**APPROVAL PROCESS FOR JOBS FOUND OUTSIDE LIM**

The University of Victoria defines a respectful workplace as one where all employees are fairly treated, difference is acknowledged and valued, communication is open and civil, conflict is addressed early, and there is a culture of empowerment and cooperation.

**Engineering undergrads – Do you have the pre-requisites for this work term(s)?**
- Check the UVic Calendar under ENGR 001-004
- Your job will not be approved if you do not have the pre-requisites for the work term(s.)

**Did you see the job in LIM?**
- If yes, what is the Job ID #? ________________________________
  - This will speed up the approval process because all jobs in LIM have already been approved.

**To approve a job found outside of LIM, your co-op coordinator needs:**
1. The name and address of your employer’s company
2. Your work location (if different from the company address above)
3. The name, email address, and phone number of a contact at the organization (typically your supervisor or an HR contact)
4. Your start and end dates
5. Your rate of pay
6. A description of your work duties

**Your job must meet these requirements to be a co-op job:**

a) Be appropriately related to your academic discipline;
b) Give you an appropriate level of responsibility;
c) Be 12-16 consecutive weeks long within one UVic term (Sept-Dec; Jan.-April; May-August);
d) Be full-time work:
   - The work term must be a minimum length of 12 consecutive weeks;
   - The hours worked must be, at a minimum, 420 in total;
     - If the work term is **12-15 weeks** long you must work at least **35 hrs/week**;
     - If the work term is **16 weeks**, you must work at least **30 hrs/week**.

e) Be paid employment (at least minimum wage); Engineering and Computer Science Co-op salary averages are posted at the bottom of this website - [https://www.uvic.ca/coopandcareer/co-op/about-coop/salaries/index.php](https://www.uvic.ca/coopandcareer/co-op/about-coop/salaries/index.php)
f) Be employment with one organization.

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

In addition to supervising the student's regular employee tasks, the employer will
- Complete Competency Assessments (Mid-term and Final Evaluations) for the student;
- Participate in the work site visit, held either in person (depending on BC public health advisories), or by phone, MS Teams, or Zoom;
- Approve the student’s work term report topic;
- Review and sign off on the student’s Work Term Report, which must meet our program’s work term report guidelines.

As part of the approval process, your Co-op Coordinator will contact the company.

**Do not accept the job offer until after you have discussed these details with both the potential employer and your co-op coordinator, and your coordinator has approved the job.**

As stated on the Terms & Conditions form which you submitted to participate in co-op, “...the co-op office is under no obligation ... to approve self-placements that it deems to be unsuitable.”

**Your co-op coordinator also needs a copy of your offer letter** confirming your employment, printed on company letterhead, and including the information listed above under “To approve a job found outside of LIM.”
This memo, which we ask students to give to their work term supervisors during the first week of the work term, briefly explains what will happen during the work term.

Information for Engineering and Computer Science Co-op Employers
Thank you for hiring a University of Victoria co-op student from the Engineering and Computer Science 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. By outlining both the student’s learning objectives and employer’s expectations early in the work term both the student and supervisor will be 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 a work site visit (held by phone, MS Teams, or Zoom) 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 https://www.uvic.ca/coopandcareer/hire/managing/index.php or please contact:

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