Co-op has benefited me in more ways than I could imagine. This summer, I had the opportunity to work with a diverse group of youth as part of a team from around the world. I have gained important team-building, interpersonal and time management skills. Ultimately, the greatest benefit was the work experience I gained from this Co-op work term.

Gavin McAtee, BASc (Co-op)
What is Co-op?
The Co-operative Education & Internships (Co-op) Program is designed to assist students in gaining paid, full-time work experience in their field of study, while helping you fill your short- and long-term recruiting needs. Students make positive contributions to the organization through planned, supervised work terms.

Through Co-op, you will have the opportunity to recruit bright, ambitious students that are proactively preparing for their future careers. Whether you are looking to evaluate potential future employees or would like assistance for projects or short term coverage, Co-op students can be an integral component of your recruiting strategies.

How Does Co-op Benefit Employers?
As a Co-op Employer, you are considered to be a co-educator. Students can fulfill seasonal/short term needs, complete special projects, or assist your organization’s staff to perform other tasks. In addition, Co-op:

• Gives you access to employees with enthusiasm, new ideas, current technical skills and a proven ability to learn and adapt to change
• Provides a cost-effective method of meeting short-term recruiting needs and a low-risk opportunity to evaluate potential future employees
• Establishes your presence on campus, strengthening relationships between the business community, government organizations and post-secondary education
• Allows your permanent employees to concentrate on higher-level duties and responsibilities

What is the U of L Advantage?
• Community partnerships, team and case-based learning opportunities, and small class sizes challenge our students to think critically and independently
• Our Co-op Program encourages students to develop practical competencies in technology, team work, communication and problem-solving skills

What Do We Offer and How Can We Help?
The Co-op Program offers several services to assist in your recruitment needs, including:
• Compiling information and posting your positions based on job specifications
• Collecting and sending cover letters, resumes & transcripts
• Assisting students with your online application process
• Notifying applicants once shortlists have been completed
• Organizing student interviews (in-person, telephone, and video conference)
• Ensuring students are sufficiently prepared for interviews
• Providing interview rooms on Lethbridge, Calgary and Edmonton campuses, free of charge
• Flexibility with recruitment deadlines and quick turnaround times when required
• Preparing students prior to their work term regarding the expectations of employers
• Pre-screening students to ensure only qualified students apply

What is Your Role?
A meaningful Co-op placement is one that complements the student’s education and broadens their skills while providing the employer with access to motivated and skilled students and future employees. The primary objective is to provide the student with a planned, supervised work experience that will enhance their academic learning.

To be a Co-op Employer, you must provide the student with:
• Full-time employment (minimum 32 hours per week)
• Competitive wage (no wage mandated)
• Minimum 12 weeks (May-Aug, Sep-Dec, and Jan-April)
• A work term of approximately four, eight or twelve months in duration
• Possible work term extensions in 12 week/four-month increments
• A work term relevant to the student’s academic studies

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The Co-op Program is a win-win situation for both the employer and the student. The employer has an opportunity to attract and retain potential employees through the Co-op Program. The work term is a four- or eight-month interview in which the employer can train and develop knowledgeable, qualified, future employees that can fill a full-time position with ease, upon graduation.

Kelly Barnes, BMgt, BA, CGA
Lead, Canadian Division Assurance, EnCana Corporation

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Your workplace expectations of a Co-op student should not differ from those of any other employee on your staff. All we ask is that you provide a safe, relevant and challenging work environment. In order to assist in the success of the experience we also ask that a supervisor:

- Assist the student with a work-term learning plan (learning objectives) at the beginning of the work term
- Participate in an on-site visit
- Complete a performance evaluation at the end, all of which require only a modest time investment

What is the Co-op Program’s Role?
A Co-op representative visits the work site once during each four-month period of employment. These site visits enable the Co-op team to learn about the student’s experience and progress, as well as better understand your organization’s culture, current technology, work flows and how contemporary workplace issues are being approached by your organization.

We endeavor to provide quality students who are well prepared for the work environment. The Co-op Program recruits and selects students on the basis of a “whole person” approach to reflect the practices of many employers. Co-op students demonstrate acceptable classroom performance, evidence of broader focus (extracurricular activities and/or community service) and a record of responsible employment.

We endeavor to meet your recruitment schedule and will post, short list, interview and make offers within your time frames.

What Kinds of Students Can You Hire?
Co-operative Education students are available in all majors in the Faculties of Arts & Science and Management from the following fields of study:

- Accounting
- Agricultural Biotechnology
- Agricultural Studies
- Anthropology
- Archaeology
- Art
- Biochemistry
- Biological Sciences
- Canadian Studies
- Chemistry
- Computer Science
- Computer Science/GIS
- Dramatic Arts
- Economics
- English
- Environmental Science
- Exercise Science
- Finance
- First Nations Governance
- General Major: Humanities
- General Major: Science
- General Major: Social Science
- General Management
- Geography
- Geology
- GIS
- History
- HR Management & Industrial Relations
- International Management
- Kinesiology & Physical Education
- Management Information Systems
- Marketing
- Mathematics
- Modern Languages
- Music
- Native American Studies
- Neuroscience
- Philosophy
- Physics
- Political Science
- Psychology
- Religious Studies
- Remote Sensing
- Sociology
- Urban & Regional Studies
- Women & Gender Studies
Six Simple Steps to Hiring a Co-op Student

The Co-op team acts as a liaison between employer and student to help facilitate the hiring process. Here are the recommended steps to ease the recruiting process:

1. **Send us your job posting**
   - By email: coop@uleth.ca, fax: 403 329 2112 or Online form: ulethbridge.ca/coop/submitjob
   - Identify the job duties and qualifications necessary to perform the duties, the start date, length of the position, a contact name and address to where applications should be sent and the closing date for the posting (response time can be as quick as the next day), mode of receipt (email, fax, online)
   - Job descriptions are posted on Lethbridge, Edmonton and Calgary campuses
   - E-mails are sent to all co-op students and postings are also accessible through our online job board

2. **Review applications that are sent to you**
   - The Co-op office collects all applications (resumes, cover letters and transcripts) and sends them to you by the closing date
   - If you have identified “Online” as the mode of application, students will apply online. Please provide us with a list of all online applicants when job closes and if a U of L candidate has been hired

3. **Compile a list of students for interviews**
   - Notify the Co-op office of your short list
   - Applicants selected for interviews will be contacted and interviews arranged according to the specified dates and times

4. **Conduct interviews**
   - Telephone, video conference and in-person interviews can be arranged by the Co-op office at no cost to you
   - Interview rooms are provided on all three campuses or interviews can take place at your place of business

5. **Select the student who is the best fit and notify us**
   - Our Co-op Program does not have a ranking and matching system—as a result, employers know the status of their offer to a student without a significant delay
   - The Co-op office will take responsibility for notifying remaining applicants of selection decisions

6. **Begin a successful relationship**
   - Provide a meaningful and educational work experience for the student that is reciprocated to you through effort, enthusiasm, contemporary skills and great ideas
   - The Co-op student is a temporary, full-time employee and should have the same performance expectations as any other term employee