

The Laurentian University School of Commerce presents l'Option Coop. The Coop was integrated to the Bachelor of Commerce in French starting 2005, to offer a combination of study sessions and placements in business to our students.

This is a partnership between the student, the enterprise and the School where the student applies theories and skills acquired in class and also the perspective employers have the opportunity to work with dynamic motivated and highly enthusiastic students.

The students participating in this program have demonstrated their knowledge in several areas of management such as human resources, marketing, operation management, finance and accounting. The Coop allows the student to gain a full year of work experience.

## Why a Commerce Student

At Laurentian University you will find motivated students ready to work for you! These students meet your needs because:

- It is a cost effective alternative to hiring permanent staff
- Access to interns with knowledge of current state of the art management
- Access to interns who are versed in the latest technology and software
- Assess candidate's suitability for possible permanent positions

The students that have been accepted to the Coop program have a minimum of 70% average and are well prepared to join a work environment.

## Advantages for Employers

- The addition to their company of an intelligent, educated, and highly motivated temporary employee.
- Students who become permanent employees will already have first hand experience in the organization.
- Interns are excellent candidates of undertaking and completing special projects.
- Interns are able to supplement existing staff during peak periods and can fill in for permanent employees during vacations, leaves of absence, and professional development/training leaves.

## The Process

### 1. Proposal Submission & Evaluation

Organizations interested in hiring an intern must submit a written proposal indicating the job description and requirements.

- There are two separate placements:
    - The first placement is completed over a period of **14 to 16 weeks** full-time.
    - The second placement is completed within **8 months or 32 weeks** full-time.
- \*placements may or may not be paid.**

To determine whether the position proposed by an employer will qualify for Coop placement, an evaluation is made by the coordinator.

### Program Calendar

The following table presents the Coop schedule. The first placement takes place during the summer, between May and August and the second placement from January to April.

	Fall	Winter	Summer
Year 1	Period 1	Period 2	6 credits
Year 2	Period 3	Period 4	Placement A
Year 3	Period 5	Placement B	
Year 4	Period 6	Period 7	

### 2. Student Placement & Contract

#### Placement:

If accepted, the proposal will be posted on-line. Students who are interested in the position must apply by submitting a resume to the coordinator.

After an initial screening of the candidates by the coordinator, a short list of suitable interns will be referred to the enterprise for interviewing.

**Contract:**

Upon hiring, a three-way agreement signed by the parties will outline the specific terms of the internship. A copy of the Coop contract will be provided to employers by the coordinator.

The employer is responsible for welcoming the student, organizing orientation and training. The employer must provide sufficient progressive work for the student. The student is required to demonstrate the skills he/she has acquired in the last 2 years of school during the placement.

**Employers Responsibilities during the Coop**

- Must sign the contract with the student. The contract must provide a description of the job and tasks, the number of hours that will be completed and the starting date and competition date.
- Must provide a friendly learning environment as well as respect Government laws towards workers.
- Must prepare an orientation or/ and training for the student.
- Must supervise the student and guide him/her through the work steps and insure that the student has enough work. Any problems must immediately be reported to the Coop coordinator.

**Government Grants**

There are several Governments Grants that are provided for the Coop program. The following website included the detail information:

<http://www.rev.gov.on.ca/english/credit/cetc/index.html>

## 3. Student Evaluation

At the end of the Coop placement, the student is expected to submit a 7 to 15 page report summarizing his/her experience and outlining the specific learning experience.

The report is to be submitted to the Coop coordinator and to the employer within 30 days following the end of the placement.

A copy of the Coop evaluation will be provided by the Coop coordinator. This form must be completed and submitted to the internship coordinator within 15 days following receipt of the report.

**Legalities**

*The student is subject to the employment conditions of the employer but is considered to be a student for University administrative purposes.*

*The employer must be minimally governed by all applicable university policies (e.g. harassment).*

*The student's status is equivalent to adjunct faculty with similar rights and responsibilities.*