**Sheridan Institute of Technology and Advanced Learning**

# Co-operative Education Program

# Employer Manual

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# Sheridan Co-op / Internship and Your Business

Employers benefit from Sheridan's Co-op / Internship program through their access to a year-round source of qualified, enthusiastic employees who can provide valuable assistance. Not only do our employer partners get great employees and give students career-building opportunities, they may also be eligible for Ontario Tax Credits for students hired on paid Co-op / Internship terms.

There are lots of reasons to hire a co-op / internship student. Some of the best include:

- It is a cost-effective solution for short-term hiring needs; employers get quality skills at affordable prices
- It is an excellent way to evaluate potential employees
- Students bring fresh, innovative ideas to your company. By hiring a student every 4 months, you can take advantage of a continuous supply of new and creative approaches to your business
- It is an investment that you make in attracting dedicated employees
- There is an Ontario Tax Credit available for employers of co-op / internship students. The credit can total as much as $3,000 per student per paid work term. Details are available from the Ontario Ministry of Finance. http://www.rev.gov.on.ca/english/credit/cetc/

In addition, to meet employer needs, Co-op and internship placements give students a jump start on their careers by giving them valuable, on-the-job work experience while completing their academic studies.

# The Co-operative Education / Internship Model

The Model is based on the principle that an academic program combined with work experience in alternating terms, is relevant to, and desirable for, effective employment preparation. Work term employment, which varies from sector to sector, allows students to acquire experience in their areas of career interest, while academic terms are devoted primarily to fundamental and theoretical studies. These practical experiences and academic studies complement one another.

The motivation, responsibility, and opportunity for insight gained through co-operative education / internship can be of significant value to the student's future. The concept enables those with a career orientation to become full-time students of their subject, both during the academic terms and during the related work terms, within a structure of organized purpose and serious study.

### The Study and Work Sequence

The model, in most programs, requires students to alternate periods of study with periods of employment. The period of employment is called a work term and is normally four months in length.

## Co-op and Internship Programs

Currently, we have 21 co-op programs at Sheridan, with students available from a range of programs including: arts and animation, business, health, applied computing and engineering sciences.

## What is a Qualifying Work Term?

A qualifying placement must be:

- a minimum of 360 hours for Co-op Programs, or
- 14 consecutive full-time weeks for Internship Programs
- must be a requirement for graduation from a qualifying program which meets the following criteria:

    - The program formally integrates academic studies with work experience;
    - Each work situation is developed and/or approved by the educational institution as suitable;
    - The student is engaged in productive work rather than merely observing;
    - The student receives remuneration for the work experience;
    - The student's progress on the job is monitored by the eligible institution;
    - The co-op student's performance on the job is supervised and evaluated by the employer;
    - The total work experience component of the program is no less than 30% and no more than 75% of the time spent in academic study.
    - Where a work term lasts longer than the four months, each subsequent four month period will be considered as a separate qualifying placement. A full sixteen month work term would constitute four separate qualifying co-op work placements for purposes of the tax credit, with each work placement qualifying for the maximum cap of $3,000.

## Hiring a Co-op / Internship Student

Students can be hired in one of two ways - hired directly by your company or through Sheridan's Contract Services. Contract Services gives employers the ability to get the benefit of employing a co-op student, but on a contract basis - giving you more flexibility in hiring.

Phone us: 905 845 9430 ext 2649
905 459 7533 ext 5662

Email us: coopenq@sheridaninstitute.ca

Once you call us, there are four easy steps to get a co-op student at your organization. We are here to assist you every step of the way.

**Send us a job description**

Outline the requirements of the position in a job description. If you wish, you may request cover letters and grades, as well as resumes. If you need assistance writing the job posting, we can provide you with sample job descriptions. We will post the job to our students, on our website; interested students will apply to your advertised opportunity via Sheridan's online job posting service.

