



Employer Guidelines for Co-op & Work Placement

Academic Year 2023-24

Thank you for your interest in students from Humber's [Faculty of Applied Sciences & Technology \(FAST\)](#).

As an employer who is planning to participate in co-op or work placement, please familiarize yourself with these guidelines to help ensure a safe and productive work term experience for both your organization and our student(s).

Thank you for supporting our students.

Co-op & Work Placement Services
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[Learn more about us online](#)

Humber College is located within the traditional and treaty lands of the Mississaugas of the Credit, and homeland of Anishinaabe, Haudenosaunee, and Wendat peoples.

Overview – Work-Integrated Learning (WIL)

Work-Integrated Learning (WIL) is a model of experiential education which formally and intentionally alternates a student’s academic studies with periods of work in an employer organization. Humber’s [Faculty of Applied Sciences & Technology \(“FAST”\)](#) offers several forms of WIL, such as [Optional Co-op, Mandatory Co-op, and Work Placement](#) as described in this guideline.

Through these various forms of WIL, students are able to gain valuable experience related to their program of study, and get a sense of a particular employer and/or career. This on-the-job experience is one of the most effective ways for students to learn, apply the skills they have acquired in the classroom, and build confidence.

Within FAST, a meaningful WIL experience satisfies the following criteria:

- Each work situation is developed and/or approved by the Co-op & Work Placement Services Office as a suitable learning situation;
- The student is engaged in productive, authentic and full-time work rather than merely observing;
- The student receives remuneration from the employer for the work performed;
- The student’s progress on the job is monitored by the Co-op & Work Placement Services Office; and,
- The student’s performance on the job is supervised and evaluated by the employer;

Work terms provide an employer the opportunity to address short term staffing needs as well as build a talent pipeline for the future. Employers tell us that students are able to:

- Bring new ideas and current technical skills to an organization,
- Contribute to the development of new products and services, generate revenue,
- Assist with projects, overload situations, or seasonal fluctuations in a business,
- Fill in for employees on vacation or leave,
- Take on entry-level tasks and allow experienced staff to focus on other business priorities.

Planning a Work Placement

When preparing to post an opportunity or host a student, we encourage employers to consider the following:

- A clear job description outlining the responsibilities of the role and the required qualifications;
- A proposed start and end date, falling within an academic term as follows:

Fall	September to December
Winter	January to April
Summer	May to August

Note: Work terms may be **4, 8 or 12 months in duration**, depending on the program.

- The number of hours per week and compensation (or a pay range).
- A supervisor to provide guidance, direction and feedback to the student;

All placement opportunities are evaluated against program and work term learning outcomes, to ensure they are suitable learning experiences. Terms of employment including compensation are also reviewed to ensure the terms meet the criteria of the placement type.

Typically students are required to complete their placements during the terms scheduled in their program curriculum.

Programs with WIL Requirements, Compensation, Employer Incentives

FAST has 17 programs with different work term arrangements. [Click here to find](#) a list of all the programs along with their WIL model, work term duration (4, 8 or 12 months), student availability, and Advisor contact information.

WIL Model and Programs	Compensation / Hiring Incentives
<p>Optional Co-op</p> <ul style="list-style-type: none"> ▪ Architectural Technology ▪ Building Construction Technician ▪ Computer Systems Technician ▪ Computer Engineering Technology ▪ Construction Engineering Technology ▪ Computer Programming ▪ Computer Programming & Analysis ▪ Electrical Engineering Technology-Control Systems ▪ Electromechanical Engineering Technology ▪ Electronics Engineering Technology ▪ Mechanical Engineering Technology ▪ Sustainable Energy and Building Technology 	<p>Must be paid by the employer.</p> <p>Employers may qualify for hiring incentives such as funding under the Student Work Placement Program (SWPP) or the Co-op Tax Credit.</p>
<p>Optional Work Placement</p> <ul style="list-style-type: none"> ▪ Civil Engineering Technology ▪ Heating, Refrigeration & Air Conditioning Technology 	<p>Must be paid by the employer.</p> <p>Optional Work Placements do not qualify for funding under the SWPP program or Co-op Tax Credit.</p>
<p>Mandatory Co-op</p> <ul style="list-style-type: none"> ▪ Bachelor of Engineering – Information Systems Engineering ▪ Bachelor of Engineering – Mechatronics ▪ Bachelor of Engineering – The Built Environment 	<p>Must be paid by the employer.</p> <p>Employers may qualify for hiring incentives such as funding under the Student Work Placement Program (SWPP) or the Co-op Tax Credit.</p>

A **paid work term** is an arrangement whereby a student is an employee of the placement employer and is on the employer’s payroll, earning at least minimum wage. Students on placement who receive wages from the placement employer are considered workers and must be provided with insurance coverage by the placement employer.

