

WHEN YOU FIND YOUR OWN JOB:

Step 1: To approve the job, your co-op coordinator needs:

- the name and address of your employer's company
- your work location (if different from the company address above)
- the name, email address, and phone number of a contact at the organization (either your supervisor or an HR contact)
- your start and end dates
- your salary
- a brief description of your work

Is the company aware of their responsibilities as a co-op employer?

Your work experience **must meet these requirements** to count as a co-op work term:

- 1) Be related to your academic discipline
- 2) Give you an appropriate level of responsibility
- 3) Be 12-16 weeks long
- 4) Be full-time work (minimum 35 hours/week) and be paid employment
- 5) Include a written performance evaluation from your employer at the end of your work term (our Competency Assessment form)
- 6) Include a work site visit from a co-op staff member
- 7) Include a work term report written on a technical topic approved by both your work supervisor and the co-op program.

On the next page you'll find a document that we ask students to give to their work supervisors during the 1st week of the work term. It explains their role as a "co-op supervisor", and may be helpful now when potential employers ask you what will be expected of them during the work term. This is something for you to discuss with your potential employer before you accept a job offer.

Step 2: To have the work experience registered as a co-op work term your co-op coordinator needs a copy of your confirmation letter/letter of offer, preferably on company letterhead.

The letter must include the same information as in Step 1:

- the name and address of your employer's company
- your work location (if different from the company address above)
- the name, email address, and phone number of a contact at the organization (either your supervisor or an HR contact)
- your start and end dates
- your salary
- a brief description of your work

Please let your co-op coordinator know if you have questions about this. We look forward to hearing more about the job you found.



Information for Co-op Employers

Thank you for hiring a University of Victoria co-op student from the Engineering and Computer Science /Math Co-op program! We are providing the following information to help make your experience with co-op education as beneficial as possible.

Partners in Education

As a co-op employer you are a partner in education. You provide opportunities and experiences that extend student learning beyond the classroom and laboratory. The practical experience that students gain on the work terms is an integral part of their education. Students receive credit for a co-op work term and each work term is recorded on the student's university transcript.

Orientation

At the beginning of the work term it is important to orient your co-op student to the workplace. By explaining the structure and purpose of the organization, reviewing the workplace rules and expectations and introducing the student to co-workers, you are helping the student to understand and fit into the work environment.

Supervision and Evaluation

It is important that co-op students receive regular feedback on their progress. It is suggested that student learning objectives and employer expectations be outlined early in the work term so both the student and the supervisor are aware of each other's goals for the work term. As part of the student learning and development on a work term both the student and supervisor complete an on-line competency assessment form for the student.

At about the mid-point of the work term, the co-op coordinator contacts each student and their supervisor to arrange an in-person or telephone work site visit to discuss progress towards objectives and to answer any questions related to the work term or the co-op program. The coordinator is also available by phone at any point in the term to assist both employers and students in resolving any difficulties that may arise.

In addition to completing the competency assessment, students are required to write a technical work term report, which requires sign-off from the student's supervisor.

Further Information

More information for employers is available at: <http://www.uvic.ca/coopandcareer/employers>

Or please contact:

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