

WORK- INTEGRATED LEARNING

CO-OPERATIVE EDUCATION &
INTERNSHIPS



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NORTH ISLAND COLLEGE





BRIDGING THE GAP

Our mission is to help bridge the gap between the campus and the workplace by preparing students for success in a rapidly changing world.

We enable students to participate in co-operative education and internships providing education via experience. We strive to create strong relationships and maintain close ties with employers and industry partners to help connect NIC students with meaningful work while enhancing training for motivated, enthusiastic co-op and internship students.



CONTENTS:

What is work-integrated learning?	2
What's the difference between a co-op and an internship? . . .	2-3
How does your business benefit?	4
How do students benefit?	5
Employer responsibilities	6
Challenges at the workplace	7
Our responsibilities	8
Students responsibilities	8
Hire a co-op or internship student	9

WHAT IS WORK-INTEGRATED LEARNING?

Work integrated learning (WIL) combines academic learning with practical applications in the workplace. WIL programs help foster a highly skilled and productive labour force while also allowing students to build a network and develop skills in their desired field.

What is Co-operative Education?


Co-operative education (or co-op) allows students to alternate between semesters of study with paid work terms. Co-op is a three-way partnership between students, employers and NIC.

Co-op at NIC

NIC offers or requires students to take co-op in the following programs:

- Bachelor of Business Administration degree (optional co-op)
- Business Administration Diploma (optional co-op)
- Tourism & Hospitality Management diploma (co-op required)

NIC programs have been designed to meet or exceed regulations set by CEWIL – the Canadian Association for Co-operative Education and Work-Integrated Learning. Most co-op students need to work a minimum of 420 hours between May and August.

A portrait of Oliver Simmonds, a young man with a beard and glasses, wearing a light blue dress shirt and a dark tie. He is standing with his hands in his pockets against a dark background.

“Co-op has been great because it’s allowed me to experience things that I never expected to experience and to learn more than I would ever have expected to learn.”

OLIVER SIMMONDS

Bachelor of Business Administration
Degree in Accounting
Third co-op work term at Broadstreet Properties



"I gained a lot of knowledge during my internship, but more importantly, I also had a great chance to sharpen my skills in a professional working environment."

TITHI TRIVEDI

Business Administration Post Degree Diploma
in Global Business Management Internship at
ILS Learning Corporation

What are Internships?

Internships are a flexible type of work-integrated learning, giving students the opportunity to apply theories and methods learned in the classroom to situations and challenges in the workplace. Internships can be full or part-time and be paid or unpaid.

Internships at NIC

NIC offers internships to students in the following programs:

- Business Administration Post Graduate Diploma - Global Business Management
(Minimum 180-hour work term)
- Business Administration Post Graduate Diploma - Accounting
(Minimum 180-hour work term)
- Tourism & Hospitality Management - Post Graduate Diploma
(Minimum 180-hour work term, May to August)

QUICK COMPARISON

Co-op	Internship
▶ 420 hours	▶ 180 hours
▶ Full-time	▶ Full-time or part-time
▶ Paid	▶ Paid or unpaid

HOW DOES YOUR BUSINESS BENEFIT?

Talent on demand

Access a pool of screened, motivated, temporary employees. Student work terms last 4-8 months — perfect for supporting special projects or events, or covering peak periods, vacation relief or maternity leave for your regular employees.

More hiring options

Hiring a student is cost-effective and welcomes fresh ideas and energy into your organization.

Co-op students have already completed some post-secondary and pre-employment training, saving you the hassle of screening other applicants and reducing your recruiting costs.

Internships offer employers year-round access to students, allowing you to fill short-term hiring gaps quickly and vet potential permanent hires — as well as giving your current employees the chance to test their supervisory skills.

Shape the future workforce

As an employer, you play an integral part in the training and development of students as they become productive members of the workforce.

In addition to mentoring bright and enthusiastic students, your feedback and evaluations will help NIC shape future course curricula and programs — making you a partner in delivering an education that is responsive to industry needs.





HOW DO STUDENTS BENEFIT?

Students gain a well-rounded education enriched by the practical application of skills obtained outside the classroom.

