



**University of Toronto
Co-op Management**

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**University of Toronto Co-op Management B.B.A. Program
Work Term Expectations**

1. Be a minimum of **35 hours per week for 12 week** in each four month work period.
2. Not to exceed more than **16 months** of consecutive employment with one employer.
3. Positions are paid and at a rate comparable to industry standards.
4. **Prepare and sign an employment contract** (along with the student) indicating the terms and conditions of employment, the period of employment, hours of work per week and rate of pay for the student hired. The student's job description should be attached to the employment contract. If you do not have a standard employment contract, we can help you create one.
5. Ensure that the student's **work is consistent with what is stated on their job description.**
6. **Supervise and guide the student** during the placement and **report any problems** to the Co-op Coordinator.
7. Complete a **mid-term evaluation form and final evaluation** form and discuss them with the placement co-op student (please submit copies of the forms to the co-op office). At the time of the mid-term evaluation, it is requested that each supervisor and student meet for an **on-site visit** with one of the Co-op Coordinators to discuss the student's progress thus far.
8. To provide a welcoming and skill-developing co-op experience for the student.