



## WHAT IS CO-OP EDUCATION?

Co-op education is a structured way of learning that combines in-class learning with periods of actual, paid work. This working experience is called a coop placement. While on placement, the student has the opportunity to network within the organization, gain valuable work experience in their chosen field, and possibly earn academic credits that count toward their degree.

## WHAT IS THE CO-OPERATIVE EDUCATION PROGRAM AT THE UNIVERSITY OF WINNIPEG?

Co-operative Education is a three-way partnership between The University of Winnipeg, the employing organization, and the student. It allows student to combine their academic studies with real, relevant experience. As it is a **paid work experience**, the students learn the responsibilities, requirements, and expectations of being in the work force. Organizations involved in the Co-op program are required to provide at least minimum wage paid employment, meaningful work and constructive feedback.

Employing organizations within Manitoba are eligible for the Paid Work Experience Tax Credit. For more information on this tax credit, please go to page 4.

Students graduating from post-secondary Programs are now facing profound social, technological and economic change. Through Co-operative Education Programs, organizations and educators share the responsibility to prepare students for these rapidly changing conditions. Co-op Programs, like UWinnipeg's, prepare the students by providing them with opportunities to operate as a learner/worker. Organizations become co-educators helping to develop today's students to become productive members of society.

Co-op placements must be a minimum of 420 full time working hours or 12 weeks of full time work. However, The University of Winnipeg has established 4 month increment work terms. Students can participate in 4, 8, 12, 16 or 20 months in one position. Students are encouraged to complete 3 work terms over the course of their academic studies.

Work terms can start in:

- May
- September
- January



## **BENEFITS OF CO-OP**

Benefits to the organization are numerous:

- The student fills an employment need. These opportunities are in areas such as, completing a special project or research, increased business levels, or expansion of the company, etc.
- The organization has a highly motivated employee, as the position must be focused in the student's area of study. In addition, the Co-op experience is recognized on the students' transcripts.
- The students bring knowledge from their studies to the position.
- If the organization is pleased with the student, it may provide an opportunity for a part time employee during the academic year or full time employment after the student has graduated. It also holds the possibility of having a completely trained, qualified employee once the student graduates. This helps to reduce organization's job search costs.
- Provides an opportunity to the organization to see what the next generation of potential employees are like and what kind of experience the student has obtained prior to graduation and entering the workforce. It also provides feedback and experience regarding interviews and selection of candidate.
- Provides an opportunity for organizations to give a recruitment presentation on the UWinnipeg Campus to co-op students.
- In Manitoba, there is a Co-operative Education Tax Credit available to organizations of Co-op Students. The Co-op Office can provide full details on this program, if necessary.

## **ORGANIZATIONS RESPONSIBILITIES**

- Ensure that the student receives meaningful **paid** employment for a minimum of 12 weeks on a full time basis. This equates to a 35 to 40 hour workweek, depending on the organizations' standards.
- Provide the University of Winnipeg Co-operative Education Office with a concise and accurate job description.
- Be available to present on campus about the organization to new co-op students.
- Provide an orientation process and learning environment for the student.
- Allow the Co-op Coordinator for a site visit at a minimum of once per work term to evaluate the student's progress.
- Complete an evaluation of the Co-op Student at least once during the work term and discuss with the student prior to sending to the Co-op Coordinator.
- Work with the student in completing the work term report (if requested by the student) and act as advisor/mentor.
- Discuss any potential concerns with the Co-op Coordinator and the students.



- If the possibility of an extension of your student's Co-op term comes up, the organization must inform the Co-op Office immediately.
  - In the case, where the student is hired on a part time basis after the work term, please inform the Co-op Office.

### **STUDENT RESPONSIBILITIES**

- Honour all policies, regulations, and practices as outlined by the organization.
- Represent the University in an ethical and professional manner.
- Maintain a professional image with the organization. This includes attitude, conduct, and appearance.
- Work to your full capacity during the work term.
- Maintain contact with the Co-op Office.
- Inform the Co-op Office of any concerns or issues relating to the position.
- If the possibility of an extension of the student's Co-op term comes up, the Co-op Office must be informed immediately.
- Participate in one on site visit by the Co-op Office.
- Complete an assignment as indicated by either your supervising professor/instructor or the Co-op Office.
- Participate in the evaluation that your direct supervisor will be completing at the end of your work term.

### **UNIVERSITY OF WINNIPEG CO-OP PROGRAM RESPONSIBILITIES**

- Ensure the integrity and reputation of the University of Winnipeg Co-op Program.
- Ensure the application packages are completed, accurate, professional, and relevant. This includes resumes, cover letters, transcripts and any other pertinent certificates or letters of personal reference.
- Establish and conduct a series of seminars covering pertinent topics. These seminars include, but are not limited to, resume writing, interview skills, professionalism in the workplace, and networking.
- Provide assignments for each discipline at The University.
- Provide guidance and support to the students to ensure the students' success through face-to-face meetings as well as email and telephone.
- Provide the organization with student application packages in a timely fashion.
- Provide the organization with Co-op information as needed and requested.
- Conduct job site visits with organizations and students.



