



UNIVERSITY OF CALGARY
FACULTY OF SCIENCE

Employer Handbook

Co-operative Education
& Internship Program

INTRODUCTION

The Cooperative Education (Co-op) and Internship Program is a three-way partnership between the employer, the student, and the University.

This handbook is your guide to the Co-operative Education and Internship program process at the University of Calgary. The Co-op and Internship program is committed to continuous evaluation and improvement of the services it provides to the employer, the student and the University.

The Faculty of Science offers both co-op and internship opportunities:

Co-operative Education:

- Co-operative Education students complete a minimum of twelve months and a maximum of sixteen months of work experience (depending on Faculty/Department requirements), normally alternating periods of work and study starting and ending on a full-time academic session.
- Offered to students with majors in:
 - Actuarial Science
 - Applied Chemistry
 - Ecology

Internship:

- Internship students complete twelve to sixteen months of continuous work experience between their third and fourth academic years.
- Offered to students with majors in:
 - **Computer Science**



WHY HIRE SCIENCE CO-OP/INTERNSHIP STUDENTS

- Participants are highly committed and motivated to be strong employees.
- Co-op/Internship positions can help you meet short term staffing needs, vacations or completion of special projects.
- Student opportunities beyond the classroom; train and develop Canada's young professionals.
- Students have completed at least two years of post-secondary education.
- Co-op and Internship provides a cost-effective way of evaluating and recruiting future employees.
- Co-op and Internship Coordinator supports employer's and student's experience.
- Students share experiences and help promote your organization on campus.



WHY STUDENTS PARTICIPATE

- Opportunity to gain relevant, professional work experience.
- Gain skills, confidence and a network for employment after graduation.
- Explore career options.
- Financial assistance to help with costs of education.
- Connect academic knowledge with practical experience.
- A greater understanding of life-long learning and professional development.

HOW TO HIRE CO-OP/INTERNSHIP STUDENTS

Posting Co-op/Internship opportunities is **free**.

1. Log into CareerLink (careerlink.ucalgary.ca)
 - First time users will need to create an account.
For detailed instructions on how to create an account, see this [video](#).
2. Once you have an approved account, complete the job posting submission form ensuring that all required fields are filled.
 - The more detail you provide the more likely you are to receive strong applications from appropriate candidates.
 - If you select cross-posting to other Co-op/Internship programs, such as the Haskayne School of Business or the Faculty of Arts, this will be done for you internally.



NOTE: International students in the Co-op and Internship Program require a Co-op/Internship work permit. This permit is the responsibility of the student and should be obtained before the work term.

WHEN TO HIRE CO-OP/INTERNSHIP STUDENTS

- Science Co-op/Internship placements may be four, eight, twelve or sixteen months in length.
- Placements follow the academic semesters with September, January and May start dates.

Recruitment Dates:

Advertise Job	Interview	Begin Work
Jan-Apr	Feb-Apr	May
May-Aug	Jun-Aug	Sept
Sept-Dec	Oct-Dec	Jan

THE WORK TERM

- Minimum 12 weeks of paid, full-time (35-40 hours work).
- Students must receive supervision and regular feedback.
- Providing the student with a comprehensive orientation and clear expectations will help to ensure success.
- Students are expected to complete various requirements while on a work term. A student's successful completion and credit for the work term depends on completion of the following requirements at a satisfactory level or higher.

CO-OP/INTERNSHIP PROGRAM REQUIREMENTS

LEARNING OBJECTIVES are the student's goals for the work term and should aim to enhance their academic, professional and personal skills.

- Created by the student within the first few weeks of each work term.
- Students are encouraged to share their learning objectives with their supervisor; understanding the student's goals may help determine the kinds of opportunities and tasks the supervisor assigns to the student.
- Reviewed once during the site visit with the Co-op and Internship Coordinator and again at the end of the work term to evaluate whether or not the goals were achieved.

SITE VISIT is an opportunity for the Co-op and Internship Coordinator to touch base with the student and supervisor mid-work term, in order to address and concerns and ensure the success of the placement.

When

- Arranged by the student approximately six to eight weeks into the work term to ensure success of the work term for employer and student.
- If work terms are outside of the Calgary area, a phone call or email visit will be conducted in its place.

What/ Why

- Makes sure that the employer is obtaining the maximum benefit from hiring a Co-op/Internship student.
- Opportunity for both the employer and the student to provide feedback and suggestions for the program.
- Discussions will cover detailed description of responsibilities, areas of strength and growth, achievement of learning goals, potential extensions and future co-op collaboration and opportunities.

How

- Usually set for one hour – first thirty minutes the Co-op and Internship Coordinator meets with the supervisor, last thirty minutes the Co-op and Internship Coordinator meets with the student. If agreed by both parties, the Co-op and Internship Coordinator can meet with both the student and employer together.
- Site visit questions are accessible to the student through D2L. Questions are expected to be completed two days prior to the site visit date by both the supervisor as well as the student and emailed to uscreception@ucalgary.ca.

CO-OP/INTERNSHIP PROGRAM REQUIREMENTS CONT'D

EMPLOYER EVALUATION is an end of term assessment of a student's learning, performance and developed skills.