**Review applicants' resumes**

After the job closes, usually in about 5 working days, we send you the applicant package by email or by courier, if needed. Once you review the documents, select the candidates you wish to interview

**Interview candidates**

Once you've selected the students you'd like to interview, let us know when you prefer to interview, and where the interviews will take place. If you choose, you can interview students at your location, or at either of our campuses. We will set up the interview schedule and confirm it with you.

**Decide who you'd like to hire**

After you've interviewed the candidates, simply let us know who you'd like to hire, and the details such as the student's start date and rate of pay. We will make the offer to the student on your behalf, and have an answer for you within 48 hours.

## Post a job electronically

For your convenience you can also post your job online on our web site www1.sheridaninstitute.ca/services/coop

## Sheridan Contract Services

If fiscal restrictions or administrative restrictions prohibit you from hiring, consider Sheridan's contract services. Sheridan Contract Services allows you to hire co-op students on a contract basis.

Through Contract Services, Sheridan takes responsibility for:

- Confirming the contract in writing with you
- Calculating salary disbursements
- Adding benefits and relevant taxes (CPP, EI, Worker's Compensation, EHTL, Vacation pay)
- Invoicing your company quarterly

Sheridan adds a 15% administrative fee to student salaries to cover costs associated with offering this service.

To take advantage of this service, call us at (905) 845-9430 ext. 2649 or (905) 459-7533, ext. 5661 and ask for Contract Services.

# Student Salaries & Employer Benefits

There is no set salary for students - this is your decision. To get an idea of what students from your industry have been paid on past work terms, visit our web site http://www1.sheridaninstitute.ca/services/coop/stats.cfm to view the salary surveys from the last two semesters. The survey contains compensation figures collected from Sheridan's students and is updated each semester.

## Ontario Tax Credit

The Ontario Government funds a tax credit for employers who hire students. To be eligible for this tax credit, employers must have a permanent establishment in Ontario, be subject to Ontario income tax, and incur eligible expenditures associated with hiring students enrolled in an Ontario university or college, or students or apprentices enrolled in qualifying leading-edge technology. For more information about the tax credit and eligibility, please visit the Ontario Ministry of Finance web site at http://www.rev.gov.on.ca/english/credit/cetc/

**What documentation is necessary to support a claim?**

- Sheridan College will supply a (Confirmation of Co-op Employment) form which contains the information and authorization required by this legislation.
- This form need not be attached to the tax return, but you must retain it and have it available for any subsequent review by Revenue Canada or the Ontario Ministry of Finance. You will be required to provide summary information with respect to your claim(s) as indicated on the tax return.

**What Administrative requirements must Sheridan College fulfill?**

- We will be responsible for supplying the (Confirmation of Co-op Employment) form certifying that this is a qualifying co-op placement for purposes of the tax credit. A signature from the Cooperative Education Manager will form part of the declaration.

## Contract Services and WSIB coverage

Most employers in Ontario are required to include student workers, both paid and volunteer, in their WSIB coverage. The only exception is when you have hired a student contract from Sheridan College through our Contract Services program.

# Employer and Student Expectations

**Partnership Principles of Co-operative Education / Internship Programs**

There are four partners in the Cooperative Education and Internship Programs at Sheridan: Students, Employers, the Co-operative Education and Internship Office (CEIO) and, Academic Departments. The success of the program relies upon all parties understanding their responsibilities.

Every effort is made by the CEIO to ensure students have a positive learning experience while on the work term. Sometimes industry trends and employer demands shape posting and placement activity. The CEIO must respond accordingly and so must students' expectations. Learning comes in many different forms and it is sometimes a requirement to adjust one's expectations given market and employer requirements.

## The Employer

To increase the student's productivity and facilitate learning, it is recommended that employers:

- Provide viable positions relevant to the various fields of study taught at Sheridan. A job opportunity must be approved by an Advisor as a creditable job that fulfills the requirement of a student's program.

