








Laveen Jose  
School of Business graduate

## Rigorous Study Meets Real-life Career Experience

Co-ops, internships and placements provide students with real world experiences and prepare them for life after graduation. The Trent University School of Business is committed to building your organization's talent pipeline with skilled, workplace-ready students with fresh perspectives.

### The School of Business Advantage

-  Access a pool of talented, eager, motivated and goal-oriented individuals
-  Gain a fresh perspective, uncover innovative solutions and discover new opportunities
-  Meet short-term hiring needs of your company with in-person, remote, and hybrid positions
-  Enhance the profile of your organization
-  Enjoy opportunities for federal funding and provincial tax credits

"We love working with Trent students! Their passion, eagerness to learn, and fresh perspectives bring so much value. Having new faces each term keeps everything exciting. It's truly rewarding to provide opportunities that help these talented individuals take the next steps in their careers. They have something to teach you—if you're willing to listen."

**TRISTA GREER**, CEO of For the Love of Marketing

"My opportunity was such a useful experience because I was able to channel my interests in the Human Resources field and put my academic studies to the test. I felt extremely supported during the entire process and I am fortunate to move forth with experience and connections that will be useful entering the industry. I was also lucky enough to be hired for a summer job with my agency!"

**COLLEEN DUNN**, Business graduate, who completed a placement with Trent's Health and Safety Office

# Co-ops and Internships

The Trent School of Business and Department of Economics offers two pathways for employers to hire talented students for full-time, paid positions: Co-op and Internship. Both provide access to motivated, academically strong students who are eager to contribute to your organization. Students bring a wide range of specializations and skills, and can contribute in areas such as accounting, human resources, marketing, finance, management, data analysis and economics. Hosting an intern or a co-op student helps to meet staffing needs, build your brand, and evaluate potential future hires, while gaining opportunities for provincial tax credit.

## Internship & Co-op Student Availability (Paid, Full-time)

Position Length	September Start	January Start	May Start
4 Months	✗	✓	✓
6 Months	✓	✓	✓
8 Months	✓	✓	✓
12 Months	✓	✓	✓
16 Months	✗	✗	✓

*The table above outlines student availability across all co-op and internship programs. Connect with us to discuss specific schedules.*



## About our internship and co-op programs:

- Students maintain a minimum 75% cumulative average.
- Jobs can be in any area of business such as accounting, marketing, human resources, finance, economics or administration.
- Work terms can be anywhere in Canada, and can be in-person, remote or hybrid.
- Employers pay minimum wage or higher for the hourly rate.
- Employers provide a job posting at least three months prior to the start of the position.
- Students apply and interview for the opportunity.
- Employers assign a supervisor who will mentor and guide the student.
- Supervisors complete midterm and final evaluations.
- Students return to studies following the internship or co-op position.
- Eligible employers enjoy opportunities for Ontario's Co-operative Education Tax Credit for positions that are 4, 8, 12, or 16 months.







## What is unique to Co-ops?

- Students alternate between work and study terms, completing a total of three paid, full-time work terms before they graduate.
- Each work term is 4 months long, and when two 4-month work terms fall consecutively, employers can hire a student for an 8-month position.
- Employers can re-hire co-op students for new opportunities in subsequent work terms as they grow and specialize their skills throughout their degrees.

## We offer four specific co-op pathways:

**Business Co-op** – Students can work in areas such as human resources, marketing, finance, entrepreneurship, management, operations and administration.

**Accounting Co-op** – Students can work in areas such as tax and audit, while working toward their CPA designation.

**Economics Co-op** – Students can work in areas such as finance, banking, data analytics, policy analysis, and public service.

**Accounting & Economics Co-op** – Students can work in areas such as tax, audit, finance, banking, and data analytics, while pursuing their CPA designation.

*Note: Trent University offers a variety of other co-op opportunities across science, social science and humanities programs. Contact us to learn more.*

## What is unique to Internships?

- Students work in one organization for 6, 8, 12 or 16 months.
- Students are in their fourth year, bringing specialized skills and knowledge.
- Students are pursuing a single major in Business, Economics, Accounting and Economics, or Mathematical Economics and are qualified to work in the same areas as co-op students, which are listed above.

"As an HR professional, one of the most rewarding aspects of my job is hiring intern and co-op students. We believe in the energy of fresh insights and innovative generational ideas that interns bring to the table. This vibrant exchange not only benefits our organization by becoming the pipeline to our future talent, but also helps students gain invaluable insights and build a strong foundation and professional connections for their future careers."

**SHEENA M. THORNTON**, Human Resources Manager at Baker Tilly KDN LLP in Peterborough



"The internship program allowed me to gain practical public accounting skills at an established firm, putting six months of actual accounting, tax and assurance experience onto my résumé. I was trained and exposed to real clients and assurance software that I would not have been otherwise. Having these skills has prepared me both physically and mentally for my career as an accountant; since the program has put everything into a concrete perspective."

**SANDIE ASHLEY LEWIS**, Business graduate, who was hired by Grant Thornton LLP, where she completed her internship



## Placements

School of Business placements give students the opportunity to work with employers and organizations in the local community. Fourth year students engage in productive work tasks, on-going projects, and apply their knowledge from courses. Placements build students' confidence, develop their social skills, enhance their professional knowledge and networks, and develop their leadership skills through teamwork. Employers gain students who are ready to hit the ground running.

- Placements are normally unpaid, part-time work, approximately one day per week for the fall or winter term (minimum of 100 hours). Summer is still a minimum of 100 hours but condensed into a six-week term that begins in May.
- Students require a minimum cumulative average of 72% to apply for the course, and receive academic credit.

"My placement at Ontario Parks as a Projects and Communications Assistant was a transformative experience that allowed me to enhance my skills in public engagement, project management, and communications. I contributed to community events and developed tools to promote conservation and environmental awareness while collaborating with a supportive and inspiring team. This opportunity not only aligned with my academic background in Business Administration but also prepared me to excel in future professional roles."

**NANGISAI GWINYAI**, who completed a placement with Ontario Parks

- Fall and winter placements are local in the Peterborough, Durham and surrounding area. Summer placements can be anywhere in Ontario as students often return home.
- Agencies are asked to submit a job posting about eight weeks prior to the start of the placement term.
- Students will apply and interview.
- Employers complete midterm and final evaluations.

### Placement Student Availability (Unpaid, Part-time)

Position Length	September Start	January Start	May Start
12 Weeks (min. 100 hours)	✓	✓	✗
6 Weeks (min. 100 hours)	✗	✗	✓

### For more information:

Deborah Earle  
Department Coordinator  
705-748-1011 ext. 7473

Peterborough  
1600 West Bank Drive  
Peterborough, ON Canada  
K9L 0G2

Durham Greater Toronto Area  
55 Thornton Road South  
Oshawa, ON Canada  
L1J 5Y1

[trentu.ca/business/hire-co-op](https://trentu.ca/business/hire-co-op)  
[schoolofbusinesscoops@trentu.ca](mailto:schoolofbusinesscoops@trentu.ca)  
[schoolofbusinessinternships@trentu.ca](mailto:schoolofbusinessinternships@trentu.ca)  
[schoolofbusinessplacements@trentu.ca](mailto:schoolofbusinessplacements@trentu.ca)