Unpaid work placements are not accepted. Unpaid placements include all scenarios where students do not receive compensation of any kind (eg. unpaid work or volunteering), or receive compensation but not through payroll (eg. lump sum payment(s) with no remittances), or an honourarium/stipend at the end of a period.

Managing Expectations - Student Level of Proficiency, Liability

Students in co-op or work placement programs are continuing their learning. Their work is typically representative of a student level of proficiency. Students do not carry professional liability insurance to protect against claims of negligence as a result of risks such as errors and omissions in the work they perform. The host employer is responsible for the work performed by the student worker.

Hiring Students Who Make Direct Contact with You

Securing a WIL opportunity is the responsibility of the student; the College provides extensive supports and job leads to help students succeed, however, we do not “place” students.

Therefore, students are encouraged to conduct research, network, and make direct application to organizations they would like to work for. If you have been approached by a Humber student and have any questions, please [contact us](#) for information on the work term process, what we ask of employers, and/or hiring incentives.

Recruiting Co-op & Work Placement Students at Humber

To post your opportunities, employers are asked to post jobs in Humber’s online job board, [CareerConnect](#). We generally recommend employers post their opportunity **1-3 months before the start of the work term**.

Jobs targeting co-op and work placement students are posted in the “Placement/Internship/Experiential Learning” module. This allows postings to have the greatest visibility among eligible students who are searching for a work term experience. Clear application instructions should be provided, with an **application window of no more than 4 weeks**. Employers can choose whether to receive applications in a package generated by CareerConnect once the posting closes, or via email from students as they apply. Employers can also direct applicants to apply through their organization’s website.

Please note that we do not select students to be put forward for opportunities. Posting through CareerConnect ensures transparency and provides an equal opportunity for all eligible students to apply for positions.

Conducting Interviews, Extending Offers of Employment

Selecting the students to be interviewed is at the discretion of the employer. Feel free to contact students directly to arrange interviews, however, our Advisors may also assist in coordinating interviews on your behalf. We ask employers to contact the [Co-op & Work Placement Services Office](#) prior to arranging interviews or extending offers of employment, to ensure the selected students are still available.

Placement Approval Required – Prior to Commencing Employment

Once a student is selected for hire, it is the **student’s** responsibility to complete the required Work Term Job Description form, and submit this document to the Co-op & Work Placement office. Each opportunity is reviewed to ensure the job duties represents a suitable learning experience and the terms of employment meet the placement criteria. A Placement Advisor may need to contact the employer to clarify or expand on information. After the placement is approved, the student and employer are notified.

Placements and terms of employment must be approved prior to the student commencing placement employment.

Role of Supervisor - Work Term Student Support & Assessment

The role of the supervisor in the workplace is essential to the student's learning and the success of the work term experience. We ask that the student's supervisor participate in the following:

Before the work term commences	Assist the student with completing all pre-placement documentation . (Supervisor or designate)
Within the first few wks of the work term	Review the student's personal Learning Plan to ensure their expectations are aligned with their role, and achievable within the work term period.
Around the mid point of the work term	Be available to briefly discuss the student's performance during the mid-term monitoring call.
At the end of the work term	Complete a Work Term Evaluation form (format provided by the Co-op & Work Placement Services Office) and review with the student. Note: the student is responsible for ensuring the evaluation is submitted to our office.
Throughout the work term	Please check in with the student regularly at the beginning of the placement until their proficiency on-the-job grows; Provide training, direction and feedback as you would with other workers.
Issues?	Please contact our office if the student is struggling or issues arise, or to discuss instances of poor performance and/or plans to terminate employment.

Work Term Roles & Expectations

As part of your participation in a co-op and work placement program, the following outlines what host employers can expect from our students and what will be expected from host employers.

