

Industry Partner's Guide to Co-operative Education

Thank you for partnering with NSCC and contributing to the success of NSCC learners. This guide will assist you in your role as mentor, clarifying responsibilities during this important component of the education process.

Co-operative Education is an opportunity for you to enhance the educational experiences of our learners by providing them with "real world opportunities" to apply the skills and knowledge acquired during their studies. As a Co-operative Education partner, you make a tremendous contribution to the learners you employ, to your industry, and to NSCC.

Co-operative Education placements are paid employment terms for a minimum of 12 weeks, enabling participants to "earn as they learn" while gaining invaluable experience as they prepare for their second year of studies, graduation and ultimately, employment in their career of choice.

NSCC's goal is to foster positive and progressive relationships between our industry partners and learners. Our learners are committed to being valuable members of your team bringing enthusiasm, energy and a desire to continue the development of their skills. We rely on the feedback of our industry partners to ensure the relevancy of our programming so that we may continue to contribute to the development of a highly trained workforce.

While working with learners in an industry setting, your responsibilities as a Supervisor and Mentor include:

- familiarizing learners with your workplace and company policies;
- assigning tasks that are appropriate to the learner's skills and that enable the learner to meet their learning outcomes;
- monitoring the learner's performance and providing constructive feedback;
- providing a safe work environment (assisting the learner to complete the Job Safety Review);
- liaising with the Co-op Faculty Advisor to discuss the learner's performance and to advise of any disciplinary action or change in employment;
- completing a performance evaluation, reviewing the evaluation with the learner and forwarding it to NSCC.

In preparation for the Co-operative Education placement, learners will identify learning outcomes. We ask that they be discussed with their supervisor as part of the placement experience and evaluation.

In conjunction with occupational skills, learners will be evaluated on essential skills as outlined on the Performance Evaluation form. The following success indicators may be useful in leading performance discussions with learners:

- shows a positive attitude toward learning, growth and personal health;
- exercises initiative, energy and persistence in completing a task;
- conducts business with honesty, integrity and personal ethics;
- sets priorities and realistic goals;
- plans and manages time and other resources to achieve goals;
- takes responsibility for actions and the consequences resulting from those actions;
- welcomes and easily adapts to change;
- identifies and suggests ideas for creative solutions to problems that may arise in the workplace.

The health and safety of NSCC learners is naturally a priority. Therefore, it is critical to foster open communication, responsible attitudes, and an understanding of health and safety by all involved in Co-operative Education. In the event of a workplace accident, proper and immediate communication and action is vital. NSCC provides insurance coverage to all learners participating in College activities, including a Co-operative Education placement. However, industry partners must also carry at least \$2 million liability insurance. As your employee, learners are to be covered by the industry partner's WCB while on the work placement. In the event that a workplace accident occurs we would ask that you complete an Accident/Incident Report and forward it to NSCC.

NSCC Faculty are available to assist you with any questions and will be in contact with your work site prior to, and during the placement. Your workplace meets NSCC standards in providing a quality educational experience for our learners. Thank you for contributing to educating your next generation of employees.

The following forms are included with this guide to assist you with facilitating the Co-operative Education placement:

- Co-operative Education Placement – Learner Performance Evaluation
- Co-operative Education Placement – NSCC Learner Job Safety Review
- NSCC's Mission, Values and Safe Environment Statements
- Co-operative Education Placement – Accident/Incident Report
- Co-operative Education Placement – Release of Information from the Employer to NSCC
- NSCC Co-operative Education Student of the Year Award

Co-operative Education Placement — Learner Performance Evaluation

Occupational Skills

NSCC learners complete a learning plan and develop learning outcomes for the skills they want to improve while on the Co-operative Education placement. Please discuss these learning outcomes with the learner and provide a brief narrative of the learner's success in reaching these goals. This discussion should be focused on the occupational skills the learner brings to the workplace.

Essential and Employability Skills

This section of the Performance Evaluation evaluates the Essential and Employability skills the learner demonstrates while on the placement that may support the employer's future hiring decisions. Finding out which Essential Skills a potential employee brings to the workplace is important and can help determine if the skills NSCC learners demonstrate match the skills required for a position within your organization.

