1. SFU’s Business Co-op Program

We are pleased to welcome you as a Co-op employer to Simon Fraser University’s Business Co-op Program. Our program has been providing undergraduate business students with experiential learning opportunities for over 30 years at SFU and is one of the largest co-op programs in western Canada.

Recruiting through the SFU Business Co-op program will provide you with a competitive edge by developing student interest and commitment prior to graduation. Based on a Business Co-op Alumni survey (2001) 71% of Business recent graduates indicated they were employed or had received a job offer from their previous Co-op employer after graduation.

2. SFU Co-op Curriculum

Before gaining access to apply to co-op jobs all SFU Business Co-op students spend one semester attending mandatory preparatory courses, workshops and individual advising. These sessions focus on transferring skills to the workplace, writing effective cover letters and resumes as well as performing well in interviews. Our students must also attend a new student
orientation plus a one to one review session with either a Co-op Coordinator or Co-op Career Advisor. Beyond increasing their job search skills, these sessions prepare students for the workplace through business scenarios, learning about their rights, responsibilities, and ethical decision making.

Once hired and during a work term, students are enrolled into a graded Business practicum course. Students must set learning objectives, complete a mid-term check in, and participate in a site visit. At the end of the term, students submit a work report, employer evaluation and student evaluation. SFU Business Co-op students are expected to behave with professionalism while on a co-op work term and receive support from the co-op office if any workplace concerns arise.

3. Co-op Practicum Requirements

SFU Co-operative Education work term practicum requirements are as follows:

* The co-op position must be reflective of a student’s academic studies (e.g., Junior Staff Accountant, Business Analyst, Marketing Coordinator, Human Resource Specialist)
* A minimum of 420 hours (13 weeks at 35-40 hours/week is average length of work term – minimum would be 10.5 weeks at 40 hrs) per semester
* 4-8 months in length and should not exceed 8 months of consecutive employment with one employer (special circumstance requests will be considered).
* Paid positions at a rate comparable to industry norms.
* Employers/Supervisors must participate in a short, on site evaluation of the student’s performance half-way through each 4 month co-op term with a Co-op Coordinator, and complete a provided evaluation at the end of each Co-op work term. The Supervisor Evaluation will be provided (either hard copy or link to an e-version) to the supervisor by our co-op program. Local work term site visits will be conducted in person while those outside the Lower Mainland of British Columbia will be conducted by phone or email.

4. When to Post a Co-op Job

SFU Business Co-op students are available year-round. A co-op work term usually begins in January, May or September for 4 or 8 months.

Post a position between September to December for a January start date (Spring semester).  
Post a position between January to April for a May start date (Summer semester).  
Post a position between May to August for a September start date (Fall semester).

The largest pool of students will be available within the first two months of the semester.

5. Sample Co-op Student Profiles

SFU Business Co-op students are diverse in their work experience and undergraduate education level. The following are a few highlights of students that have and are participating within our program.

**Helen**: Senior Business student with concentrations in Finance and International Business with experience working as a Financial Assistant for a local administered insurance agency.  
**Dennis**: First class honors student who worked as a Financial Analyst with the Financial
Institutions Commission of BC (FICOM) on his first work term.

**Simon:** Scholarship student with exceptional computer software skills and experience analyzing complex financial statements.

**Jeff:** Senior co-op student with international work experience and excellent analytical skills gained through his work experience.

**Raymond:** An exceptional student with an entrepreneurial spirit (runs his own business) and on his first work term worked with software programs such as ProFile, CaseWare, Excel, Simply Accounting and QuickBooks.

**Siamak:** A junior Co-op student hired as a Management Trainee with an auto firm who received a company award for top performance.

**Preetpaul:** Has experience as an Accounting Clerk handling accounts payables and receivables, reconciliations and cash deposits for a company with holdings in B.C. and Alberta.

**Yin Ling:** Worked as a Business Support Officer assisting with consolidating process of various financial products for an international bank.

**Jaspreet:** Previous co-op experience as an Employment Standards Officer with a government ministry working within a team conducting field visits and audits.

6. **How to Hire a Co-op Student**

The hiring process is simple and requires minimal paperwork.

1. Post your co-op job online through our website www.sfu.ca/hire/bus-coop
2. Our Program Assistant will approve within 24 hours and send you a confirmation plus information on retrieving applications.
3. Students will apply to the posting online within the SFU Business Co-op Program and you will be able to retrieve the applications after the deadline. All SFU Co-op students have access to any co-op job that is posted therefore you do not need to send the postings to other co-op departments. You can also expect students from other faculties to apply to your job.
4. Select the students you wish to interview and notify our Program Assistant at buscoop@sfu.ca / 778.782.3619 and we will schedule the interviews at your convenience and location.
5. After the interviews and when you have made a hiring decision, notify our Program Assistant of your preferred candidate at buscoop@sfu.ca / 778.782.3619. She will contact the student(s) immediately with your offer and then confirm their acceptance with you. All offers to students must be through the SFU Business Co-op program unless otherwise approved.
6. SFU Business Co-op student(s) begins the job at the start of the following semester.

