must adjust as well. Learning comes in many different forms and it is sometimes a requirement to adjust one's expectations given market and employer requirements.

WORK TERM

During the work term the employer should:

- Accommodate a visit, whenever possible, by the appropriate Advisor during the student's work term. Optimally, this will include visits to both student and supervisor.
- Advise the student with regards to all issues of confidentiality in the workplace and ensure that any non-disclosure agreements are signed prior to the commencement of work.
- Provide the student with an orientation to the workplace, including an overview of the organization (e.g. mission statement, products, etc.), physical layout, relevant personnel, safety practices, and the duties or tasks expected during the work term.
- Prepare the student's co-workers and other staff for the arrival of the student.
- Provide a supervisor for the co-op and student who will oversee the student's work and discuss expectations for the work term with the student and, on a regular basis, give the student feedback on how he/she is doing, including areas of strength and areas which require improvement.
- Ensure that jobs and places of work are in compliance with all relevant government statutes and legislation.
- Complete a [Student Evaluation by Employer form](#) and submit it to CDO, with a copy to the student, prior to the final day of the work term. A student who doesn't receive this evaluation will not receive credit for that work term.
- Consult the Advisor prior to undertaking disciplinary action or dismissal of a student.
- Whenever possible, inform the student and the Advisor prior to the end of the work term of the intention to re-hire the student for the next work term. In the event of an additional work term, it is expected that an employer will provide enhanced work that reflects the growth and knowledge of the student.

2. The Student

Students are representatives of Emily Carr and should conduct themselves accordingly in a professional manner. Students must abide by all components of the [Co-Op Student Terms + Conditions](#), and the [Emily Carr's Student Policies + Regulations | Emily's A to Z](#).

In addition, students must review their student insurance plan coverage for the duration of their work term, and purchase any additional coverage needed in accordance with the conditions of their work term site. Examples of these conditions include but are not limited to: work terms taking place outside of the province and work terms taking place internationally. Emily Carr is not responsible to provide additional coverage for students on work experience terms such as co-ops, and is not liable in these cases.

EMPLOYMENT AGREEMENTS

Work term employment agreements are between the student and the employer. Emily Carr University is not a party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect the employment situation for any co-op student (e.g. layoffs, intellectual property issues, confidentiality agreements, strikes, etc.). Should the need arise, students are encouraged to seek whatever advice and/or guidance about their agreements they feel is necessary.

3. Emily Carr University

CAREER DEVELOPMENT + WORK INTEGRATED LEARNING OFFICE

This office:

- Monitors co-op work terms by visiting or telephoning employers and students on the job
- Provides the delivery and coordinates the evaluation of co-op preparatory and work term curricula
- Manages job opportunities and liaises with potential employers
- Supports recruitment activities for co-op students
- Provides professional career advising to students
- Maintains co-op student records
- Works with the co-op students before, during and after their work terms to help maximize the students' whole education/career experience

The Emily Carr co-op program involves a competitive employment process. While the Career Development Office makes every effort to assist students in gaining employment, there is no guarantee that every student will become employed through the co-op employment process. The Career Development Office is responsible for the review and approval of co-op opportunity postings, but Emily Carr and the Career Development Office does not assume responsibility for endorsing the companies.

ACADEMIC DEPARTMENT

The Academic Department is responsible for all academic components of the co-op or degree program, including approval for commencing a co-op work term, and final approval for co-op credits. The Career Development Office works closely with each Academic Department to ensure standards are established and relevant information is shared.