As a co-op employer, you are a valuable partner in education. Here are a few steps to help you and your co-op student make the most out of the co-op work term.

### Co-op Employment Criteria

To qualify as a co-op placement, the job must meet the following criteria:

- At least 12 weeks in duration
- Minimum of 35 hours per week
- Paid employment (at least minimum wage)
- Must be relevant to student’s studies and/or career interests
- Employer must be aware this is a co-op program and be willing to provide supervision, submit online evaluations, and be available for a mid-term work site visit

### Work Term Timeline

**First week**

Your co-op student will complete the *work term goals and learning objectives form* (part 1 of the *Competency Assessment*). Once your co-op student submits this, you’ll receive an email from UVic Co-op and Career with a link to the completed form. If possible, set up a meeting to review the form and discuss his or her learning objectives.

**End of the second month**

Your student will fill out the *mid-term assessment form* (part 2 of the *Competency Assessment*). You’ll receive an email once your student submits this, and will be asked to complete the employer section of the form (there will be a link to this form in the email).

A mid-term check-in will be arranged with your student’s co-op office. During the visit, the co-op staff member will ask you and your student to discuss the student’s learning and competency development, and will refer to part 2 of the *Competency Assessment*.

**End of the work term**

Your student will fill out the *final assessment form* (part 3 of the *Competency Assessment*). You’ll receive an email once your student submits this, and will be asked to complete the employer section of the form (there will be a link to this form in the e-mail).
Tips to ensure a positive co-op experience as an employer

1. **ORIENTATION**  Help your student become familiar with your workplace:
   After you’ve hired a student. It’s a good idea to provide an orientation meeting to help them learn more about your organization. It is a great opportunity to:
   a. develop work term goals with the student
   b. explain your organizational structure and orient your student to the workplace
   c. ask your student about his or her learning objectives
   d. outline your expectations
   
   Orientation could include a tour of your workplace, an introduction to your colleagues, and an overview of how your organization works. You might also want to provide the student with an introduction to the projects and tasks that they’ll be completing over the work term.
   
   Don’t forget to be clear about expected workplace behaviour and professionalism. This is also a good time to outline any confidentiality issues. Make sure your student employee knows to follow your organization’s confidentiality policies and understand that the information they work with, including the results of any research they do, is your property.

2. **TRAINING**  Over the course of the work term, you’ll provide supervision, either personally or by assigning an alternative supervisor to the student. Every situation is different, so the level of supervision depends on the co-op job as well as the student. Your co-op coordinator can help you determine the appropriate level of supervision you’ll provide.

3. **CONCERNS** At the first sign of any unusual situation (behaviour problems, medical emergencies, etc.), you should contact your student’s co-op coordinator, who will work with you to resolve the problem. If you’re considering terminating a co-op student’s employment, we ask that you discuss your concerns with your co-op coordinator.