7. **Co-op Salary Guidelines**

Co-op work terms must be paid positions at a rate comparable to industry norms. SFU Business Co-op conducts salary surveys of students completing work terms each year and the ranges below are based on those averages. Employers should expect to provide a salary that is normal to their organization and industry but not less than these guidelines. Amount of work experience and completed credit hours are fair determinants in final salary for a co-op work term. Students are encouraged to consider the educational benefit of a position rather than salary; however, salary still is a realistic factor in work term expectations. In addition to salary, some employers decide to reimburse students for their co-op practicum tuition upon successful completion of the work term. Please search the SFU Calendar and look under Undergraduate Tuition Fees for the most updated amount.
First Work Term: $2300-2500/month
Second Work Term: $2500-2700/month
Third Work Term: $2700-2900/month
Fourth Work Term+: $2900-3100+/month

8. The Co-op Work Term

While our students are motivated to achieve and are eager to learn they will vary in the amount of previous work experience they bring to your workplace. Most employers find our business students to be highly self motivated, independent and proactive in completing tasks. The following is what you can expect during the co-op work term.

- **Training:** depending on the position and the Co-op student’s level of experience training can be anywhere from 2-25 hours. **Tip:** many employers overlap a new Co-op student’s start date with the end of the preceding Co-op student’s end date so that the latter student trains the new student and less time is taken from a supervisor’s regular duties.
- **Site Visit:** Mid-way through the work term, a co-op coordinator will arrange a brief meeting with the supervisor and student to discuss the student's performance relative to the expectations of the position and the student’s work term report. This meeting generally lasts 45 minutes (15 minutes with the supervisor, 30 minutes with the student) and is arranged by SFU Business Co-op Coordinators through the student.
- **End-of-Work-Term Evaluation Form:** the only paper work required. At the end of each 4-month work term, the co-op student will provide you with a Supervisor Evaluation Form (http://www.sfu.ca/coop/programs/beedie/home/forms.html). We strongly recommend discussing the completed evaluation with the student, as your feedback benefits the personal and career development of the co-op student.

9. Creating a Successful Co-op Work Term

A comprehensive SFU Co-op Supervisor Guidebook is available from our office; however the following points briefly outline best practices for creating a successful work term for students.

- Assign a supervisor who understands and supports the objectives outlined in the Co-op work term. The designated supervisor should schedule regular supervisory meetings with co-op students.
- Early in the work term, schedule a meeting to make sure the student's expectations match yours.
- Recognize that some students may need extra attention during the first few weeks on the job. For some students, the Co-op work term is their first experience in a professional environment.
- Provide the student with a complete orientation to the work environment and company policies/procedures. Suggested discussion topics include: standards of performance, appropriate attire, communication procedures, decision making channels, confidentiality, organizational structure and background on the student's assigned project.
- Plan for work assignments to increase in complexity and responsibility as the student is trained and adjusts to the work environment.
- Provide the student with enough work. One of the most common complaints heard from students is that they had too little to do.
- Encourage students to participate in social events, attend professional society meetings and involve themselves in civic and community work.
- Provide students with feedback on a regular basis.
• Complete the evaluation form that will be given to you near the end of the work term. Please complete the evaluation and discuss it with your student before returning it to our office with appropriate signatures.
• Employers are encouraged to contact the Business Co-op office if any work performance issues arise or if they have any other concerns regarding the student on the work term.

10. Employment Standards

SFU Business Co-op students on a work term are hired as employees of your organization. All employers operating within British Columbia must adhere to the BC Employment Standards Act and Regulation located at http://www.labour.gov.bc.ca/esb/welcome.htm. SFU Business Co-op reserves the right to deny participation within the co-op program of any employer(s) found to be in contravention of this Act. Students with a complaint regarding an employer specific to this Act will be directed to the BC Ministry of Labour for resolution. Employers located outside of BC must adhere to their regional and federal employment laws.

11. Increasing Awareness of your Organization on Campus

• Attend career fairs
• Host student information sessions
• Participate as a guest speaker at a Co-op workshop
• Provide an industry perspective as a guest lecturer within an SFU Business course
• Provide a clear and detailed co-op job description
• Recruit Co-op students to be “student ambassadors” for your organization. These students can speak at information sessions about their Co-op experience at your company and help host career booths
• Students are encouraged to discuss their work experiences with their peers and completed work reports that have been approved by both the co-op program and the employer are available for other students for research purposes. Ensure that your workplace has provided a good learning environment for students through adequate training and supervision during the work term.

If you are interested in any of the above options, please contact us for more information.

12. Recruiting through other SFU Co-op Departments

All students within any SFU Co-op department have access to and may apply to any co-op job that is posted by an employer. Typically you will see students from Economics (Arts Co-op) and Communication (Communication Co-op) applying to accounting and marketing jobs, and Computing Science (Computing Science Co-op) applying to information systems and analyst positions.

Employers should plan to have their main contact with the most closely affiliated Co-op program for their recruitment needs (i.e., typically hire mostly business students, main contact would be Business Co-op). If you would like to recruit students from another faculty, please contact that office directly (i.e., Jr Software Developer posting send to Computing Science Co-op). SFU Co-op contact information can be found at http://www.sfu.ca/coop/contact.
13. Hiring SFU Business Co-op Students after Graduation

Contact the SFU Business Career Management Centre at businessjobs@sfu.ca / 778.782.9569 to recruit a new graduate or an MBA student. Further information about their services may be found at http://business.sfu.ca/careers/employer/intro/.