



**FLEMING**

# CO-OPERATIVE EDUCATION EMPLOYER MANUAL

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**1.0**

## What is Co-operative Education?

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A Co-operative Education Program (Co-op) formally integrates a student's academic studies with work experience through a full-time work term. It provides students with a practical, hands-on opportunity to apply knowledge and skills obtained in their program.

**2.0**

## Benefits of Hiring a Fleming Co-op Student

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Co-op is a cost-effective solution for short-term hiring needs and long-term succession planning. Benefits include:

- Students bring fresh, innovative ideas. By hiring students, you can take advantage of the continuous supply of new and creative approaches to your business.
- Co-op is an excellent way to evaluate potential employees for succession planning. Many long term employees get their start in a company through co-op, and then are welcomed back upon graduation.
- Employers may be eligible for **a tax credit of up to \$3,000 per student per work term** for qualifying co-op programs (see "10.0 Financial Incentives").
- Fleming College supports you through the recruitment process.
- Students obtain the most up-to-date technical knowledge, as Fleming College's curriculum is designed and annually reviewed by industry experts who sit on our Program Advisory Committees.
- Hiring co-op students helps to enhance your corporate profile in the community.

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## Co-op Criteria

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The co-op job is a paid position; therefore it is the employer's responsibility to provide appropriate WSIB and liability insurance coverage for the duration of the student's co-op.

All co-op jobs must meet the following criteria:

- Must be reviewed by the Program Coordinator or the Project & Work Integrated Learning Coordinator as a suitable learning environment
- The student must be engaged in relevant workplace learning, not merely observing
- Student performance and attendance is monitored by the employer and reported in the middle and at the end of the co-op work term
- The student will be assigned a direct on-site supervisor who will provide professional mentorship and learning opportunities





## 4.0 Student Availability

Frost Campus at Fleming College currently has 13 academic programs that include a co-op work term. Students are available to work anywhere in the world, although most choose to work in Canada. Typically co-op work terms follow the school semesters. Students are available on a paid, full-time basis:

Program of Study	Availability	Minimum Hours Required
Aquaculture	May - June	320
Arboriculture	May – August	450
Fish & Wildlife	May – August	450
Forestry Technician – Adaptive Practices	May – August	450
Resource Drilling Technician	May – August	450

On the latest Ontario Colleges Key Performance Indicators survey (2015), **94.3% of employers who had hired Fleming College graduates indicated they were satisfied or very satisfied with their hires.**



## 5.0 Hiring a Co-op Student

Five easy steps to hiring a co-op student:

1. Contact the Project & Work Integrated Learning Coordinator:

**Angela Mark-McGill**

Phone: (705) 749-5530 ext. 1062

Email: [ange.mark-mcgill@flemingcollege.ca](mailto:ange.mark-mcgill@flemingcollege.ca)

2. Post your job on our Career Services website: [www.flemingcollegecareerservices.ca](http://www.flemingcollegecareerservices.ca)
3. Your co-op opportunity will also be posted on our secure internal website for co-op students. Interested students will apply directly to you. You can then make arrangements with student(s) to conduct interview(s). If you plan to hire several Fleming co-op students, arrangements can be made to conduct interviews on campus.
4. If your interviews are successful, and you hire one of our students, the student will then complete a “Co-op Agreement Form” and submit it to the Project & Work Integrated Learning Coordinator.
5. You will then be contacted to arrange a site visit or phone meeting. You will also be required to complete a mid-term and final performance evaluation of the student.



## 6.0 Workplace Insurance

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The co-op job must be a paid position, therefore is the employer's responsibility to provide appropriate insurance coverage for the duration of the student's co-op work term. If the other employees are covered by WSIB, then the employer must add the co-op student to their policy. If the workplace is not required to have WSIB coverage, then the student must be provided with private insurance coverage.

If a student has an accident or experiences a lost-time injury at work, please report it immediately to the WSIB and to the Co-operative Education & Placement Officer.



## 7.0 The Partnership

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The co-op program is a three-way partnership between the employer, the student, and the college. The success of the co-op partnership is dependent upon a mutual commitment from all parties. The three partners share the responsibilities in ensuring maximum benefits to all participants.

During the work term, students must be engaged in productive work, rather than merely observing. While the student's progress is monitored by Fleming College, job performance is supervised and evaluated by the employer.

