

Information for Employers Who Have Hired a Co-op Student



So, you have hired a Fanshawe College Co-operative Education student...now what?

Thank you for your invaluable support of student learning and Fanshawe College!

- We ask that you provide work related to the student's program of study with similar duties of full-time employees in your organization, adjusted to take into account the student's experience level.
- Please provide remuneration, and safe working conditions, supervision, training and evaluation to students during their employment. These elements are essential for students to perform their tasks effectively, safely, and to make the work experience as valuable as possible to both students and employers.
- As students are employees of your organization, you assume all responsibility for the Co-op student, as you would for any other employee, for the period of the Co-op employment. Please treat students as you would any other employee regarding benefits and other employment entitlements in compliance with Provincial and Federal Legislation.
- Co-op Consultants will conduct a mid-term **Site Monitor** with you and the students you are supervising. This monitor is to ensure that both you and the students are finding mutual benefit in the work term arrangement, are both satisfied and happy with the work term and for Fanshawe College to gather feedback about the co-op work experience. Outside of this monitor, we encourage all employers to provide ongoing feedback of the students' performance during the work term.
- At the end of the Co-op work term you will receive an **Evaluation Form** from your Co-op Consultant. Please complete this form and return to your Co-op Consultant. We strongly encourage you to discuss this evaluation with the students you are supervising in order to aid their learning and professional development. We appreciate ongoing feedback with both successes and challenges as the work-term progresses.
- All co-op work terms are a minimum of 420 hours and 12 weeks of work (with the exception of students in a degree program where the requirement is 420 hours and 14 weeks). As an employer, you *may* be eligible for the [Ontario Co-operative Education Tax Credit](#); Fanshawe College will issue supporting documentation at the successful completion of a students' work term in order for your business to apply for this tax credit.

Co-operative Education Consultants are a resource for you! If you have any questions or concerns please contact us at coop@fanshawec.ca or 519-452-4294

This information has been provided by EWO and Fanshawe College. For more information please visit www.ewo.ca and www.fanshawec.ca/coop