Thank you for considering hiring a University of British Columbia Kinesiology Co-op Student. Co-op is a unique way to hire a pre-screened, skilled, and motivated student employee for special project work or to staff peak work periods. The following checklist will help you to understand the guidelines of our program, and establishing a Co-op position that meets your needs as well as those of the student.

In order for a potential job opportunity to be considered as a Co-op work term, the position must meet the following requirements:

- Minimum of 420 hours in duration, over a 4 month period OR minimum of 840 hours over an 8 month period, starting in January, May or September
- An appropriate level of pay based on level of responsibility and experience that meets Canadian Employment Standards and specific industry rates. For all positions located in BC, in accordance with BC Labour Laws, Kinesiology Co-op students must be paid the BC Ministry of Labour posted minimum hourly wage or greater for work performed
- Offer a challenging work environment where the student has ownership of tasks or projects and makes decisions
- Student plays a key role in meeting goals and objectives of the organization
- Employer/supervisor views the job as a learning opportunity for the student and agrees to participate in the Co-op Learning Framework, including:
  - Discuss student’s learning objectives with the student at the start of the term
  - Understands the structure of and agrees to participate in the Co-op Coordinator’s site visit which occurs in person or over the telephone or skype at the mid-point of the position
  - Complete the written evaluation form on the student’s performance at the end of the Co-op term
  - Review the student’s Work Term Report at the midpoint or end of the Co-op term
  - Offer constructive feedback to the student throughout the work term
- Position must be supervised with opportunities for feedback on the student’s performance
- Discuss any concerns about student performance with the Co-op office in a timely fashion
- Position must be reviewed and approved by the Co-op office BEFORE the student accepts a job offer
- Employer must provide a letter of employment to the Co-op office that clearly outlines the duties, responsibilities, qualifications, and expectations of the position, salary, dates and hours of work, location of the worksite, and any other information that is relevant that you would provide for a new employee that is specific to the position

If you have any questions about any of the items listed above, please don’t hesitate to contact me for clarification. We would be happy to work with you in developing a challenging and unique opportunity for a student in our program.
If you would like to learn more about the employer’s role in the Kinesiology Co-op Program, please visit the Co-op website at http://kin.ubc.ca/co-op and click on the Employers tab.

Thank you for your time and I look forward to working with you as a partner in Co-operative Education.

Sincerely,

Simone Longpré
Co-op Coordinator
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