

# THE CO-OPERATIVE EDUCATION HANDBOOK FOR

## CO-OPERATIVE EDUCATION OVERVIEW

Ghi XYbhDfc[ fUa `5fYUg#  
GdYVWU]nUh]cbg# i bVW]cbg %  
6i g]bYgg`5Xa ]b]ghfUh]cb %  
7ca di hYf` bZcfa Uh]cb`GngHVa g %  
5fhg %  
GVWYbWg %

## CONTACT US

7cbhUWti g

## IMPORTANT EXTERNAL LINKS

a dcfhUbh9I hYfbU`@jb\_g

## RECRUITMENT TIMELINE

HndYgcZ9a d`cma Ybh %  
FYWti ]h]b[ &  
bhYfj ]Yk g &  
C Yfg &

## LEGAL DISCLAIMER

@Y[ U`8]gWU]a Yf

## WORK TERMS

Ghi XYbh@Ufb]b[ `CV`YVW]j Yg &  
G]hY`J]g]h &  
: ]bU`9a d`cnYf`9j Ui Uh]cb

## HOW TO HIRE A CO-OP STUDENT

FYWti ]ra YbhDfcWggH]a Y`]bY`

## FREQUENTLY ASKED QUESTIONS

K \UhUFY`hY`VYbY hg`tc` \]f]b[ ` U`7c!cd`ghi XYbh3  
<ck `a i VW`XcYg`7c!cd`9X`Vt`gh3  
5fY`hYfY`Ubmgi Vg]X]Yg`Uj U]`UV`Y3  
K \mWUb hi `Vt`bhUWtiU`ghi XYbhX]fYVti  
<ck `a Ubm\ci fg`a i ghU`cV`VY`]b`cfXYf`tc` .....  
a YYhihY`W]hYf]U`Zcf`7c!cdYfUh]j Y`9Xi W]h]cb3  
7Ub`U`ghi XYbhg`k cf`\_`hYfa `VY`  
YI hYbXYX`k ]h`h`Y`gUa Y`Ya d`cnYf3  
K \UhYfgdcbg]V]`h]Yg`Xc` ` \Uj Y`Ug`hY`Ya d`cnYf3  
K \Uh`UddYbg:]Zk Y`k Ubh`tc` hYfa ]bUH`U`ghi XYbhg`Vt`bhfUWti3  
K \Uh`\_]bX`cZVt`j YfU[ Y`Xc`h`Y`ghi XYbhg`\Uj Y` .....  
k \Yb`h`YmiUfY`cb`U`7c!cd`k`cf`\_`d`UW`a Ybh3



# CO-OPERATIVE EDUCATION OVERVIEW

H\Y'I b]j Yfg]lmcZ\h Y: fUgYf'J U`Ymg'7c!cdYfUhj Y`  
9Xi W\h]cb ]g'Ub'UW\XYa ]Wdfc[ fUa `k \YfY'Ya d`cmYfg`  
d`UmUj Ui UV`Y fc`Y ]b`ghi XYbhg`dfcZYgg]cbU`  
XYj Y`cda Ybh`7c!cdYfUhj Y`9Xi W\h]cb f7c!cdE\Va V]bYg`  
UW\XYa ]Wghi XmgYa YghYfg`k ]h`fY`Yj UbhdU]X`k cf`  
Yl dYf]YbW`]b`h`Y`ghi XYbhg` Y`X`cZ]bhYfYgh`K cf`\_hYfa g`  
Zc`ck`h`Y`UW\XYa ]W\W`YbXUf`"