### 7.1 Employer responsibilities

It is the responsibility of the employer to:

- Provide orientation, supervision and training (including health and safety) for students
- Provide productive, relevant work experiences
- Complete mid-term and final performance evaluations
- Provide an experienced member of the organization who can supervise the student, and provide them with mentorship
- Be informed of and adhere to Fleming College's co-op policies and procedures
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment Legislation
- Maintain contact with the Project & Work Integrated Learning Coordinator concerning any problems or changes (See "9.0 Concerns")

### 7.2 Workplace Supervisor Responsibilities

It is the responsibility of the supervisor to:

- Help transition the student from an education environment to a work environment
- Provide daily supervision, mentoring, and monitoring of student progress

- Facilitate student orientation to specific routines, policies, procedures, practices, guidelines and protocols
- Consider the health and safety of the student when planning and suggesting co-op learning experiences
- Facilitate the student's learning through supervision, teaching and gradually increasing appropriate independence in the work setting
- Provide exposure to a variety of industry specific tasks
- Participate in the student's ongoing evaluation by:
  - Providing ongoing constructive feedback
  - Participating in the evaluation of the student by completing the mid-term and final evaluation forms

### **7.3 Student Responsibilities**

It is the responsibility of the student to:

- Abide by Fleming College's policies and procedures
- Know and comply with the employer's policies and regulations (Confidentiality, Freedom of Information, Codes of Ethics or Conduct)
- Accrue the required number of co-op hours in the work place (travel time is not included)
- Provide the employer with accurate and appropriate information regarding qualifications and interests
- Actively engage in the activities of the co-op with a professional and positive attitude
- Attend employer orientations or sessions designed to familiarize the student with the organization
- Achieve a minimum final rating of a "pass" on each performance measure
- Accept that some employers will require students to work non-traditional hours (afternoons, evenings, & weekends)

### **7.4 College Responsibilities**

It is the responsibility of Fleming College to:

- Inform students and employers of required policies and procedures
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment Legislation
- Maintain and enhance relationships with new and existing employers
- Provide career training, personal and professional development seminars and resources to enhance students' on-going employability
- Provide administrative support for the recruitment process (i.e. assist employers and students with job postings, interview facilities, etc.)
- Maintain contact (via site visits, email, or phone) with students and employers during the co-op
- Provide advice and support to students and employers if difficulties arise during the co-op, and consult the Program Coordinator if deemed necessary



## 8.0 Evaluation

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The Project & Work Integrated Learning Coordinator will contact the employer to complete a mid-term and final performance evaluation of the student. The evaluation is brief, and will be sent via email or through an on-line survey.

- The employer will be asked for feedback regarding the student's progress to-date in the following areas: Attitude, Knowledge, Safety, Quality & Quantity of Work, Attendance, etc.
- The mid-term evaluation provides the student with an opportunity to improve upon their skills over the remainder of the work term
- The employer will be invited to share general comments and recommendations regarding the academic program and co-op procedure
- The employer will be required to sign the student's Attendance Journal, in order to verify their completed co-op hours



## 9.0 Concerns

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The Project & Work Integrated Learning Coordinator is here to provide advice and support to students and employers if difficulties arise during the co-op work term.

If a student should quit or engage in misconduct in your workplace, please contact the Project & Work Integrated Learning Coordinator immediately.



## 10.0 Financial Incentives

### 10.1 Ontario Co-operative Education Tax Credit

The Co-operative Education Tax Credit is a refundable tax credit. It is available to Ontario employers who hire students enrolled in a co-operative education program at an Ontario university or college.

The tax credit is based on salaries and wages paid to a student in a co-operative education work placement. Corporations can claim 25 per cent of eligible expenditures (30 per cent for small businesses). The maximum credit for each work placement is \$3,000. Most work placements are for a minimum employment period of 10 weeks up to a maximum of four months. <http://www.fin.gov.on.ca/en/credit/cetc/>

Fleming College will automatically issue a Letter of Certification at the end of the year, in order to support the tax credit claim.

### 10.2 Canada Summer Jobs

Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial adult minimum hourly wage.

Canada Summer Jobs provides funding to help employers create summer job opportunities for students. It is designed to focus on local priorities, while helping both students and their communities.

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 to 30 years who are full-time students intending to return to their studies in the next school year.

<http://www.servicecanada.gc.ca/eng/epb/yi/yep/programs/scpp.shtml>

### 10.3 ECO Canada

Co-op Student Placement funding for up to 50% of a student's wages to a maximum of \$5,000 to hire students working in an environmental field.

<https://www.eco.ca/employment-programs/student-placement/>

## 10.4 Apprenticeship Financial Incentives

If your co-op placement is in an apprenticeable trade (ie. Arborist), you may be eligible for the following tax credits:

### Ontario Apprenticeship Training Tax Credit

Employers can claim up to \$10,000 per year for each eligible apprentice.

The Apprenticeship Training Tax Credit (ATTC) is a refundable tax credit for corporations and unincorporated businesses employing apprentices in certain skilled trades during the first 48 months of an apprenticeship program.

<http://www.fin.gov.on.ca/en/credit/attc/>

### Federal Apprenticeship Job Creation Tax Credit

Employers can claim up to \$2,000 per year for each eligible apprentice.

This is a non-refundable tax credit equal to 10% of the eligible salaries and wages to eligible apprentices. The maximum credit is \$2,000 per year for each eligible apprentice.

<http://www.cra-arc.gc.ca/tx/ndvdlst/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns409-485/412/jctc-eng.html>



## 11.0 Contact Information

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