**Job Descriptions**

- represent the duties and the responsibilities of the advertised positions by presenting a comprehensive written description of the job duties, qualifications, and skill level required for the positions advertised.

**Advertising the job**

- Job will be posted on line with a prescribed opening and closing date.

- When the job closes (usually 3-4 days) applicant resumes will be forwarded electronically or by courier to the employer.

**Interviews**

- CEIO will set up an electronic interview schedule for students to respond to; However, employers may set this up themselves independently of CEIO.
- The CEIO will make the Offer of Employment to the student. In order to ensure the best match is made, generally, the student is given 48 hours to make the final decision on accepting or declining the position. However, if circumstances require the employer to have a response prior to that time, The CEIO will advise the student.

**Work Term**
Accommodate a visit, whenever possible, by the appropriate Advisor during the student's work term. Optimally, this will include visits to both student and supervisor:

- Advise the students with regards to all issues of confidentiality in the workplace and ensure that any non-disclosure agreements are signed prior to the commencement of work
- Prepare the student's co-workers and other staff for the arrival of the student
- Provide the student with an orientation to the workplace, including an overview of the organization (e.g. mission statement, products, etc.), physical layout, relevant personnel, safety practices, and the duties or tasks expected during the work term
- Provide a supervisor for the co-op and internship student who will oversee the student's work and discuss expectations for the work term with the student and, on a regular basis, give the student feedback on how he/she is doing, including areas of strength and areas which require improvement
- Ensure that jobs and places of work are in compliance with all relevant government statutes and legislation.
- Complete a "Student Evaluation by Employer" form and submit it to CEIO, with a copy to the student, prior to the final day of the work term. A student who doesn't receive this evaluation will not receive credit for that work term;
- Consult the Advisor prior to undertaking disciplinary action or dismissal of a student;
- Whenever possible, inform the student and the Advisor prior to the end of the work term of the intention to re-hire the student for the next work term. In the event of an additional work term, it is expected that an employer will provide enhanced work that reflects the growth and knowledge of the student.

## The Student

- Students are representatives of Sheridan and should conduct themselves accordingly in a professional manner. Students must abide by all co-op and internship policies and procedures.

*On the job*:

- Relate classroom learning to the workplace – benefits student and employer
- Exercise ethical workplace conduct and represent Sheridan with a standard of conduct and performance which will further enhance the relationship between Sheridan and the employer
- Maintain employer confidentiality
- Abide by the policies and procedures of your employer
- Accept constructive feedback, suggestions for improvement in a positive manner
- Resolve problems or issues that may arise in a prompt, professional manner
- Be a productive and responsible employee and take initiative as appropriate
- Advise the employer and Internship advisor of any concerns or problems with work assignments or environmental issues as soon as they arise
- Set realistic expectations and goals that will encourage self improvement and benefit the employer

### The Cooperative Education and Internship Office

- Provides the delivery and evaluation of Co-op and Internship preparatory and work term curricula
- Develops job opportunities and secures potential employers
- Arranges recruiting interviews for co-op and internship students
- provides professional career guidance to students
- Maintains co-op and internship student records
- Monitors co-op and internship work terms by visiting or telephoning students and employers on the job
- Works with the co-op and internship students before, during and after their work terms to help maximize the students' whole education/career experience

CEIO at Sheridan involves a competitive employment process. While CEIO makes every effort to assist students in gaining employment, there is no guarantee that every student will become employed through the co-op/internship employment process. CEIO is responsible for the review and approval of Co-op/Internship job postings, but CEIO does not assume responsibility for endorsing the companies.

### The Academic School

The Academic Department is responsible for all academic components of the Co-op or Degree program. A CEIO Student Advisor works closely with each Academic Program Coordinator to ensure standards are established and relevant information is shared.

## Employment Agreements

Work term employment agreements are between the student and the employer. Sheridan is not a party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect the employment situation for any co-op student (e.g. layoffs, intellectual property issues, confidentiality agreements, strikes, etc.). Should the need arise, students are encouraged to seek whatever advice and/or guidance about their agreements they feel is necessary.