8i f]b[ `h`Y`k cf`\_hYfa f]Zghi XYbhg`VYV\Va Y`Z`"!h]a Y`  
Ya d`cmYfg`h`UhUfY`UW]j Y`mYb[ U[ YX`]b`fY`Yj Ubhk cf`  
UbX`a Ybhc fYX`VmU`gi dYfj ]gcf`9UW`k cf`\_hYfa `a i ghi  
\Uj Y`U`a ]bi a i b`cZ( &\$` \ci fg`UbX`Uh`YUgh`%&`k YY`g`"  
H\Y`Ya d`cmYf`a i ghiU[ fYY`hc`V\Va d`YH`U`g]hY`j ]g]hUbX`  
Ub`9a d`cmYf`9j Ui Uh]cb`Zcfa`fY[ UFX]b[ `h`Y`ghi XYbhg`  
dYfZcfa`UbW`]b`cfXYf`Zcf`h`Y`dcg]h]cb`hc`VY`V\bg]XYfYX`  
Zcf`h`Y`7c!cdYfUhj Y`9Xi W\h]cb`dfc[ fUa` ""

7c!cd`ghi XYbhg`UXX`U`ZfYg`dYfgdYVW]j YzbYk`]XYUgZ`UbX`  
X]j Yfg]lmc`Ub`cf[ Ub]nUh]cb""9a d`cmYfg`W\b` \]fY`V\cd`  
ghi XYbhg`hc`Ugg]gh]b`Vi`]X]b[ `U`h`Y`bhd]dY`]bY`k` \]W`  
a`YYhg`h`Y`bYXXg`cZ`h`Y]f`cf[ Ub]nUh]cb""MUbMYa d`cmYfg`  
\]fY`Zcfa`Yf`V\cd`ghi XYbhg`UZfYf`[ fUXi Uh]cbZfYXi`V]b[`  
fYVWi`]ha`Ybh`UbX`hfU]b]b[ `V\ghg`"7c!cd`ghi XYbhg`YbUV`Y`  
Ya d`cmYfg`hc`i`bXYfhU`Y`gdYVW]j`dfc`YVW]g`UbX`hc`dfcj`]XY`  
fY`YZZcf`dYfa`UbYbhghU`""7c!cd`ghi XYbhg`UfY`\][` \`m`  
a`chj] UH`XZ`UbX`h`Y`gY`YVW]cb`dfc`Wgg`Ybgi`fYg`h`Uh`  
h`Ym]bhY[ fUH]`gi`VW]ggZ`""mk`]h`]b`nci`f`cf[ Ub]nUh]cb`"  
: cf`Z`bX]b[ `UbX`ch`Yf`fYgci`fW]g[ c`hc`

## STUDENT PROGRAM AREAS/ SPECIALIZATIONS /FUNCTIONS

7c!cd`Ghi XYbhg`UfY`Uj U]UV`Y`Zfca`h`Y`Zc`ck`]b[`  
dfc[ fUa`UfYUg`k`]h`h`Y`Zc`ck`]b[ `g\_]`g.

- A Uf`\_Yh]b[ 665`5j`]Uh]cb`
- 5W\Zi`bh]b[ @]VfUfmY`bZcfa`Uh]cb`
- <i`a`Ub`FYgci`fW]g H\W\bc`c[ m`.....
- ]b`UbW` ; YbYfU`6i`g]bYgg`
- 6i`g]bYgg`5Xa`]b]ghfUh]cb Dfc`YVW]g`

- Dfc[ fUa`]b[ · H\W\b]W`Gi`ddcfh`
- K`YV`Di`V`]g\]b[ · GYW`f]lm`
- 8UHUVUgY`UbX`GYfj`Yfg · B`Y`hk`cf`\_]b[

- A`YX]U/`7ca`a`i`b]W\h]cbg : ]bY`5fhg#`fUd`\]W8Yg][`b`
- 9b[ `]g\ · b`hYfbUh]cbU`Ghi`X]Yg`
- 9V\bca`]V] · Dgn`W\c`c[`m`
- ;`Yc[ fUd`\m · GcV]c`c[`m`
- <]ghcfm · 7f]a`]bc`c[`m`
- 6]c`c[`m · D\ng]W] ; Yc[ fUd`\m`
- 7\Ya`]ghfm · 5[ f]W`hi`fU`GW]YbW`
- D\ng]V] · D\ng]V]#9b[ ]bYf]b[`....`
- A`Uh`#GhUhg · D\ng]V]A`YVW`Uhfcb]V]`
- 8UH`5bU`ng]g · 9bj`]fcb`a`YbhU`Ghi`X]Yg`

