

A photograph of three students sitting around a table, looking at a laptop. A man with a beard is on the left, a woman in a green hijab and glasses is in the center, and a woman with blonde hair is on the right. They are all smiling and appear to be working together.

CO-OP EMPLOYER HANDBOOK

*Build Your Talent Pipeline
Access Financial Supports
Mentor the Next Generation*

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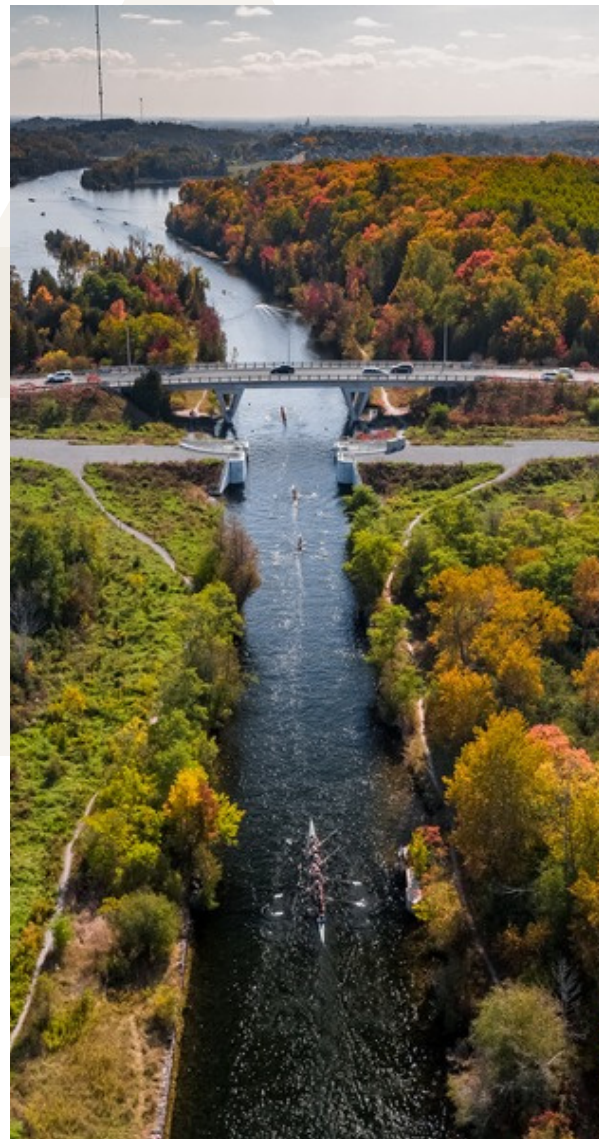
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Thank You

On behalf of the Co-op Team and Careerspace, we are delighted to welcome you to our Co-op Program. Your partnership plays a vital role in shaping the future of our students, and we want to extend our sincere thanks for your commitment to supporting the next generation of talent in our community.

We are proud to collaborate with organizations like yours who share our commitment to experiential learning. Your involvement strengthens the bonds between cutting edge education and well-established and emerging sectors.

Thank you once again for your generous contribution. We look forward to working with you and celebrating the success stories that emerge from this partnership.

-Kevin Whitmore
Director, Careerspace
Co-op, Careers & Experiential Learning



By opening your doors, you are doing more than offering Trent co-op students a work term —you are giving back in a meaningful way. You are providing emerging professionals with hands-on experience, valuable mentorship, and the confidence to grow in their chosen fields. We are committed to connecting you with students who are prepared, professional, and driven. Our students engage in a co-op preparatory course to support their career development and job readiness – allowing them to explore diverse career paths, identify their skills, navigate the recruitment process, build their network, and conduct themselves professionally in the workplace.

While we are passionate about empowering our students for the workforce and their careers, it is your support that is truly instrumental in preparing our students to become thoughtful, skilled, and engaged contributors to their communities and industries. Thank you for providing transformative opportunities and guiding mentorship to our Trent co-op students.

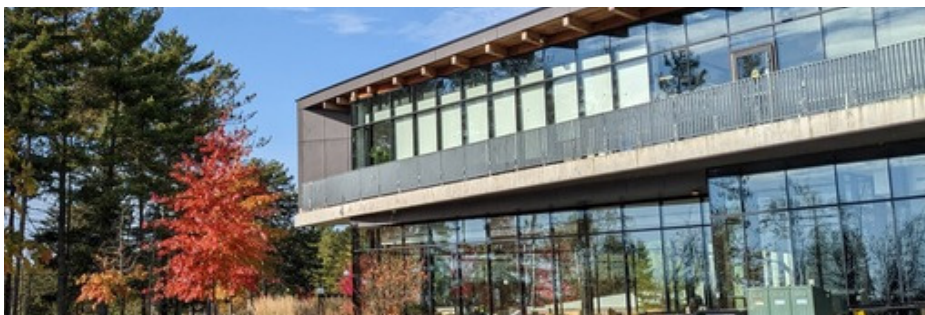
-Sabrina Kuipers
Manager, Work Integrated Learning

Co-op at Trent

Trent students are problem-solvers, critical thinkers, and excellent communicators. They are ready and eager to take on new learning experiences, which means your workplace gains a team member with fresh ideas, unique perspectives, and valuable knowledge. When you have the direct experience of working with future full-time candidates while they are still university students, you can instill core skills and expertise early on in their careers. This benefits your future recruitment and hiring efforts as you'll have a pool of candidates who already have your preferred skills and understand your organization.

