

UBC OKANAGAN CO-OP

INTERNATIONAL STUDENT CO-OP HIRING GRANT GUIDELINES

Co-op Office

(250) 807-9623

coop.ok@ubc.ca

INDEX

P1

PROGRAM GUIDELINES

P2

OBJECTIVES & BENEFITS

P3

CO-OP PROGRAMS

P4

TERMS & FUNDING

P5

ELIGIBLE WORK EXPERIENCE

P6

GRANT APPLICATIONS

1

INTERNATIONAL STUDENT CO-OP HIRING GRANT GUIDELINES

As one of the world's leading universities, the University of British Columbia creates an exceptional learning environment that fosters global citizenship, advances a civil and sustainable society, and supports outstanding research to serve the people of British Columbia, Canada and the world.

UBC is committed to "internationalism", an outlook that includes co-operation between nations and universities, and provides the opportunity to our faculty, staff, students and community to experience the benefits of intercultural learning and developing intercultural fluency.

There is a growing demand for education worldwide contributing to the flow of a diverse population of international students, including those who do not have access to post-secondary education in their home countries and those with high academic achievement who want to study at a high-quality institution like UBC.

International students play a significant role in supporting intercultural learning and development for our campus and external community by sharing a diversity of ideas, experiences and backgrounds. As the world becomes more interdependent, our organization recognizes the need to support our students and community in a better understanding of themselves and their greater role in a global community.

In support of intercultural learning and development for our students and community, UBC's Okanagan campus, through the International Student Initiative (ISI) and the UBC Okanagan Co-operative (Co-op) Education offices will pilot a grant program to support Co-op employers who value the intercultural development of their organization, and are seeking to grow in diversity. In turn, successful grant applicants will support international students in gaining meaningful employment in a Canadian context related to their field of study. Experiential learning is a key component of the undergraduate experience; international students can be impeded by the lack of local knowledge and cultural barriers from engaging in this area. The International Student Co-op Hiring Grant will serve the intercultural and employment needs of both the international students and the Co-op employers.

Funding for this grant will be provided from UBC's International Student Financial Assistance and Awards budget. This budget is 100% funded from international undergraduate student tuition fees collected at UBC's Okanagan campus; no B.C. taxpayer funds are being contributed to the hiring grant.

2

KEY OBJECTIVES & BENEFITS

The International Student Co-op Hiring Grant will:

- Provide grant incentives to qualifying employers to subsidize the cost of hiring, training and integrating UBC Okanagan international undergraduate Co-op students, in relevant experience with organizations within Canada.
- Support diversity in the workplace and grow the intercultural development of partner Co-op employers.
- Offer diversified work experiences for more international undergraduate students at UBC's Okanagan campus, during which they will acquire skills and knowledge that they can apply towards their UBC academic experience and future careers.
- Support international students to engage in employment opportunities in the Canadian context, learning cultural workplace norms.

The key objectives of the International Student Co-op Hiring Grant include:

- Development of training opportunities for international undergraduate students as part of their Co-op experience; Co-op work experiences help students build confidence and awareness of the work environment through enriched learning.
- Encouragement of organizations to employ international undergraduate Co-op students; by removing financial and logistic barriers, potential employers gain access to energetic, diverse and innovative student talent.
- Creation of a bridge between communities, a prospective international workforce and post-secondary institutions; Co-op is an excellent way to meet the experiential learning expectation of international students, expose them to Canadian employment opportunities and expose organizations to intercultural learning opportunities for their staff and to the international student talent at UBC Okanagan.

Co-op Defined

"Co-operative Education" is a program that alternates periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions in accordance with the following criteria:

- The Co-op student is engaged in productive work rather than merely observing and the experience contributes to the students' academic performance and future employability.
- The Co-op student receives fair market remuneration for the work performed, and that the employment is full time for a minimum of four months.
- The Co-op student's progress on the job is monitored by the co-operative educational institution.
- The Co-op student's performance on the job is supervised and evaluated by the student's co-operative education employer.