## RECRUITMENT TIMELINE

CbW Ya d'cmYfg\Uj Y'gY'VWYX'h.Y]f'dfYZffYX'WbX]  
XUHžh.YmWb Ya U]'h.Y]f'@YHYf'cZC Yf'hc'h.Y'7c!cd'  
C Wžk \YfYi dcb ]hk ]'VY'Zcfk UfXYX'hc'h.Y'ghi XYbh  
Zcf'VžbgjXYfUh]cb''

CbW'h.Y'hdY'cZYa d'cna Ybh\UgVYYb'YghUV'jg\YXž  
UbX'h.Y'cV'XYgW]dh]cb'k f]HYbžh.Y'Zc'ck ]b[ 'ghYdg'  
hU\_Y'd'UW.

9a d'cmYfg'Wb'dcgh]b'cbY'cZtwo ways.

%'9a d'cmYfg'a UmdcghX]fYVh'mcb'ci f'Y'VWfcb]W'cV'  
VcUfX'ufv.ca/jobs/co-operative-education/hire-a-  
student/

&"9a d'cmYfg'a UmgYbX'h.Y]f'cV'XYgW]dh]cb'j ]U''''''  
Ya U]'coop@ufv.ca

'.' : J'XcYg'bch\Uj Y'dcgh]b[ 'XYUX' ]bYg'cf'a U'hW]b[ '  
fci bXg''Cddcfhi b]h]Yg'a UmVY'dcgh'X'k ]h' i'g'UhUbm]h'a Y/  
\ck Yj Yfžk Y'fYVž'a a YbX'Ya d'cmYfg'YUj Y'UXYeI UH' h'a Y'Zcf'  
ghi XYbhg'hc'Udd'nž]b'hYfj ]Yk žUbX'UWVdh'h.Y'dcgh]h]cb'VYZcfY'  
h.Y'ghUf'hXUH''

H.Y'7c!cdYfUh]j Y'9Xi W]h]cb'c W'k ]'Vž'YVh'UbX'  
gVYYb'h.Y'Udd']W]h]cbg'UbX'gYbX'h.Ya 'hc'nci'cb'h.Y'  
XYUX' ]bY'cZnci f'W'ccg]b[ "'5'hYfbUh]j Y'nž]Znci '\Uj Y'Ub'  
Y'VWfcb]WfYWi ]h]b[ 'gmghYa žk Y'Wb'dcgh'h.Y'dcgh]h]cb'  
cb'nci f'VY\U'ZUbX'X]fYVh'ghi XYbhg'hc'nci f'cb' ]bY'  
Udd']W]h]cb'dfcWgg''

CbW'nci '\Uj Y'fYj ]Yk YX'h.Y'Udd']W]h]cbgžd'YUgY'  
VžbhUW'h.Y'7c!cd'c W'k ]h' bUa Q bgg''

H.Y'7c!cd'c W'k ]'UffUb[ Y' ]b'hYfj ]Yk h'a Yg'Zcf'h.Y'  
Ya d'cmYfg'UbX'h.Y'WbX]XUH'g'' b'hYfj ]Yk g'Wb'hU\_Y'  
d'UW' ]b!dYf'gcbžj ]fhi U'nžd\cbY'cf'cb!W'a di g''''''''''  
Hc'gW'YXi 'Y' ]b'hYfj ]Yk gžd'YUgY'VžbhUW'h

9a U]'. Vžcd i ž'W' D\cbY.\*\$(!,) (!())\$+

· H\Y Ya d`cmYf`Yj U`i Uh]cb`Zcfa `]g`tc`VY`dfcj ]XYX`Vmi  
h\Y`ghi XYbhg`UbX`Vt`a d`YhYX`Vmi`h\Y`Ya d`cmYf`

