

# Co-operative Education

## Employer Responsibilities and Guidelines

Co-operative Education depends on employer partners. We value your involvement and offer this document to confirm that co-op is appropriate for your organization and to facilitate a meaningful experience for both the student and your organization. We greatly appreciate your adherence to the following responsibilities and guidelines.

All work-term opportunities should meet these criteria:

- Varied, responsible, and challenging duties related to the student's program of study
- Analysis and problem solving and/or similar opportunities to facilitate critical thinking skills
- Independent work projects that are reviewed by a supervisor
- Interaction with other departments, teams or persons in the organization
- Supervision by a person in a management level position, including mentoring activities
- Salaried compensation for their level of experience and skills
- Adherence to all Provincial and Federal Freedom of Information, Human Rights, and Employment legislation

Job offers should be made in writing outlining responsibilities, remuneration, start- and end-dates, hours of work, and supervisor's name to the CELC, with a copy for the student, to be reviewed by the Co-op Director.

### Guidelines for Supervisors:

The work-term is a learning term also. The relationship that the student has within your workplace should contribute to their overall career development.

The role of the supervisor means that you are a critical contributor to the success of this term. Supervising, managing, leading, and mentoring are all part of the hierarchy of responsibilities.

Significant development for the student comes from setting short-term objectives and providing feedback on the student's progress.

Recommending learning opportunities, sharing knowledge, and integrating the student into the workgroup can all contribute to a significant experience for the student.

Constructive, development-directed criticism, with opportunities to practice new behaviours will contribute to the student's progress.

"Start where the Co-op student is", by building on his or her strengths, interests and abilities. Set your student up to succeed at the activity, by offering achievable challenges.

## Workplace Safety and Labour Obligations:

### [Canada Occupational Health and Safety Regulations](#)

#### Recommended Timeline

Before arrival, provide background information for “onboarding”. Inform the workgroup of the student’s pending arrival and encourage their support. Establish all necessary services and assets.

Arrange a welcome orientation, including an overview of the organization, including employment policies, safety or security training, and individual introductions.

In the first ten days, set up objectives and expectations for the student, including scheduling regular, weekly or bi-weekly, check-in occasions to monitor progress. Note: the student will produce Learning Outcomes in conjunction with these objectives.

Anticipate the mid-term Site Visit with the Coordinator and prepare to share feedback and recommendations.

Include students in regular and training meetings, thus exposing them to other roles, even, encouraging them to interact with or shadow other staff where appropriate. Inclusion in extracurricular and social events will help expand their appreciation of the workplace.

Engage with the student about their required program obligations. Students typically are making monthly submissions to the CELC, involving reflections on their experiential learning.

Finally, contribute to the end-of-term evaluation of the student, as required by Redeemer University. The CELC can provide more information on this and will be a resource for any other issues or concerns during the term.