- Submit Employer Evaluation – Student Skills & Learning Assessment form, available online: http://www.ucalgary.ca/science/undergraduate/co_op_internship/employers
- Employers are encouraged to review the final evaluation with the student.

WORK TERM REPORTS are required to be submitted by students at the end of each work term. Work term reports are structured to focus on the following:

- Reflect on their work experience.
- Connect work experience to academic studies.
- Develop personal and professional skills.
- Employers are required to approve and sign off on the work term report. Students should present the employer with the work term report and work term report release form near the end of the work term. Once approved, the employer will sign the release form and return it to the student. The student will submit the release form along with their report.

Work Term	Work Term Report Due
Fall	Dec 15
Winter	April 15
Summer	Aug 15

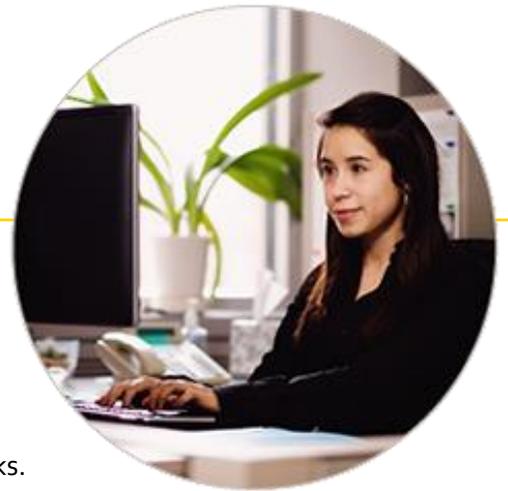


EMPLOYER RESPONSIBILITIES

- Email the offer of employment letter to the student as well as to the Co-op and Internship Assistant at uscreception@ucalgary.ca. This will ensure accurate supervisor contact information is recorded on file and allow the Co-op and Internship Team to confirm the student is eligible for the employment opportunity.
- Provide student with a supervisor responsible for providing direction and feedback – both positive and critical.
- Clarify start and end dates, salary and hours of work.
- Ensure student is aware of your organization's policies, procedures and confidentiality.
- Provide student with necessary training to complete tasks and assignments.
- Review student's **Learning Objectives** and provide any suggestions for success.
- Meet with Co-op and Internship Coordinator during a **Site Visit**, usually halfway through placement, to discuss progress, concerns, and overall experience.
- Review and sign off on the **Work Term Report**.
- Complete the online **Employer Evaluation** at the end of the term

STUDENT RESPONSIBILITIES

- Actively participate in their own job search.
- Prepare resumes, cover letters and attend all interviews.
- Honour conditions of work term acceptance.
- Be a reliable, productive employee and complete assigned tasks.
- Respect the employer's policies, procedures and confidentiality.
- Set and discuss **Learning Objectives** with supervisor.
- Accept and respond to feedback and suggestions for improvement in a positive manner.
- Coordinate the **Site Visit** with Co-op and Internship Coordinator and supervisor.
- Advise employer and the Co-op and Internship Coordinator of any concerns with their assignments or working environment.
- Complete all modules of the Co-op/Internship Portfolio.
- Pay assessed University of Calgary work term fee.



CO-OP/INTERNSHIP TEAM RESPONSIBILITIES

- Adhere to the standards, requirements and restrictions set out by the [Canadian Association for Co-operative Education \(CAFCE\)](#) and outlined in the [University of Calgary's Academic Calendar](#).
- Effectively administer Co-operative Education & Internship programs.
- Provide necessary information to all stakeholders regarding requirements, including faculty.
- Prepare students to successfully transition to the workplace.
- Assist employers with recruitment, placement and work term procedures.
- Monitor work terms and participate in Site Visits.
- Follow up and address any employer or student work term concerns.
- Encourage students to experience a range of employment opportunities during their Co-op program.
- Discuss career goals with students and helps them develop these goals.
- Develop new employer opportunities for co-op and internship students.



CONCERNS IN THE WORKPLACE

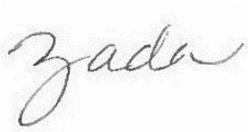
- Please contact the Co-op and Internship Coordinator with any major behavioral issues or medical emergencies.
- If dismissal is being considered please contact the Co-op and Internship Coordinator immediately.

Lay-offs and Strikes

- If you foresee a lay-off or strike that will directly affect the Co-op/Internship student. Please notify the Co-op and Internship Office as soon as possible.

THANK YOU

On behalf of The University of Calgary and the Co-operative Education and Internship Program – thank you for supporting, mentoring and participating in this experiential learning program and contributing to our student’s academic and professional career.



Noorie Jadavji
Science Co-operative Education and Internship Coordinator

ADDITIONAL FUNDING AND RESOURCES

[Natural Sciences and Engineering Research Council](#)

[Canada-Alberta Job Grant](#)

[Canadian Association for Co-operative Education \(CAFCE\)](#)

[University of Calgary’s Academic Calendar](#)

CONTACT US

Co-op and Internship Office

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