Benefits of Hiring a Co-op Student

- Access a pool of talented, eager, and goal-orientated individuals
- Establish relationships with potential future employees
- Develop and train up-and-coming talent
- Meet short-term hiring needs cost-effectively or help staff with special projects
- Provide coverage during vacation periods, parental leaves, and peak workload times
- Build your brand and expand the profile of your organization
- Fill knowledge and skill gaps
- Receive federal wage subsidies and provincial tax credits



Testimonials



Tahsin Samsudin Maklai
Computer Science Co-op

"We would highly recommend the Trent Co-op program. The University provides exceptional student candidates and is great to work with. It has been a win-win scenario. Our latest co-op student, Tahsin, ...has delivered quality results while learning and developing her skills, knowledge, and experience."

Derek Junkin | Team Lead, ICT | Kawartha
Pine Ridge District School Board



Abbey McIntyre
Gender & Social Justice
Co-op

"The Co-op program is a great opportunity for employers as it allowed us to hire a student that aligned with our needs and values. We have worked with Abbey before and were really excited to be able to offer her a position again this summer."

Mon Escobedo | Operations Manager |
TRACKS Youth Program

Employer Checklist

Below are some helpful items to keep in mind at each stage of the work term:

Before the Work Term

- Extend the offer of employment to the student you have selected for the position.
- Review the [Co-op Employer Guidelines](#) and complete the declaration.
- Provide the student with a copy of their employment contract and any other documentation.

At the Start of the Work Term

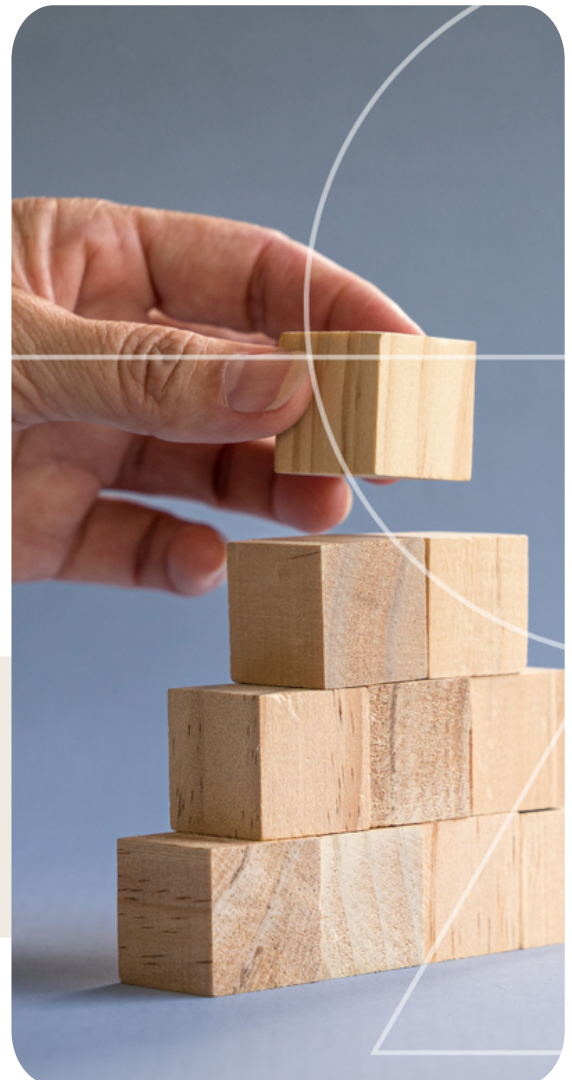
- Have the student complete your onboarding process, required health and safety training, and any other applicable training.

During the Work Term

- Complete a midterm evaluation, sharing feedback on the student's progress and performance. This evaluation will be sent to you over e-mail by a member of the Co-op Team.
- Both the student and employer are encouraged to meet to review the midterm evaluation and offer feedback on the student's performance and the work term experience.
- Once midterm evaluations are received, the Co-op Team will contact you for a check-in meeting.

At the End of the Work Term

- Complete a final evaluation by the end of the student's contract, sharing feedback on the student's overall performance and email it back for our records. This evaluation will be sent by the Co-op Team.