## HOW DOES THE CO-OP PROCESS WORK FOR THE EMPLOYER?

- The organization identifies an employment opportunity.
- They then contact the University of Winnipeg Co-operative Education Office, [coop@uwinnipeg.ca](mailto:coop@uwinnipeg.ca).
- The employer sends a concise job description to The University of Winnipeg Co-op Office, outlining rate of pay, application submission details and deadlines, and description of responsibilities, with a **minimum of one week (5 days) posting time**.
- *If you require assistance in creating a Co-op Posting, please contact the Co-op Office, [coop@uwinnipeg.ca](mailto:coop@uwinnipeg.ca)*
- The Co-op Coordinator posts the job posting on the Co-op Job Website, which is available to Co-op Students.
- Student applications are received at the Co-op Office, unless otherwise directed by the organization.
- Applications submitted to the Co-op Office will be accepted up to the deadline date indicated on the posting by 4:00 PM unless otherwise indicated.
- The Co-op Office will then send all applications electronically, when possible, to the organization within 24 hours of receipt.
- The organization selects interview candidates from the applicants, and conducts interviews at their location. If necessary, The Co-op Office can provide a room on campus to be used for interviews.
- For interviews held on campus, please contact the Co-op Office with the dates and times preferred for the interview, with alternates available, along with the names of the students to be interviewed. The Co-op Office will work with the organization and students to book rooms and arrange interview blocks.
- For interviews held off campus, the organization contacts the selected students directly and then sends interview information to the Co-op Office.
- Include:
  - Students to be interviewed
  - Dates and times of interview
  - Interview location with directions and any specific instructions to be used for student follow up.
- The organization selects the candidate(s) and then the offers are sent directly to the students and cc'd to the Co-op office.

*Please note: The University of Winnipeg does not follow the rank/match system therefore offers are to be given to those students who will be the best fit for your company.*

- In the case, where no UWinnipeg Co-op Students are selected for an interview, please inform the Co-op Office.



- There is no guarantee from The University of Winnipeg to students that they will be placed.
- The work term begins and ends on the agreed upon date between the organization and the student. Please inform the Co-op Office of these dates and who the student will be reporting to (direct supervisor).
- During the Co-op Work Term, the organization shall allow one on-site visit, per work term, to be conducted by the Co-op Coordinator. This is usually at the halfway point in the work term.
- During the site visit, the Co-op Coordinator will conduct a 360-degree evaluation of the student and their direct supervisor.
- The Co-op Coordinator will send the evaluation forms electronically prior to the site visit.
- At the end of the work term, the direct supervisor of the student must complete an end of term evaluation, which the Co-op Coordinator will send electronically prior to the students last day of the work term.
- This evaluation must be sent to the Coop Office within two weeks of the student's last day of the work term. This form can be sent electronically or by mail.

### **RECOMMENDED DEADLINES FOR JOB POSTINGS TO BE SUBMITTED:**

For the January work term: **December 1**

For the May work term: **April 1**

For the September work term: **August 1**

**\*Please note: there is flexibility in the deadline dates for postings.**

### **ADDITIONAL INFORMATION**

- Work terms can be easily extended, please inform the Co-op Office of the new end date and if the student's direct supervisor has changed.
- If a term is extended, another site visit will be conducted.
- Each work term must be a minimum of 420 hours.
- Accepted Co-op students must be paid at least minimum wage, however the average rate of pay for Co-op students for the 2017 Summer was \$17/hour.
- Employer Co-operative Education tax credits are available through the Province of Manitoba. The Employer can receive up to \$5,000 tax credit for each Co-op Student employed. The Co-op Office will provide the Employer with Letter of Enrolment for each Co-op student upon completion of the work term.
- For more information about the Paid Work Experience Tax Credit, please visit: [http://www.edu.gov.mb.ca/ald/tax\\_credit/](http://www.edu.gov.mb.ca/ald/tax_credit/)



- Canada Summer Jobs provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create summer job opportunities for young people aged 15-30 years who are full-time students intending to return to their studies in the next school year. This program offers a wage subsidy.
  - *Not-for-profit employers* are eligible to receive funding for up to 100% of the provincial or territorial adult minimum hourly wage.
  - *Public and private sector employers* are eligible to receive funding for up to 50% of the provincial or territorial adult minimum hourly wage. Refer to your provincial or territorial legislation to confirm the minimum wage.
- To see a full list of provincial and federal funding options and/or tax credits, please contact the Co-op Office, [coop@uwinnipeg.ca](mailto:coop@uwinnipeg.ca)

### **HOW DO EMPLOYERS GET INVOLVED?**

Organizations can get involved by contacting:

[coop@uwinnipeg.ca](mailto:coop@uwinnipeg.ca)

*The University of Winnipeg looks forward to an opportunity to partner with your organization.*