· H\Y`Yj U`i Uh]cb`Zcfa `]g`tc`VY`X]gW`ggYX`k ]h`h\Y`  
ghi XYbhgc`Zcfa U`]nY`h\Y`ZYXVUW`dfcW`gg`

· H\Y`Yj U`i Uh]cb`Zcfa `]g`tc`VY`Vt`a d`YhYX`UbX`  
gi Va ]hYX`]b`Vt`b`↑ bW]cb`k ]h`h\Y`ghi XYbhg`k`cf`\_  
hYfa `fYdcf`hbYUf`h\Y`YbX`c`Z`h\Y`Vt`!cd`k`cf`\_`hYfa` "

D`YUgY`hU`\_Y`h\Y`h]a Y`tc`dfcj ]XY`U`Vt`a dfY`Ybg]j`Y`  
Yj U`i Uh]cb`c`Z`h\Y`ghi XYbhg`UV`]h]Yg`z`g`\_`g`z`UbX`  
\_bck`YX[ Y`h`Uh`h\Y`Ya d`cmYf`Ug`XYa`cbgrf`UhYX`.....  
i`bXYf`m`ei`f`Y`UX`Yfg`d`"

### 9 YW]j`Y`fYVWi`]ha`Ybhg`f`UH`Y`[`m`

H`fm`i`V`Y`Z`c`f`Y`m`ei`V`i`n`i`5`gg`Y`gg`Z`h`i`f`Y`z`d`c`h`Y`b`h]U`  
Ya d`cmY`Y`g`Z`c`f`Ya d`cna`Ybh`UZ`hYf`[`fUX`i`Uh]cb`"

7c!cd`Ygg`Ybh]U`mU`ck`g`Z`c`f`Ub`Y`h`Y`b`X`Y`X`]b`hYfj`]Yk`z`  
U`d`Y`f`Z`Y`W`W`Ub`W`h`c`Y`j`U`i`Uh`Y`d`c`h`Y`b`h]U`Z``!`h]a`Y`  
Ya d`cmY`Y`g`c`j`Y`f`g`Y`Y`f`U`a`cb`h`g`z`k`]h`ci`h`Ub`m`c`V`][`Uh]cb`"

:`fY`g`\_`]XY`U`g`z`f`Y`b`Y`k`Y`X`Y`b`Y`f`[`m`UbX`\_`bck`Y`X`[`Y`

7c!cd`g`h`i`XYbhg`U`f`Y`\_\`][`ma`ch]`UhYX`UbX`W`b`V`f`]b`[`U`  
Z`f`Y`g`d`Y`f`g`d`Y`W`]j`Y`tc`m`ei`f`h`Y`Ua`"G`h`i`XYbhg`U`f`Y`Y`U`[`Y`f`h`c`  
hU`\_`Y`k`h`Uh`h`Y`m`U`j`Y`Y`U`f`b`Y`X`]b`g`W`c`c`UbX`U`d`d`m]`h`  
h`c`U`c`V`"