Instructions:

1. Identify and prioritize the most important Essential Skills needed for the position.
2. Rate your level of agreement with the statements presented for each skill using the scale provided.
3. Record your comments.
4. Evaluate the learner's overall performance to identify whether the learner's skills align with the job requirements assigned during the work placement.
5. Please take the time to complete the Performance Evaluation with the learner.
6. Return a copy of the evaluation to NSCC with the learner or to the Faculty Advisor directly. Please keep a copy for your files and use it as an additional resource when making hiring decisions and considering an NSCC learner for the position.

There are nine essential skills. For detailed information on Essential Skills follow this link:

http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/readers_guide_whole.shtml

We encourage you to identify the most important Essential Skills for the job that the learner is performing while on the Co-operative Education placement.

Statements	Comments/Examples	Scale
<p>Reading Displays an ability to read and understand written materials presented during the placement (e.g. correspondence, manuals, instructions, etc.) Refers to the reading materials required to complete the task. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p style="text-align: center;">Strongly Disagree Disagree Agree Strongly Agree</p>
<p>Document Use Displays an ability to understand and complete information in documents (e.g. fills in forms, interprets graphs, etc.). Documents prepared during work placement are complete with few or no errors. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p style="text-align: center;">Strongly Disagree Disagree Agree Strongly Agree</p>
<p>Numeracy Displays an ability to use math skills that pertain to the occupational tasks the learner is completing (e.g. Measurement & Calculation, Scheduling, Budgeting & Accounting Analysis). Makes accurate estimates of the amount of time needed to complete certain tasks. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p style="text-align: center;">Strongly Disagree Disagree Agree Strongly Agree</p>
<p>Writing Displays an ability to clearly organize and record information (e.g. takes notes, completes written tasks using accurate grammar and spelling, well presented documents that are logical and concise with clear meaning). Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p style="text-align: center;">Strongly Disagree Disagree Agree Strongly Agree</p>

Statements	Comments/Examples	Scale
<p>Working with Others Conveys the importance of teamwork and demonstrates a willingness to work with others. Asks questions about the working environment (e.g. size of the team, amount of group work, etc.). Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p style="text-align: center;">Strongly Disagree Disagree Agree Strongly Agree</p>
<p>Thinking Displays good problem-solving skills when presented with a typical workplace challenge. Displays an ability to prioritize tasks with little direction. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p style="text-align: center;">Strongly Disagree Disagree Agree Strongly Agree</p>
<p>Computer Use Speaks knowledgeably about computer applications and other related technical tools Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p style="text-align: center;">Strongly Disagree Disagree Agree Strongly Agree</p>
<p>Continuous Learning Displays a willingness to enhance skills and acquire new knowledge. Other:</p>		<p>The learner demonstrated that he/she is skilled in this area.</p> <p style="text-align: center;">Strongly Disagree Disagree Agree Strongly Agree</p>

Please provide an overall statement on the learner's performance while on the Co-operative Education placement.

Signatures:

Supervisor:

Learner:

Date:

Co-operative Education Placement – NSCC Learner Job Safety Review

Thank you for allowing our learner(s) to participate in an Co-operative Education placement with your organization. It is important for our learners to work safely while on the job and to learn about safe work practices for their chosen field. Please take a moment to complete this form while reviewing your Safety Program & Policies with the learner. Please advise the learner about any control measures that are present and about your expectations regarding safe work practices. Once this review has been done, the learner will be responsible for providing a copy to NSCC for our records.

Date Completed:

Industry Partner:

Address:

Phone:

Learner's Name:

Campus:

Program/Course:

Academic Chair/Faculty:

Please describe the tasks to be performed:

Please review your Company Safety Program & Policy with the learner. Date reviewed:

Comments:

Are there specific job hazards present? **Yes** **No**

If 'yes', please describe:

Please describe what control measures the learner must follow to minimize job hazards (e.g. Safe Work Practices).

Please describe to the learner what personal protective equipment is required for the tasks to be Performed:

Additional comments about safe work practices or related work:

Signatures:

Supervisor:

Learner:

Date:

Learner to provide a copy to the applicable Faculty / Academic Chair at NSCC

NSCC's MISSION, VALUES and "SAFE" ENVIRONMENT

Our Mission:

Building Nova Scotia's economy and quality of life through education and innovation.

Our Values:

Student Success

We support, recognize, and celebrate student success.

Accessibility

We are committed to providing greater access to College programs and services.

Service

We reach out to people to help connect our programs and services to their needs.

