

Co-op/Internship Employer Responsibilities

Dalhousie's co-op/internship programs for business and public administration adhere to national standards for quality Work-Integrated Learning (WIL) as established through [Co-operative Education and Work-Integrated Learning \(CEWIL\) Canada](#). All students must successfully complete their work term(s) prior to starting their next academic semester.

When recruiting a Dalhousie business or public administration co-op/internship student, employer partners are asked to:

- **Abide by all** [Dalhousie student recruitment guidelines](#) established in accordance to the accepted practices of CEWIL Canada and the Canadian Association of Career Educators and Employers (CACEE).
- **Provide the minimum weeks** of business-related work to meet our [program requirements](#) at a **minimum of 35 hours each week**. When designated holidays will impact three or more consecutive business days, employer partners must:
 - *Adjust the start and/or end dates of the work term to compensate for missed hours; or*
 - *Confirm how the missed hours will be made up by the student, with appropriate supervision*
- **Provide a written job offer** to the student via email or letter, outlining the following details:
 - *Confirmed salary/rate of pay*
 - *Length of work term (total weeks) and hours per week*
 - *Location of work term (including whether 100% onsite, 100% remote, or hybrid)*
 - *Conditions of hire and expected timeline for completion (if applicable)*
- **Expedite all conditional hire processes** such as securing funding and/or finalizing student eligibility requirements. Significant delay in finalizing a conditional work term offer may result in the student being allowed to resume their job search and accept another unconditional offer.
- **Hire students as employees** of the organization, not as independent contractors, and remunerate in accordance with Canada Revenue Agency policies and/or labour laws in jurisdiction of employment.
- **Provide guaranteed compensation at or above minimum wage** in the region of employment (including for commission-based structures). Work terms outside of Canada with alternate compensation/remuneration arrangements must be pre-approved by MCS staff.
- **Offer sufficient onboarding/training and supervision** to align the student for success:
 - *Designated supervisor must be a full-time employee of the hiring organization and not currently registered as a university student, whether at Dalhousie or another institution*
 - *Review our [Orientation & Performance Support checklist](#) for additional guidelines*
- **Communicate with Dalhousie staff** at the mid-term and final evaluation points, or as issues arise.
 - *Mid-term review meeting will be scheduled by staff; final online evaluation will be emailed*
 - *An [overall student rating](#) of **Meets Expectation** is required to receive academic credit for the work term, and **Outstanding** rating required for [Co-op Student of the Year Award](#) consideration*
 - *We encourage supervisors to review their final evaluation with the student before their departure*

Student Requests for Work Terms

Students may ask or inform their employer of specific needs or activities, such as the following:

Accommodations

- All students are entitled to request reasonable workplace accommodations for individual needs related to one or more of the protected characteristics in the [Human Rights Act](#).
 - Accommodation requests may be initiated by the student directly to the hiring employer, or via the university's [Accessibility Office](#).
 - When made aware, MCS staff will ensure employers are promptly advised of the accommodation details but acknowledge that notice of a student request may not be provided to our office until after a job acceptance has taken place.

Course Work while on Work Term

- Students must complete a mandatory academic component related to each work-integrated learning experience, involving goal setting and competency development/reflection, and requiring a final report submitted to their faculty instructor at the end of the work term experience.
- We encourage all supervisors to review with the student their work-integrated learning deliverables and provide suggestions and support for successful completion of this academic component.
- In addition to the above component, Dalhousie business students may elect to take one additional course while on work term if it does not interfere with their accepted hours of employment and/or performance expectations.

Varsity Athletes

- [Dal Tiger varsity athletes](#) who may require flexible work hours to support their attendance at practices or games are expected to discuss this with employers during the interview process, and ahead of job acceptance.

Regardless of the type of request, all students are still expected to meet the [work term requirements for their program](#), as well as the expectations of their accepted employment contract, provided all reasonable workplace accommodation requests (as outlined above) can be met by the hiring employer.

Should you have further questions on any of the *Employer Responsibilities* or *Student Request* topics in this resource, please contact the Management Career Services team.