### DfY!gW`Y`Y`b`Y`X`W`b`X`]X`U`h`Y`g`

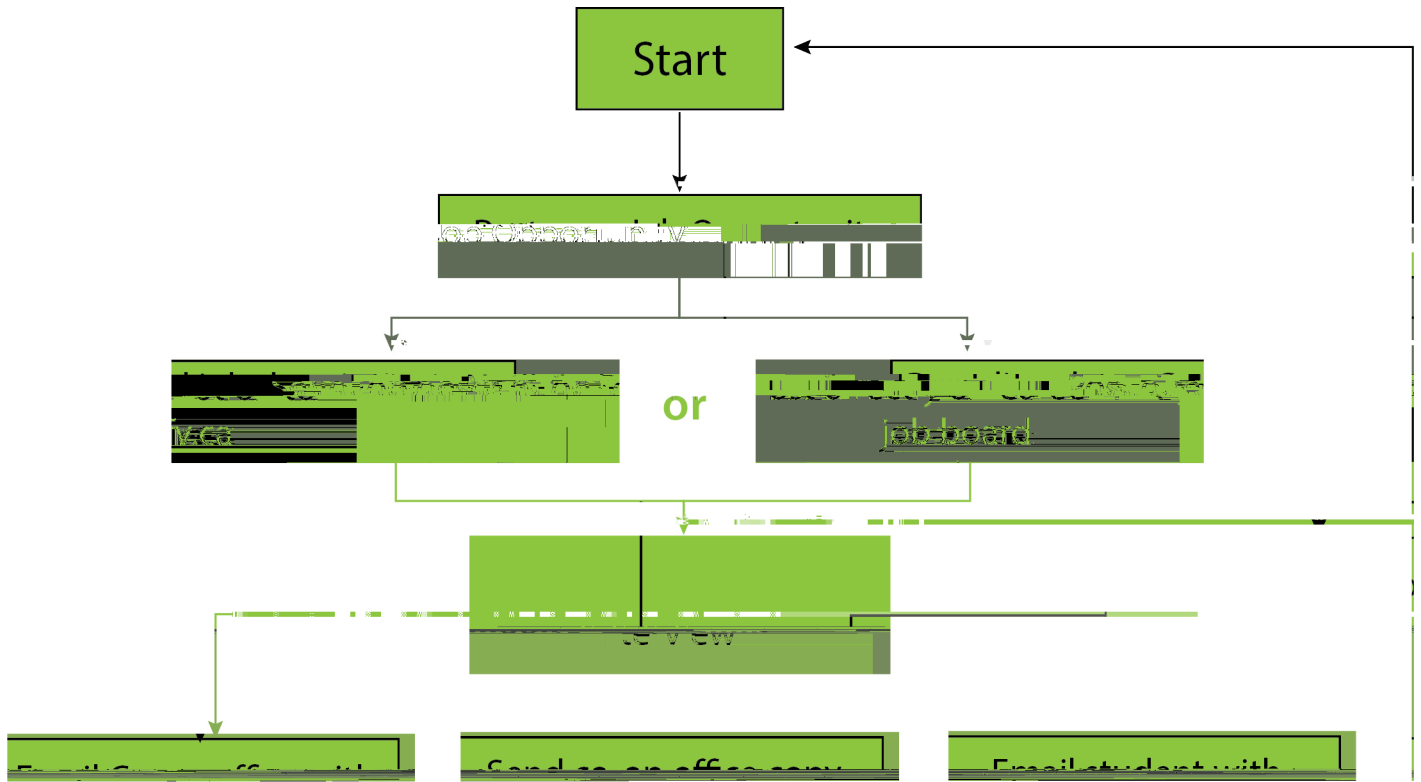
h`i`XYbhg`U`f`Y`U`W`W`d`h`Y`X`]b`h`c`h`h`Y`7c!cd`d`f`c`[`f`Ua`V`U`g`Y`X`  
cb`h`Y`f`U`W`X`Y`a`]W`i`W`Y`b`W`UbX`W`f`Y`Y`f`a`ch]`Uh]cb`"b`  
c`h`Y`f`k`c`f`X`g`z`h`Y`m`U`j`Y`g`c`k`b`h`Uh`h`Y`m`U`f`Y`f`Y`U`X`m`h`c`  
k`c`f`\_`UbX`Y`U`f`b`"





# How to Hire a Co-op Student

fF YW i ]ha YbhDfcWgg'H]a Y`]bYŁ



f 7UFYYf@b\_ <https://www.ufv.ca/jobs/co-operative-education/hire-a-student/>

BchY. I : J XcYg'bch\Uj Y'dcgh]b[ 'XYUX']bYg'cf'a UHW]b[ 'fci bXg"DcghU'cV'Ubm]a Y/k Y'fYVŁ'a a YbX"YUj ]b[ 'UXYeI UH' h]a Y'Zcf'h Y'Udd`]W]h]cb'dfcWgg