Respect

We develop our working and learning relationships from a foundation of mutual trust and respect.

Collaboration

We reward collaboration, diversity of expression, and decisiveness.

Innovation

We value innovative ideas and actions that engage students, employers, and communities in learning and development.

Public Accountability

We are responsible and accountable for the public's trust.

Diversity

We believe that diversity in the College community is a strength that must be cultivated.

Excerpts NSCC's "GREAT EXPECTATIONS" (July 2010) for a "Safe and Respectful" Environment

Nova Scotia Community College (NSCC) is committed to the belief that all students [learners] and employees of NSCC have the right and responsibilities to learn and work in a safe environment that is free from discrimination and harassment and that is conducive to learning and teaching.

NSCC endeavours at all times to provide a supportive working and learning environment and to ensure the equitable treatment of all members of its community [including those on Co-operative Education placements]. Interaction between members of the College is based on the mutual respect, trust, co-operation and understanding inherent in an adult learning community.

A "safe and respectful environment" is simply one where everyone can feel safe, one where the above values are honoured and practiced, one that is inclusive of all and where no distinctions are made based on age, race, colour, sex, religion, creed, aboriginal origin, marital status, physical disability, mental disability, source of income, sexual orientation, family status, political belief, affiliation, or activity. We all thrive in an atmosphere where we are respected and our [NSCC] policy insists on respectful behaviour, regardless of our personal biases.

Most of us can picture the features of a physically safe environment. The socially safe environment is non-threatening. It respects the various comfort levels of its members and it is sensitive to avoid activities that alienate others. It recognizes that words or language, and jokes can hurt as much as a physical assault and cause learners to 'shut down' thereby denying them the comfort level they require to fully participate and learn.

The above information represents only a portion of the "Great Expectations" document that is shared with students (i.e. learners) at the beginning of each academic year. It has been included in NSCC's Co-operative Education, Co-operative Education and Service Learning Partnerships Guides to provide clarity of what NSCC expects of our learners and industry partners during Co-operative Education practicums.

To learn more about NSCC's commitment to providing safe and respectful work environments, please request a copy of NSCC's "Great Expectations" from your Faculty Advisor or local NSCC Campus.

Co-operative Education Placement - Accident/Incident Report

Name: _____ Date: _____

Name of Work Placement Site: _____

Work Placement Contact Name: _____ Phone: _____

Learner's Name: _____ Campus: _____

1) INCIDENT TYPE (check all that apply)

INJURY/ILLNESS PROPERTY DAMAGE FIRE SPILL OTHER:

2) INCIDENT TIME

DATE: _____ TIME (24 HOUR CLOCK): _____

3) LOCATION OF INCIDENT (if different from Work Placement Site Recorded Above)

4) NATURE OF INJURY

DESCRIPTION:

5) AID GIVEN

ON SITE DOCTORS OFFICE HOSPITAL OTHER:

6) WITNESS

NAME: _____ STATEMENTS ATTACHED

NAME: _____ STATEMENTS ATTACHED

7) SUPERVISOR

NAME: _____ TITLE: _____

8) PROPERTY DAMAGE

DESCRIPTION OF PROPERTY:

DESCRIPTION OF DAMAGE:

9) SIGNATURES:

SUPERVISOR: _____ LEARNER: _____

10) Routing Instructions

Fax copies of this report to the Learner's Home Campus, to the Attention of the Principal at:
and to the NSCC Occupational Health & Safety Office at 1-902-491-1739.

If you have any questions or need assistance, please contact NSCC's Occupational Health, Safety and Environmental Services Office at (902) 491-SAFE (7233).

Co-operative Education Placement – Release of Information from the Employer to NSCC

Industry Partner:

Learner:

Work Placement Dates: **Start** **End**

The purpose of the Co-operative Education placement is to provide the learner with learning opportunities in a workplace setting. NSCC programs require an industry partner evaluation as part of the overall assessment of learning.

The purpose of this letter is to provide the learner's consent so that the industry partner may provide information to the College about the learner's performance during the placement for evaluation purposes.

I, the learner named above, consent to the disclosure of personal information by the industry partner to NSCC for the purposes of evaluation and that the evaluation is a requirement for successfully completing course requirements. I understand that I will be provided with copies of such evaluations.

