



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 and appropriately challenging duties relevant to the student's program of study
- Opportunities for analysis, problem solving and/or, critical thinking skills
- Responsibility for 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 Career Centre, with a copy for the student, to be reviewed by the Co-op Director.

Guidelines for Supervisors:

The co-op work term should be primarily a learning experience. The relationships that the student has within your workplace should contribute to their overall career development.

As a supervisor you are a critical contributor to the success of this term. Supervising, managing, leading, and mentoring are all part of the supervisor's 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.

Contributing to the student's progress necessitates constructive, development-directed criticism, with opportunities to practice new behaviours.

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

Workplace Safety and Labour Obligations

[Canada Occupational Health and Safety Regulations](#)



Recommended Timeline

Before the student's 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 weekly or bi-weekly check-ins to monitor progress. Note: the student will produce Learning Outcomes in conjunction with these objectives.

Anticipate the mid-term Site Visit with the Coordinator to review the student's work, including any feedback and recommendations.

Include students in regular and training meetings to expose them to other roles. This might also include shadowing other staff, networking, and/or social events.

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

Finally, contribute to the end-of-term evaluation of the student, as required by Redeemer University. Review the evaluation with the student and send a copy directly to the Co-op Director.

The team from the Career Centre can provide more information and will be a resource for any other issues or concerns during the term.