# Letter of Employment

Please fill out this form and email it to your co‐op coordinator to determine your eligibility for co‐op or internship employment. Completing this form does not guarantee approval.

Please complete the form accurately so that your work term can be approved and registered by the co‐op office in a timely manner. If information changes, please advise the co‐op office or your coordinator.

Businesses operating under COVID-19 restrictions must comply with all health and safety requirements.

This letter is to confirm the employment details of: Student name and UVic ID with employer organization's name.

## Employment information

Start date:

End date:

\*Start and end dates for Co‐op Work Permits for international students are based on academic terms dates. If your employment dates begin or end outside these dates, contact your co‐op coordinator. You may only use your Co‐op Work Permit while working in a registered co‐op work term position.

Position title:

Job description:

Wage/salary (CAD/hour):

Hours of work/week:

### Direct supervisor’s contact information

Name:

Position title:

Email address:

Telephone number:

### Company information

Name and division:

Mailing address:

Work location (if different from the company location or your actual work location if remote)

Remote work

Yes  No  Partial (explain)

Website:

Telephone number:

Organization type:

Non-profit

Private

Public, please specify

I confirm the accuracy of all information provided above and agree to notify the Business Co-op Office of any changes to the information.

      Supervisor’s digital signature or typed name.

      Student’s digital signature or typed name.

Thank you for hiring a co‐op student. We look forward to your participation on the student competency assessments, and to meeting you during the work site visit.

Please submit this completed form to your co‐op coordinator’s email.

### Questions?

Call us at 250‐721‐6063 or visit: <http://www.uvic.ca/employers.>

## Welcome to UVic's Co-op Program!

### A quick guide for co‐op/internship employers

As a co‐op/intern employer, you are a valuable partner in education. Here is a quick guide to the requirements and timeline, the form to register the work term, and some advice from past participants on the makings of a successful experience for everyone.

#### Work term criteria

##### **Co-op employment criteria**

To qualify as a co‐op, the job must be:

* a minimum of 12 weeks of full-time work experience (or 420 hours)
* paid employment (at least minimum wage)
* relevant to student’s studies and career interests

The employer must be aware this is a co‐op program and be willing to provide supervision, submit online evaluations, and be available for a mid‐term work site visit.

##### **MGB internship employment criteria**

To qualify as an internship, the job must be:

* a minimum of 300 hours @ 30+hrs/week and not less than 8 weeks
* paid or unpaid
* relevant to a global business or international career path

The employer must be aware this is an intern program and be willing to provide supervision and submit online evaluations

##### **MM co-op employment criteria**

To qualify as a co‐op, the job must:

* be a minimum of 12 weeks of full-time work experience (or 420 hours)
* paid or unpaid employment
* relevant to student’s studies and career interests

The employer must be aware this is a co‐op program and be willing to provide supervision, submit online evaluations, and be available for a mid‐term work site visit.

#### Work term timeline

##### **First week**

The co-op student will complete their work term goals and learning objectives. Once the student submits this information, you’ll receive a link from UVic to review the completed form. Please discuss the goals and objectives with the student.

##### **Halfway point**

The co-op student will complete a mid‐term assessment of their progress and performance. Once the student submits this information, you’ll receive a link from UVic to view the completed form, comment on their assessment and discuss it with the student. A check‐in meeting will be also arranged with your student’s coordinator to discuss the student’s learning and development.

##### **End of the work term**

Your student will complete a final assessment of their progress and performance. Once the student submits the information, you’ll receive a link from UVic to view the completed form. Please add your comments and discuss your feedback with the student.

## Best practices for a successful work term

### These tips can help your organization maximize the co‐op experience.

#### Before day 1: Provide background information to the student

Prior to the student’s first day at work, forward any materials, websites, past project summaries or other information that will help the student to prepare.

#### Assign a supervisor

Assign your student a supervisor who will keep track of the projects that the student is working on, outline your organization’s expectations, and mentor the student.

#### Provide a thorough orientation

Describe your organizational structure and the student’s role. Outline your expectations, including projects or tasks, behaviour and professionalism, confidentiality, or safety policies and more. Promote engagement between employees and co‐op students with a department walk through or a staff‐wide introductory email.

#### Encourage students to invite senior staff to lunch, or coffee

You will enhance students’ connection to the company and provide opportunities for them to learn about your organization’s culture.

#### Include students during staff meetings and training sessions

You will give co‐op students the opportunity to practice meeting etiquette and develop a greater understanding of departmental responsibilities. Additionally, even if the training isn’t relevant to students’ current positions, you’ll help them learn new skills.

#### Check in regularly

Schedule regular check-ins to assess the student’s workload and progress provide feedback, and adjust duties and responsibilities as needed. These feedback sessions are also an opportunity to encourage the student to participate in meetings or attend workplace functions to learn more about the organization.

#### Address problems quickly

If you encounter a problem (e.g., behaviour issues, medical concerns, etc.) that the student is unable to rectify after being told about, notify your co‐op coordinator, who will work with you to resolve the problem.

#### Involve current students in the hiring of the next co‐op student

You will give co‐op students the opportunity to learn how your organization screens and interviews applicants and reduce work for the hiring manager.

#### Include students in extracurricular and social activities

You will increase co-op students’ familiarity, comfort, and sense of commitment to co-workers and to your organization