

Employer Expectations and Responsibilities

The UBC Arts Co-op Program encourages and welcomes employers to post co-op opportunities to our students via [Simplicity](#), our online recruitment portal. To ensure all posted positions meet both [employment standards](#) and the Co-operative Education and Work-Integrated Learning (CEWIL) [Recruiting Ethics](#) for student development, the following Employer Expectations and Responsibilities apply to all accounts, job postings, and job offers facilitated through the Arts Co-op Program.

By posting a job with us, you are agreeing to our Arts Co-op Employer Expectations and Responsibilities. Should you have any questions, please contact us at arts.co-op@ubc.ca.

Employer Commitment

Our employer partners play a crucial role in the development of future talent. For this reason, it is vital that all employer accounts are prescreened for eligibility and adhere to our program requirements and processes.

- Provide complete and accurate company account and job posting information; any misleading or inaccurate information will result in a declined job posting and potential account termination
- All new employer accounts will be verified prior to account approval; employer accounts that cannot be confirmed with the organization will be deleted without notice
- Employers must post positions for their own organizations; account registrations from third party agencies will be declined unless prior authorization is obtained
- Employers should aim to provide at least 2-3 business days' notice for interviews, and follow up all verbal offers with offers in writing
- Employers understand that students must return to UBC to complete their final academic term of study before they can commence a full-time, permanent position

Job Postings

In order to maintain quality and consistency aligned with [CEWIL's Co-operative Education Guidelines](#), the following criteria apply to all co-op job postings posted through the Arts Co-op Program:

- Job postings must provide complete and accurate information in regard to the job description, duties, skills, qualifications, location, and structure of work (in person, remote, hybrid); we encourage all employers to provide salary information in their job postings
- Job postings must be for full time, paid work experiences that are 1 or 2 work terms in duration (normally 4 or 8 months). Each work term must be a minimum 420 hours over the course of 12-16 weeks and fall within the standard academic term (i.e., Jan-Apr; May-Aug; Sep-Dec)
- Job postings that include unpaid training as a condition of hiring will not be approved
- Job postings containing inappropriate language will not be approved; this includes: offensive language, defamatory statements, inflammatory or discriminatory content based on gender, sexual orientation, age, religious affiliations, disability or ethnicity
- Job postings that require students to incur non-relocation expenses (e.g. costs to receive or return work-issued equipment) either before, during and/or after the work term will not be accepted



Interview Process

The interview stage of recruitment is often the most exciting and stressful component of a student's co-op career. Often, while students are applying for jobs they are also in academic courses or on a work term. We ask that employers provide sufficient lead time for all interviews.

- Provide a minimum of 2-3 business days' notice for all upcoming interviews scheduled through our co-op office
- Advise our office immediately of any interview changes or cancellations
- Advise our office of any job offers you would like to extend to students; all verbal offers must be followed up by a written offer

Job Offer

As a nationally accredited program, the Arts Co-op Program requires the following [CEWIL](#) and program criteria be met when hiring a student:

- Job offer must be a minimum of 420 hours, equivalent of 12-weeks of full-time work, and fall within the standard academic term (i.e., Jan-Apr; May-Aug; Sep-Dec)
- The student should be hired for the position they interviewed for or be fully informed if extended an alternate position better suited for the student
- The student must be hired as an employee of the company and be placed on company payroll; employers cannot hire a student as an independent contractor
- Employers must provide compensation at or above minimum wage for the jurisdiction where the student is working
- Employers must comply with all applicable government statutes, legislations, and WorkSafeBC (or equivalent) policies
- Employers must adhere to our co-op policy of allowing students a minimum 2 business days to accept or decline a job offer
- Employers must abstain from requiring students to sign a Non-Compete Clause as a condition of offer (this will impact future co-op student work terms that take place within a short period of time)

Respectful Work Environment

We are committed to ensuring our students receive meaningful experiential learning in a respectful and inclusive environment. All employers who participate in our co-op program must adhere to relevant human rights laws within their employment jurisdiction protecting employees, including students, from harassment and discrimination. In British Columbia, this is the [BC Human Rights Code](#).

Harassment includes, but is not limited to:

- Unnecessary touching
- Leering or suggestive remarks
- Vexatious comments
- Reprisal for rejection of sexual advances
- Explicit pin-ups and graffiti, and
- Degrading jokes and comments

Examples of workplace discrimination may include, but are not limited to, discrimination based on:

- Physical or mental disability
- Where you were born
- Family status (e.g. motherhood/fatherhood, childless etc.)



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- Age
- Religion or other culturally held belief system

Co-op Work Term

To ensure a smooth and supportive work term, the following outlines our co-op program requirements and best practices while the student is on the job.

- Comply with all Provincial and Federal Privacy, Human Rights and Employment legislation
- Provide experience consistent with the work duties that are described in job posting and discussed during the interview
- Provide reasonable company onboarding, orientation, and safety training, if applicable
- Discuss the student's Learning Objectives with them at the beginning of the work term
- Participate in a Work Term Check-In with the co-op office (this will be via electronic form, phone, or virtual platform such as Zoom/MS Teams)
- Complete an End of Term Student Evaluation, delivered electronically for every 4-month work term
- Contact the co-op office prior to taking disciplinary action or considering the dismissal of a co-op student

Exiting a Work Term

The conclusion of a work term is a great opportunity to obtain student feedback, and integrate resources for future hires. We encourage employers to have their student(s):

- Provide feedback and revisions to the co-op job description
- Develop/update a student handbook or handover notes for future students

Discretion

The UBC Arts Co-op Program reserves the right to take necessary follow up actions if an employer does not comply with the above policies and responsibilities. These actions include, and are not limited to:

- Declining an account registration or job posting at their discretion and without notice if deemed inappropriate for our co-op students
- Investigating a work term issue to ensure conditions support a safe and respectful environment for UBC Co-op students
- Preventing an employer from hiring co-op students from UBC in the future if a workplace issue remains unresolved
- Reserving the right to update, modify, or revise these Expectations and Responsibilities.

Your Agreement

By completing your account registration/submitting a job posting, you are confirming that you have read and understood this Employer Expectations & Responsibilities and agree to comply with them.

Questions?

Should you have any questions about employer expectations and responsibilities, please contact our office at arts.co-op@ubc.ca or call 604-822-1529.

