

Thank you
for supporting
Co-op at
Laurier



EMPLOYER GUIDELINES

Co-op education integrates and alternates a student's academic learning with paid work terms related to the student's academic and career goals. Work terms are developed in collaboration with employers and are approved by the institution as a suitable learning environment. Employers supervise and evaluate student performance, and the student's progress during the work term is monitored by the institution.

wlu.ca/co-op

LAURIER 
Inspiring Lives.

Information for employers

Launched in 1976, Wilfrid Laurier University's co-op program in business was the first in Ontario. Laurier now has the largest business degree co-op program in Canada.

WHY EMPLOYERS CHOOSE LAURIER'S CO-OP PROGRAMS

- Laurier's strong programs and the academic achievement of our students
- Our bright, versatile and motivated students
- Our commitment to personal, responsive service
- It's a cost-effective way to meet hiring needs and evaluate potential staff

WHAT'S EXPECTED FROM EMPLOYERS?

- Challenging assignments and projects
- Sufficient training and supervision
- Fair compensation
- A verbal assessment of the student's performance during an on-site (or phone) visit midway through the work term
- Approval for the student's work term report to be released to their co-op co-ordinator
- A written evaluation of the student's performance at the end of the work term

SUPERVISOR'S ROLE

- Arrange orientation, training and work space for the student
- Outline the student's responsibilities, tasks and projects
- Share information about your organization's policies and practices, including those related to hours of work
- Discuss your expectations, including your supervisory style and how you would like communication to be managed between you and the student

HEALTH & SAFETY

Meet occupational health regulations and ensure that co-op students are trained in your organization's health and safety policies, including those related to WHMIS and personal protective equipment, if applicable.

LEARNING OBJECTIVES

Students are responsible for developing learning objectives and for submitting them to their co-ordinator after discussing them with you.

WORK TERM VISIT

Your co-ordinator will arrange a mutually convenient time to meet with you for approximately 15 minutes and with the student for about 30 minutes, to assess how the work term is progressing, review the student's learning objectives and ensure you are satisfied with the student's performance.



WORK TERM REPORT

Students on a first work term complete a written report which is normally shared with other co-op students to assist in their career research. We ask you to review the report and release it to the student's co-op co-ordinator. The co-ordinator will evaluate the report and make it accessible to other co-op students, unless you deem the report to be confidential.

EMPLOYER EVALUATION

We ask you to complete a written evaluation of your student's performance and to share your assessment with the student. Co-op students at Laurier must meet performance expectations; we will review the status of those whose performance is not satisfactory and they may be removed from the program.

PERFORMANCE MANAGEMENT

Students perform best when expectations are clear and they receive regular feedback. We appreciate your efforts to provide an effective learning environment and an opportunity for the student to improve by identifying performance issues, providing additional training if necessary and by explaining where corrective action is required.

RESOLVING ONGOING WORK TERM ISSUES

Please contact the Co-op Office immediately if you experience problems or have concerns.

TAX CREDIT DOCUMENTATION

You will find a tax credit letter on Navigator for each eligible Laurier co-op student hired, and you may print the letter for use as a tax receipt when filing your claim.

Department of Co-operative Education

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