Students will hone lifelong work search skills, gain a broader understanding of their career options, earn money to pay for school, build on their work experience and develop a network of contacts in the job market.

Participating in a work-integrated learning experience before graduation helps students develop their professional interests and goals while also gaining a better understanding of current workplace conditions and challenges.



EMPLOYER RESPONSIBILITIES

WIL employers assume the same responsibilities for their student hires like they would for any other short-term or temporary employee. The expectation is to provide WIL students with productive, supervised work at a competitive rate of pay.

WIL staff maintain an ongoing record of average salary rates and all job opportunities on CareerCentral must be clearly detailed.

Other employer requirements:

Benefits, including vacation pay or pay in lieu, must be provided during a co-op term or paid internship, as set out under the terms of the Employment Standards Act.

Accurate job descriptions, including compensation, should reflect the student's duties and responsibilities.

Clear learning objectives need to be established with the student at the start of the work term.

An orientation should acquaint students with the organization, workplace and safety procedures.

A supervisor must be assigned to oversee the student's work, discuss expectations for the work term and provide the student with feedback on their performance on a regular, ongoing basis.

Employers will participate in a worksite visit by an NIC Career Services and Work-Integrated Learning staff member and complete a student evaluation form prior to the end of the work term.

Employers must keep in contact with NIC during a student's work term, especially if unforeseen circumstances arise.



CHRIS MORRISON

Vice President,
Community
& Operations
Church St. Taphouse

DEEPAK BHATT

Global Tourism &
Hospitality Management
Advanced Diploma



RAGHAV VERMA

Global Business Alum

CHALLENGES AT THE WORKPLACE

Confidentiality

Confidentiality issues and obligations should be discussed with the student and agreed upon prior to a job offer and acceptance. Employers have the right to create confidentiality agreements.

Student employees must comply with their employer's policies regarding confidentiality and recognize that the information they work with, including the results of any research undertaken, belong to the employer.

Layoffs and strikes

If employers foresee a lay-off or strike that will directly affect a WIL student, they should notify NIC as soon as possible.

Workplace problems

Should problems arise during a work term, including the possible dismissal of a student employee, employers should contact NIC Career Services and Work-Integrated Learning as soon as possible to reach a resolution.

Unions

Many union agreements have clauses providing approval and guidelines for the hiring of co-op/internship students. Every effort is made to ensure students are performing short-term, project-oriented work that does not replace the work of regular employees.

OUR RESPONSIBILITIES

NIC must provide appropriate academic training to students in their chosen career field.

We advise co-op and internship students on appropriate skills and attitudes for their work terms. We also assist employers through all aspects of the hiring process for co-op and internship students.

We ensure the fair and equitable treatment of students and employers throughout the work term and use worksite visits to verify that employers' and students' needs are being met.

NIC maintains an open line of communication with everyone involved throughout the work term – including students, staff, employers and faculty.

STUDENTS RESPONSIBILITIES

Students must conduct themselves professionally throughout their work term.

That means participating in on-site visits with NIC WIL staff, working towards personal growth and meeting or excelling in their job requirements.

Students must also prepare for their work terms through a series of pre-employment seminars and training. Topics include resumé and cover letter writing, interview preparation, workplace professionalism, conflict resolution, goal setting, self-awareness, emotional intelligence and personal development.



YUKO NISHIBAYASHI

Tourism & Hospitality Management Diploma
in Adventure Guiding
First co-op work term at Ocean River Sports



"The greatest benefit of this co-op work term was making connections with executives in the industry and finding a career goal for when I graduate."

RACHELLE BEAUCHAMP

Tourism and Hospitality Management Diploma
First co-op work term Fairmont Chateau Whistler

HIRE A CO-OP OR INTERNSHIP STUDENT

- Create an account on CareerCentral, NIC's official student job board. Visit nic.bc.ca/careercentral to get started.
- Create and submit a co-op or internship job description on CareerCentral.
- Select and interview suitable candidates at your convenience.
- Once you have made a hiring decision, contact the successful applicant and the Work-Integrated Learning office by email at studentemployment@nic.bc.ca

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GET IN TOUCH

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