



Co-operative Education & Internships
Information for Employers



HIRE A
CO-OP STUDENT TODAY
ulethbridge.ca/coop

University of
Lethbridge



What is Co-op?

The Co-operative Education & Internships 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 Do We Offer and How Can We Help?

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.

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 or helping students with your online application process — includes prescreening
- Organizing student interviews (in-person, telephone, and video conference) — we work with you to meet your recruitment schedule and will post, shortlist, interview and make offers within your time frame (interview rooms are available on Lethbridge and Calgary campuses, free of charge)
- Preparing students prior to their work term regarding the expectations of employers



The co-op program allows employers to strategically acquire talent by providing an opportunity for employers to train and develop potential permanent employees during co-op work terms, ranging anywhere from 4-16 months, to suit their company culture and values and meet future staffing needs.

Greg Brodner
Synchrude Canada Ltd

What is the uLethbridge Advantage?

The University of Lethbridge is one of Canada's most influential research universities. We are committed to providing students with an unparalleled university experience.

uLethbridge is recognized on the national stage as one of Canada's top-three undergraduate institutions (2014 Maclean's University Rankings) and one of Canada's top-three undergraduate research universities (RESEARCH Infosource, 2013). We are home to leading research centres and world-renowned faculty members who bring their research into the classroom and actively engage students in research opportunities.

We have over 150 undergraduate and 60 graduate programs in six faculties and schools: Faculties of Arts & Science, Education, Fine Arts, Health Sciences, Management and the School of Graduate Studies. Each year, approximately 8,300 students attend uLethbridge, which also offers select programs on its campus in Calgary.

The University's liberal education foundation enables students to take a variety of subjects and discover what they are passionate about while developing essential critical thinking and analytic skills.

Community partnerships, team & case-based learning opportunities and small class sizes challenge our students to think critically and independently, while our co-op program encourages students to develop practical competencies in technology, teamwork, communication and problem-solving skills.

What is the Co-op Program's Role?

In addition to everything mentioned earlier, a co-op representative visits the work site during the student's period of employment. These 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, workflow and how your company approaches contemporary workplace issues.

What is the Employer's 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.

Co-op employers provide the student with:

- Full-time paid employment (minimum 35 hours per week)
- Minimum 12-weeks (May-Aug, Sep-Dec, and Jan-April), minimum total of 420 hours
- A work term of approximately four, eight or twelve-months in duration
- Possible work term extensions in 12-week/four-month increments
- Competitive wage (no wage mandated)
- A work term relevant to the student's academic studies

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.

To assist in the success of the experience, we also request that a supervisor commit to a modest time investment, and:

- Help the student develop 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

Co-op students are to be provided with the same safety information, training, equipment and insurance as other employees. The University of Lethbridge Risk & Safety Services department mandates compliance with the Alberta Occupational Health and Safety Act and related legislation as a minimum standard and encourages students and employers to exceed these minimum legal standards. For more information, please visit ulethbridge.ca/risk-and-safety-services.



Co-op students bring energy and enthusiasm to the work-place environment that is contagious to the others around them. While there is a certain amount of time and resources invested in "breaking-in" any new co-op student, the benefit is that we begin to think about things as seen through their eyes. Their fresh viewpoints and ideas challenge us to revisit tenets and philosophies that have been put to rest long ago. The benefits of fostering co-op programs have been firmly established around the world and the advantages are real and tangible. Congratulations to the University of Lethbridge for being so proactive in this regard. It has been a pleasure and a privilege to be involved.

Dr. R. John Hurlbert, Spinal Neurosurgeon
Foothills Medical Centre, University of Calgary
Department of Clinical Neuroscience

What Do Our Students Study?

Co-op students — across our campuses in Lethbridge and Calgary — are available in undergraduate and graduate* level PSC approved programs in the Faculties of Arts & Science, Management, Fine Arts and Health Sciences within the following fields of study:

- Accounting
- Agricultural Biotechnology*
- Agricultural Studies*
- Anthropology*
- Applied Statistics
- Archaeology*
- Art*
- Asian Studies
- Biochemistry*
- Biological Sciences*
- Canadian Studies*
- Chemistry*
- Computer Science*
- Computer Science/GIS*
- Dramatic Arts*
- Economics*
- English*
- Environmental Science*
- Exercise Science*
- Finance
- First Nations' Governance
- French*
- General Major: Humanities
- General Major: Science
- General Major: Social Science
- General Management
- Geography*
- Geology
- GIS
- History*
- HR Management & Labour Relations
- Information Systems
- International Management
- Japanese
- Kinesiology* & Physical Education
- Linguistics
- Marketing
- Mathematics*
- Modern Languages
- Music*
- Native American Studies*
- Neuroscience*
- New Media
- Philosophy*
- Physics*
- Political Science*
- Psychology*
- Public Health
- Religious Studies*
- Remote Sensing
- Sociology*
- Social Responsibility
- Spanish
- Statistics
- Supply Chain Management
- Urban & Regional Studies*
- Women & Gender Studies*

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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 assist the recruiting process:

1. Send us your job posting

- By e-mail: coop@uleth.ca, fax: 403-329-2112 or online form: ulethbridge.ca/coop/submitjob
- Provide the following key items of information:
 - Job duties and qualifications necessary to perform the duties
 - Start and end date for the posting (response time can be as quick as the next day)
 - Length of position
 - Contact name and address to where applications should be sent
 - Mode of receipt (e-mail, fax, online)
- Job descriptions are posted on Lethbridge and Calgary campuses
- Job descriptions are accessible through our online job board, and e-mail notices are sent to all co-op students

2. Review applications submitted to you

- The co-op office collects applications (resumes, cover letters and transcripts) and sends them to you by the closing date, however if you have identified "Online" as your mode of application, students will apply online — please provide us with a list of all online applicants

3. Compile a list of students for interviews

- Notify the co-op office of your shortlist
- Applicants selected for interviews will be contacted and interviews arranged according to your 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 campus 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 — 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
- Notify us if a University of Lethbridge candidate has been hired directly by your organization

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