Signatures:

Learner:

Date:

Learner to complete and submit to the industry partner

NSCC Co-operative Education Learner of the Year Award

Nova Scotia Community College (NSCC) is looking for the outstanding Co-operative Education Learner of 2010/2011. Faculty members are encouraged to nominate candidates with the approval of the learner and their Co-operative Education industry partner. A committee will review all completed applications. The award will be given to the winning learner(s) at their campus graduation ceremony in June 2011.

Eligibility

Any NSCC learner registered in a core program with either a mandatory or optional Co-operative Education component, who has successfully completed a Co-operative Education placement, can be nominated.

Selection Criteria

Points to consider when nominating a Learner:

- Learner's achievements during their Co-operative Education placement.
- Learner's achievements at College (Academic and Extra-Curricular).
- Learner's contribution to his/her community.

Nomination must include

- Nomination form completed by campus representative and co-op learner.
- Nomination form completed by Co-operative Education industry partner, included here.
- Learner's resume, transcript and supporting statement.
- Supporting statements from Co-op industry partner and faculty advisor.

Only fully completed applications will be considered. The deadline for nominations is **December 22, 2011**.

Please send entries to:

Colleen Larter
Project Coordinator Curriculum Development Team
Central Office, IT Campus
5685 Leeds St.
Halifax NS B3M 2X1
Ph. 491-7476 Fax 491-2178
colleen.larter@nsc.ca

A selection committee will review nominations and select a winner from each Academic School no later than March 31, 2012.

NSCC Co-op Learner of the Year Award Application Check List

Nomination form completed by learner and campus representative
Learner's statement
Learner's transcript
Learner's resume
Campus's statement
Nomination form completed by industry partner
Industry partner's statement

To be completed by Faculty:

Learner's Name:

Learner's Address:

Campus:

Program:

Please attach a recent learner transcript and a brief summary (maximum one page) explaining your reasons for recommending this learner. Comment on the learner's academic performance in the Co-operative Education placement; list achievements, awards, extracurricular, and volunteer activities of the learner.

I hereby recommend the above-named learner for consideration as a candidate for the NSCC Co-op Learner of the Year Award.

Faculty Member's Name:

Campus:

Phone Number:

E-mail:

Signature:

Date:

Guidelines for Supporting Statements

A campus may nominate one Co-op learner in each core program which has a Co-operative Education component. Please cover the following points in your summary supporting this nomination:

- Comment on the learner's academic performance in the Co-op placement.
- List achievements, awards, and extracurricular activities of this learner, which you think should be considered.
- Comment on the learner's volunteer work in the community.

The Deadline for nominations is December 22, 2011.

To be completed by the Co-op Learner:

I, _____, agree to have my name put forth for consideration as a candidate for the NSCC Co-op Learner of the Year Award.

Signature:

Date:

Please verify that the personal information above is accurate, attach a current resume and ensure that your Co-operative Education placement is included as well as any extracurricular and volunteer activities.

The following criteria will be considered by the selection committee when determining the NSCC Co-op Learner of the Year:

- Learner's achievement on the job and contributions to the industry partner (cost savings, process/quality improvement innovations, record sales performance, customer service initiatives, etc.).
- Learner's achievements at NSCC (academic, awards, extracurricular activities).
- Learner's contributions to the community (volunteer work).

Guidelines for Supporting Statements

In your brief summary (maximum two, double-spaced pages), please ensure you describe how participating in your Co-operative Education placement has enhanced your career development, personal goals and academic experience. Your comments need not be limited to the specific Co-operative Education placement for which you are nominated.

The Deadline for nominations is February 1, 2011.

To be completed by the Co-op Industry Partner:

Learner's Name:

Learner's Co-op position at your company:

Start date of Co-op placement:

End date of Co-op Placement:

I recommend the above-mentioned learner for the NSCC Co-op Learner of the Year Award.

Name:

Title:

Company:

Address:

Phone:

Signature:

Guidelines for Supporting Statements

Please cover the following points in your summary regarding the learner:

- List briefly the learner's co-op duties and related responsibilities.
- Describe how the learner performed in comparison with your expectations.
- Describe the learner's outstanding achievements on the job, which you feel warrant consideration for this award.

Thank you for your support of Nova Scotia Community College's Co-operative Education program and the Co-op learner that you are nominating for the NSCC Co-operative Education Learner of the Year Award.

The Deadline for nominations is December 22, 2011.