

***I would like to introduce the Capilano University Tourism Management Co-operative Education Program.
As the Co-op Coordinator, I support students seeking work experience in our industry.***

The Tourism Management Co-op Program: Quick Facts

What is Co-operative Education?

- ❖ Co-op is one form of work-integrated learning (WIL).
- ❖ Co-op formally integrates a student's academic studies with work, allowing them to apply their skills and knowledge.
- ❖ Students alternate periods of full-time study with a period of paid, full-time work.
- ❖ Employers become co-educators offering direct feedback to students & the institution.
- ❖ The goal = to develop high caliber graduates, able to assume productive jobs in tourism.

Benefits to the Employer

- ❖ Co-op students help employers meet short-term needs for summer employment.
- ❖ Students can undertake special projects, providing relief for permanent staff.
- ❖ Employers have a cost-effective means for evaluating potential future employees.

Program Timing

- ❖ Co-op students are available for full-time employment from May 1 to early September each year.
- ❖ Students must complete 500-paid work hours to receive credit for their co-op term. This is generally a 35/hour work week for the four months of summer
- ❖ We welcome entry to mid-level positions from all sectors of tourism.
- ❖ Upload your employment opportunities each spring through our (new) Co-op/WIL job posting portal.

Getting Involved

Submit a Job Posting (New in 2020)

- ❖ Employers now submit post summer positions through a system targeting Co-op and Practicum students in the Schools of Tourism and Outdoor Recreation Management.
- ❖ Register to the Tourism Co-op/Practicum portal <https://experience.capilanou.ca>
- ❖ Designate the Tourism Co-op Program as the student group you wish to target.
- ❖ Include as much information as you can about the position, and follow system prompts.
- ❖ See separate instructions on how to post a job.

Timing

- ❖ Late-January to mid-March is an ideal time to submit Co-op summer job postings.
- ❖ Recommended application deadlines are late-Feb/March.

Student Applications & Interviews

- ❖ Students will apply through the system.
- ❖ You may request application materials to be sent individually, or as a bundled group when the posting expires.
- ❖ Connect with students you wish to interview. If desired, on campus interviews can be arranged.
- ❖ Skype/telephone interviews are popular for employers outside of the lower mainland.

Employing a Student

- ❖ When a student is hired, you will complete a short contract which sets out the terms of the Co-op.
- ❖ Our Co-op Employer Handbook outlines employer responsibilities.
- ❖ During the work term, the Co-op Coordinator will contact you to discuss student performance, and arrange a site visit.
- ❖ At the end of the work term, employers complete a student evaluation and confirm hours worked.

***We are excited to transition to our new Co-op/WIL job posting portal.
Contact TourismWIL@capilanou.ca for additional support.***

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