Students will be expected to:

- Provide accurate and appropriate information on their qualifications and interests when applying for positions and accepting an offer of employment;
- Honour their acceptance of an offer. Meet the start and end date terms of the employment agreement, even if they have reached the minimum number of hours (420 hrs);
- Observe the employer's policies and regulations regarding working hours, workplace behaviours, use of personal cell phones in the workplace, ethics, dress code, matters of confidentiality, etc., neither expecting nor requesting special privileges;
- Complete assigned tasks in a thorough and professional manner; Be resourceful and show initiative, when appropriate; Be responsible and accountable for their actions and decisions;
- Accept feedback for the improvement of their personal and technical skills in a positive manner;
- Maintain contact with their Placement Advisor on how they are progressing or if any issues arise. Be available to their Advisor during the monitoring call or on-site visit during the work term;
- Be responsible for their own personal affairs such as travel and accommodation;
- Work safely at all times, and participate in and implement all safety-related training and procedures provided by the host employer;
- Respect confidentiality of employer information such as their technology, products, customers, business plans, and the like. In accepting a placement, the student agrees that information, data, products or services developed while an employee, are the property of the employer. Students agree to sign Non-Disclosure Agreements as a condition of their employment, as required.
- In the event of a workplace injury, illness or accident, notify the Co-op & Work Placement office;
- Create a Learning Plan to establish work term goals and review this with their supervisor;
- Submit all required forms/reports to the Co-op & Work Placement Office by the published due dates.

Employers who hire students for a work term are asked to:

- Provide the student with an accurate description of their job duties and terms of employment, including wages, in writing, and provide a copy to the Co-op & Work Placement Services Office.
- Support equity, diversity and inclusion in the selection/hiring process and in the workplace.
- Support the student in the completion of pre- and post-placement documentation;
- Pay competitive wages and any other pay as required by law; Rates are at the employer's discretion;
- Provide an orientation to the organization's policies, procedures, staff and the student's duties;
- Provide a safe work environment for the student; Ensure that students are provided with safety orientation, information, supervision, and protective equipment related to workplace hazards specific to the placement, and that students abide by all safety requirements;
- In the event of a workplace injury, illness or accident incurred by the student during the placement, notify the Co-op & Work Placement Services Office;
- Contact the Co-op & Work Placement Services Office for support if there are any issues/concerns with the student's performance during the placement period;
- Reimburse the student for any out-of-pocket expenses incurred in carrying out job activities;
- Provide guidance, direction and feedback on their performance to the student; Provide a written evaluation of the student's performance to the Co-op & Work Placement Office at the end of each work term.

Equity, Diversity and Inclusion

Humber College is committed to supporting a workforce that reflects the diversity of our students and our city. We encourage employers to actively seek Indigenous Peoples, women in engineering and technology programs, and individuals from all equity-deserving groups with demonstrated skills and knowledge for placement opportunities.

International Students

International students are eligible to participate in FAST's Optional and Mandatory Co-op programs, where completion of one or more work terms, depending on the program, are required for graduation. International students must apply for a Co-op Work Permit and applications are verified during the Work Preparation course, held prior to the first work term.

In addition to the role of the employer described on the previous page, **upon the hire of International students** employers are asked to observe the following, to ensure a positive experience for both the student and the employer:

- Ensure the student's Co-op Work Permit is valid for the duration of the employment period;
- Ensure the student follows the conditions and time limits outlined on their Co-op Work Permit;
- Orient the student to the cultural and social norms of your workplace. Employers are encouraged to assign an individual to mentor students around generally accepted/desired workplace behaviours.

Accommodations

Humber College is committed to accommodating **students with disabilities** throughout the work placement process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please contact the Co-op & Work Placement Services Office should you require any support in accommodating students at any point of the work term experience.

Hiring Incentives

Visit our website for information on [incentives to hire co-op/work placement students](#).

Terms and Exceptions

Humber College and its employees shall not be held liable or responsible in any way for losses or damages incurred due to a student's participation in work term employment. Humber reserves the right to deny/terminate any placement agreement that does not comply with these guidelines.

For general inquiries, please [Contact Us](#).

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To learn more about work-integrated learning, [visit our website](#).

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