3

UBC OKANAGAN CO-OP PROGRAMS

The UBC Okanagan Co-op Programs offer Co-op employment opportunities to students from a variety of undergraduate degree programs as follows:

Degree Program	Major, area of concentration, etc.
Bachelor of Arts	All - Anthropology, Art History and Visual Culture, Computer Science, Creative Writing, Cultural Studies, Economics, English, French, Gender & Women's Studies, Geography, General Arts, History, Indigenous Studies, International Relations, Latin American Studies, Mathematics, Philosophy, Philosophy Politics and Economics (PPE), Political Science, Psychology, Sociology, Spanish
Bachelor of Fine Arts	All
Bachelor of Human Kinetics	All - Clinical Exercise Physiology, Health Promotion
Bachelor of Management	All
Bachelor of Media Studies	All
Bachelor of Science	All - Biochemistry & Molecular Biology, Biology, Chemistry, Computer Science Earth & Environmental Sciences, Ecology and Evolutionary Biology, Economics, Environmental Chemistry, Freshwater Science, General Science, Mathematics, Microbiology, Physics, Psychology, Statistics, Zoology
Bachelor of Applied Science	All - Civil, Electrical, Mechanical

4

CO-OP TERMS AND INTERNATIONAL STUDENT CO-OP GRANT FUNDING

Participating organizations are required to hire a student for a minimum of one Co-op term, which is typically 4 months (16 weeks). Organizations are advised to apply early, as the recruitment process begins around 4 months prior to the start of each Co-op term.

Grant applications for May 2019 will be reviewed and awarded on a first come, first served basis until all available funds have been awarded. Interested applicants are strongly encouraged to apply for funding as soon as possible. It is important to note that prospective applicants can apply for grant funding before hiring a student. However, if a suitable student is not found the grant funding will be reallocated to other grant applicants.

5

ELIGIBLE WORK EXPERIENCE

To qualify for the International Student Co-op Hiring Grant, the work experience must:

- Be operating within the borders of Canada
- Be approved by the Co-op Office at UBC's Okanagan campus
- Not be receiving grant or other support funds from another source
- Involve an international student admitted and active in the Co-op program at UBC's Okanagan campus (Note: International students who become permanent residents or Canadians citizens prior to commencing the work term are not eligible to be employed in a grant-funded position)
- Be a minimum of one Co-op term, 4 months (16 weeks) in length
- Provide the student with productive work during the work term
- Provide a fair market wage to the student for the work performed during the term
- Include student supervision and performance evaluation by the employer/supervisor
- Be offered by a company that has never hired an international student/Co-op student before, OR be a company hiring an international student for a new Co-op position, OR be hiring an international student on their first work term

6

ONLINE GRANT APPLICATION & CO-OP PROCESS

1. Interested organizations apply for funding by submitting the online grant application form and a job description to the UBC Okanagan Co-op Office for review. The form is available online at: https://ubc.ca1.qualtrics.com/jfe/form/SV_6sdPmLa6NtHtS29.
2. The application will then be reviewed and the organization will be notified if the position meets the standards of Co-op programs at UBC's Okanagan campus. If accepted, the position will then be posted for enrolled international student Co-op candidate consideration.
3. Organizations who submit grant applications may request to have a provision added to their posting, indicating that the job is conditional upon the employer receiving an International Student Co-op Hiring Grant. Please note: due to limited funding, UBC is applying a "first-come first-served" principle to grant applications for each Co-op term.
4. Successful organizations will be required to provide feedback to help evaluate this grant program, as well as participate in grant program promotions.
5. Approved organizations will receive an International Student Co-op Hiring Grant valued up to \$5,000 towards the student's salary before the last month of the Co-op term. Approved applications will receive an award that covers approximately half of the student's salary for a 4-month term, to a maximum of \$5000.
6. Preference will be given to organizations that provide co-op students with rich, diverse and inclusive work environments that encourage the development of students' skills in areas such as communications, teamwork, leadership, planning, problem solving and networking. In addition, environments that foster mentorship, collaboration with multiple team members, and regular participation in department meetings and/or office social activities will be given preference in the grant application.