

NORTH ISLAND COLLEGE



# WORK-INTEGRATED LEARNING

## Co-operative Education & Internships



[www.nic.bc.ca/careercentral](http://www.nic.bc.ca/careercentral) | [studentemployment@nic.bc.ca](mailto:studentemployment@nic.bc.ca) | [www.facebook.com/nicses](https://www.facebook.com/nicses)





## 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.

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## What is work integrated learning?

Work integrated learning (WIL) is a broad term that integrates academic learning with practical applications in the workplace. WIL programs contribute to building a highly skilled and productive labour force while helping to combat labour market shortages. WIL experiences assist students to determine career fit while also developing specific workplace competencies and building a network in their target industry.

### ***What is Co-operative Education?***


Co-operative education, or co-op, is a well-known applied learning program where students alternate between semesters of study with paid work terms that enhance their education. Co-op is a three-way partnership between students, employers and NIC. Each party must be fully engaged to benefit from the experience.

### ***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.

Students learn new skills, create professional contacts with future employers and prepare for future employment or studies.

## **Internships at NIC**

NIC offers internships to students in the following programs:

- ▷ Global Business Management Post-Degree diploma  
(Minimum 180-hour work term)
- ▷ Pre-Professional Accountant Post-Degree diploma  
(Minimum 180-hour work term)
- ▷ Global Tourism & Hospitality Management Advanced diploma  
(Minimum 360-hour work term, May to August)

## **What's the difference between a co-op and an internship?**

CO-OP	INTERNSHIP
▶ 420 hours	▶ 180 – 360 hours
▶ Full-time	▶ Full-time or part-time
▶ Paid	▶ Paid or unpaid
▶ NIC Bachelor of Business Administration degree in marketing, accounting and general management; Business Administration diploma; and Tourism & Hospitality Management diploma	▶ NIC Business Administration Post Degree Diploma – Global Business Management, Pre-Professional Accountant, and Global Tourism & Hospitality Management advanced diploma



## How does your business benefit?

### ***Talent on demand***

Access a pool of screened, motivated, temporary employees with student work terms of 4-8 months. Get the support you need for special projects or events, peak periods, vacation relief or maternity leave coverage.

### ***More hiring options***

Hiring a student is a 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.

A portrait of Karissa-Anne Martin, a young woman with dark hair and glasses, smiling. She is wearing a blue ruffled scarf over a dark top. The background is a warm, out-of-focus orange-brown.

*“Participating in mock interviews, meeting employers and attending networking events such as NIC’s Career Fair is confidence-boosting.”*

**Karissa-Anne Martin**

*Bachelor of Business Administration Degree in Accounting  
Third co-op work term at Cloutier Matthews LLP*



*"This co-op work term definitely helped me explore the field of Human Resources and I can see myself pursuing this career path."*

**Sarah McGeachy**

*Diploma in Business Administration  
First co-op work term at Cermaq*

## Employer responsibilities

WIL employers assume the same responsibilities as when hiring any short-term or temporary employee.

That means providing WIL students with productive, supervised work and a competitive rate of pay. NIC 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 the work term, 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 Student Employment Services 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.

## 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.

### **Lay-offs and strikes**

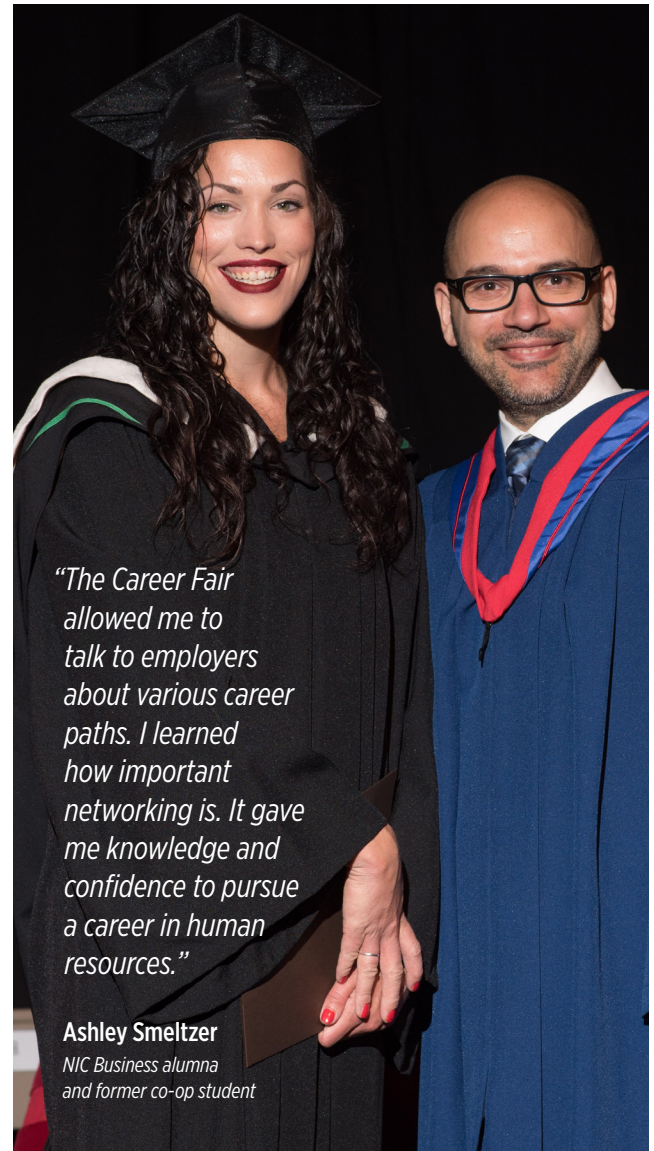
If employers foresee a lay-off or strike that will directly affect a WIL student, they should notify NIC as soon as possible.

### **Workplace problems**

Should problems arise during a work term, including the possible dismissal of a student employee, employers should contact NIC Student Employment Services 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 which does not replace the work of regular employees.







*"I have learnt a lot more than I expected by comparing and contrasting the learning from the classroom with real life guiding experiences."*

**Yuko Nishibayashi**

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

## NIC's 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.

## 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.

## HIRE A CO-OP OR INTERNSHIP STUDENT

- ▶ Create an account on CareerCentral, NIC's official student job board.  
Visit [www.nic.bc.ca/careercentral](http://www.nic.bc.ca/careercentral) to get started.
- ▶ Create and submit a co-op 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 Student Employment Services office by email at [studentemployment@nic.bc.ca](mailto:studentemployment@nic.bc.ca)



*"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*

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# **CAREER FAIR**

**SAVE THE DATE!**

**Wednesday, February 24, 2021**

## **Join us as an exhibitor**

This event is an opportunity for employers to promote their companies and meet with hundreds of skilled and enthusiastic potential employees from the Comox Valley region.

Whether you are looking for an employee to fill your short-term, seasonal, or permanent positions, you will meet with exceptional current students, soon-to-be-graduates, alumni, and community members at this event.

For more information, contact  
Student Employment Services:

**[studentemployment@nic.bc.ca](mailto:studentemployment@nic.bc.ca)**

**[www.facebook.com/nices](https://www.facebook.com/nices)**

**1-800-715-0914 ext 5076**

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