Employer Responsibilities

- Pay student for the work experience
- Provide training and orientation
- Provide WSIB or alternative insurance coverage unless exempt
- Assign a dedicated supervisor
- Treat student as an employee
- Complete required documents:
 - Employer Guidelines
 - Midterm Evaluation
 - Final Evaluation
- Communicate with Co-op Team as needed

Student Responsibilities

- Complete Learning Objectives
- Arrange and attend site visit (if desired)
- Complete the Midterm and Final Evaluations
- Complete Final Work Term Report
- Communicate with the Co-op Team

Trent students are expected to follow the Trent Charter of Student Rights and Responsibilities and conduct themselves in a respectful, ethical, and professional manner during their co-op work term.

As a representative of Trent University, students are expected to be punctual, dress accordingly, communicate professionally, complete assigned tasks as well as be friendly and enthusiastic.

Support from the Co-op Team

Throughout the duration of the work term, the Co-op Team is here to support you and the student(s). Please contact us with any questions or concerns.



Onboarding & Tips for Success

Before the Student Starts:

- Create a task list for the student to complete (including short-term and long-term tasks)
- Set up and test their required technology (computer, email, and phone)

The Start of the Work Term:

- Review the job description and discuss responsibilities
- Provide information about Human Resources including payroll
- Inform student of who they are reporting to as well as other teams they will work with
- Provide a virtual or in-person tour
- Encourage other staff members to introduce themselves and their role in the team

During the Work Term:

- Check-ins with student as agreed upon or needed
 - Check-ins can be formal or informal
- Include student in team building and social events where appropriate
- Provide honest and supportive feedback





FAQ

Can I rehire a student in the next work term?

- Yes. Some students are scheduled to have back-to-back work terms!

The student is not meeting expectations, what do I do?

- Please contact us as soon as possible. We are happy to support you in creating a plan with the student.

Can I apply for funding after the work term has started?

- Yes, some funding programs such as the Student Work Placement Program can be retroactively applied to the work term.

Do I need to provide insurance coverage for the student?

- It depends. Paid co-op students must be covered by your workplace's insurance coverage if you are eligible and required to have workplace insurance. For more information, refer to the Workplace Safety and Information Board to determine eligibility.

Are we eligible for the Co-operative Education Tax Credit?

- Eligibility can be found [HERE](#)

In the event of a strike:

- Please contact us.

When will the Tax Credit Letter be received?

- It will be issued after the work term to eligible businesses and organizations.

Resources

On-Campus Career Fairs & Expos

Looking to expand your brand awareness? Work with Careerspace to organize a recruitment event specific to your hiring needs or attend our annual Career Expos. More information can be found at [Trent's Career Expos Webpage](#).

Funding for Co-op Employers

There are a range of funding, grants, and tax credits available to support your hiring needs that can subsidize student wages throughout their work term with you. More information can be found on [Trent's Funding for Co-op Employers Webpage](#).

More Ways Students Can Support You

There are many ways that students can help support your organization. Check out the [Careerspace Webpage](#) to find out more.

Workplace Safety and Insurance Board

There are a range of resources and aid available when it comes to administering insurance and workplace health and safety. Find more information on the [Workplace Safety and Insurance Board Webpage](#).



Disability Confidence

The [Disability Confidence](#) resource provides information on how to support and accommodate disabilities in the workplace. Beyond legal requirements, it provides information on a proactive and inclusive approach throughout the employment lifecycle.

Employer Tool Kit - Advice on Mentorship

The [Employer Tool Kit](#) provides recourses on how to effectively manage a work-integrated learning experience, allowing mentorship to benefit both the mentor and those being mentored.



Upcoming Work Terms

☀ = Summer 🍁 = Fall ❄ = Winter 12 = 12-month work terms begin in Summer with students staying on in Fall and Winter ★ = Coming soon

Ancient Greek & Roman Studies ☀ 🍁
 Anthropology (BA & BSc) ☀ 🍁
 Archaeology (BA & BSc) ☀ 🍁
 Artificial Intelligence (BA & BSc) ☀ 12 ★
 Arts & Science ☀ 🍁
 Arts Management (Grad) ☀
 Canadian Studies ☀ 🍁
 Chemistry ☀ 12 ★
 Communications ☀ 🍁
 Computer Science ☀ ❄
 Conservation Biology ☀ 🍁
 Criminology ☀ 🍁
 Cultural Studies ☀ 🍁
 English Literature ☀ 🍁
 Financial Science ☀ 🍁
 Forensic Chemistry ☀ 12 ★
 French Studies ☀ 🍁

Gender & Social Justice ☀ 🍁
 Global Development Studies ☀ 🍁
 History ☀ 🍁
 Human Rights & Global Justice ☀ 🍁
 Indigenous Environmental Studies ☀ 🍁
 Indigenous Studies ☀ 🍁
 Instrumental Chemical Analysis (Grad) ☀
 Kinesiology ☀ 12
 Media Studies ☀ 🍁
 Philosophy ☀ 🍁
 Political Studies ☀ 🍁
 Psychology ☀ 12
 School of the Environment (9 co-ops) ☀ 12 ★
 Sociology ☀ 🍁
 Software Engineering ☀ 12
 Sustainability Studies (Grad) ☀

Contact Us

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