# Frequently Asked Questions

**1. What programs participate in Co-op?**

Currently, we have 21 co-op programs at Sheridan, with students available from a range of programs including: arts and animation, business, health, applied computing and engineering sciences.

**2. How does the recruitment process work?**

Our recruitment process at Sheridan is quite simple and requires only a small time commitment from you. To get things started, simply call us at 905-845-9430, ext. 2649, or 905-459-7533, ext. 5662, or email us at: coopenq@sheridaninstitute.ca

**3. Is there assistance to help us through this process?**

We are here to help you! Our Advisors and Assistants at both campuses are committed to providing you with excellent service.

**4. What are the costs for participating co-op?**

For students hired directly, there are no additional costs beyond salary. Sheridan does not charge any administration fees to post job descriptions, collect resumes or use our facilities for your interviews. Employers that take advantage of our Contract Services option to get the benefit of a co-op student on a contract basis are charged a 15% administrative fee.

**5. How long are the work terms? When do they start?**

Sheridan students are available for 4-month work terms year round, with work terms beginning in January, May and September.

**6. What information should I include in my job description?**

Your job description should include:

- A descriptive job title, like "Junior Systems Administrator", "Human Resources Assistant", "Marketing Coordinator", "Pharmacy Technician", etc.
- An overview of your company, department or team. Please include information that provides helpful details about duties and responsibilities, and any training the student will receive.
- A brief description of the work environment; include information on items including corporate culture, normal work attire, etc.
- The key skills and qualifications for which you are looking.
- Any special requirements: shift work, frequent overtime, driver's license, use of personal vehicle, etc.
- Your location. Include other relevant information such as: closest major intersection, proximity to public transit routes, GO, train, TTC, etc.
- Number of hours per week and whether overtime is expected.

If you need some assistance in developing your job description, one of our Advisors can help.

**7. When is the deadline to advertise a co-op job?**

You can advertise co-op opportunities any time. The earlier in the semester you post your job, the more students are available. But it's never too late—there are always students looking for jobs, even after the work term has started.

**8. Where do I interview? Can I do phone or on-campus interviews?**

You can interview students at your location, by phone or at either of Sheridan's campuses, just let us know your preference.

**9. Can I hire more than one student per work term?**

Yes, you can hire as many co-op students each term as you need. We have many qualified students available in a wide range of programs. With such a wide variety of skills, our students can benefit many departments within your company.

**10. Can I contact students directly about interviews or job offers?**

The Co-op Office is here to assist you through the process of interviewing and hiring co-op students, which can be time-consuming. We're happy to schedule and set up interviews and present job offers to the students on your behalf.

**11. What do I do once I've hired a student?**

Once you've hired a student, you may want to discuss student and employer expectations, hours, training/orientation schedule, project assignments, etc. From our experience, we find it's helpful for both parties to discuss some of these areas before the student's first day on the job. The first day is always full of other new information and faces, which can be overwhelming for both student and employer.

**2. What if I don't have the budget to hire but would like to provide work experience anyway?**

Obviously, most students prefer to earn money on their work terms to pay for their next academic semester, but there are always some students who are able to take a non-paying job opportunity. We can post a volunteer/unpaid opportunity to our students, as long as the experience is relevant to their program.

**13. I'm not ready for a co-op / internship student, but I have a full time job to post that is only suitable for graduates. Is there any way you can help me?**

Yes, your full time opportunity can be posted through our Career Centre, just email hire@sheridanc.on.ca, or speak with one of our Advisors for help reaching graduates.

# Contact Information

If you have any questions or need more information, please do not hesitate to contact us. We're here to help.

Phone us: 905.845.9430 ext 2649 or 905.459.7533 ext 5662

Email us: coopenq@sheridaninstitute.ca