



# Co-operative Education Work Placement Assistance Program

## Application Form

Email: [cesc@mun.ca](mailto:cesc@mun.ca)

Thank you for expressing an interest in the **Co-operative Education Work Placement Assistance Program (CEWPAP)**. This initiative has been made possible by the Government of Newfoundland and Labrador's Department of Immigration, Skills, and Labour and is administered by Student Life (Career Development) at Memorial University.

### Funding:

CEWPAP will fund 75% of the co-operative education student's overall hourly salary **up to a maximum of \$8,000**. It is important to note that the subsidy does not cover expenses related to mandatory employment contribution expenses (MERC) such as E.I., C.P.P., vacation pay, and workers' compensation.

Total Hourly Salary	Subsidy Covers (75%)	Employer Covers (25%)	Total subsidy amount for 12 week placement at 35 hours/week	Total employer cost for 12 week placement at 35 hours/week
\$12.50 (min wage)	\$9.38	\$3.12 plus MERC	\$3,939.60	\$1,310.40
\$15.00	\$11.25	\$3.75 plus MERC	\$4,725.00	\$1,575.00
\$18.00	\$13.50	\$4.50 plus MERC	\$5,760.00	\$1,890.00

### Eligibility Criteria:

#### Organizations:

- Must have a position that is related to the student's field of study in the **Spring 2021** semester;
- Must be located in Newfoundland and Labrador; (remote positions outside of the province are eligible provided the employer organization is located in NL);
- Must have an individual (generally paid staff) capable of supervising and evaluating students;
- Must have a defined task with an appropriate academically relevant job description;
- Must have an understanding of the purpose and academic requirements of co-op work terms.

#### Students:

- Must be unplaced for the Spring 2021 work term **as of April 26, 2021**;
- Must be enrolled in a Memorial University co-operative education program;
- Must be academically eligible to undertake a work term;
- Must be 16 years of age or older
- Must be eligible to work in Canada; and
- Immediate family members of applicants would normally be ineligible to be hired in that organization.

### Application Process:

Interested applicants must fully complete the attached application form. Please ensure the student being hired is indicated on the application form prior to submitting. Applications will not be processed until an eligible student has been placed with an eligible employer organization. If you do not already have an eligible student identified, your organization must enter into the co-op job competition process (facilitated by the applicable co-op program office) to find a student suitable for the position before you submit this application. Placements are typically for 12-16 weeks in duration, with the exception of computer science which can range from 4-16 months in duration. Placements outside this window should be confirmed with the co-operative education office of the program(s) you are hiring from. Students may be available from the following co-operative education programs at Memorial:

- |  |                                  |                              |
|--|----------------------------------|------------------------------|
| • Applied Psychological Science (Master) | • Economics                      | • Political Science          |
| • Archaeology                            | • Engineering                    | • Political Science (Master) |
| • Business                               | • Environmental Science (Master) | • Psychology                 |
| • Biology                                | • Folklore (Master)              | • Recreation                 |
| • Computer Science                       | • Kinesiology                    |                              |
| • Computer Science (Master)              | • Physical Education             |                              |

*\*Students from eligible programs at the Marine Institute and Grenfell Campuses will also be considered.*

Completed applications can be submitted by email to [cesc@mun.ca](mailto:cesc@mun.ca).



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#### **Job Competition Process:**

Employers participate in the selection process which normally follows this sequence:

- Job descriptions are advertised to students;
- Co-operative education programs in question will forward applications to the employers for screening;
- Employers interview students (on campus; via phone, or through videoconferencing);
- Employers rank students in order of preference. Students not considered suitable are not ranked;
- Offers are extended by the University starting with the employers' highest rankings;
- Offers not accepted by students are normally advertised again in consultation with employers.

#### **Roles of the Academic Staff Member – Co-operative Education (ASM-CE) and the Employer:**

The ASM-CE communicates with employers about the hiring process, work-term requirements, and suitable work term positions. At all times, the ASM-CE is available to discuss the placement with the employer, to address any concerns and maximize benefits for both the student and the employing organization. It is important to note that ASMs-CE specialize in specific programs.

Approved organizations are expected to develop and maintain a work schedule for their work term student, and evaluate student progress both in terms of work term objectives and the development of competencies, etc. Approved applicants must complete the employer's section of one or more work term evaluation forms; the student will inform the employer of the reporting requirements and schedule and will be responsible for submitting the forms to the appropriate co-operative education office. The employer feedback on the student's performance is very important to the student and to the success of current and future co-operative education experiences for students and employers.

If you have further questions or concerns about the Co-operative Education Work Placement Assistance Program please contact [cesc@mun.ca](mailto:cesc@mun.ca). For questions about the job competition process, please contact the co-op program office of the co-op program(s) you are interested in hiring from: [www.mun.ca/coop/contact\\_us/](http://www.mun.ca/coop/contact_us/)



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### Applicant Information:

Organization Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: **NL** Postal Code: \_\_\_\_\_  
 Telephone: **(709)** \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Fax: **(709)** \_\_\_\_\_ URL: \_\_\_\_\_

### Funding Criteria:

Type of Organization: \_\_\_\_\_ Work term Location: \_\_\_\_\_  
 (e.g. private, public, NFP, etc.)

YES  NO Is the employer organization located in Newfoundland & Labrador?  
 YES  NO Does an immediate family member of the student(s) own or operate the business?  
 YES  NO Is the student replacing regular employees or employees on lay-off?  
 YES\*  NO Is the position being funded through other sources? If yes, please indicate additional funding source(s): \_\_\_\_\_

*\*It is the responsibility of the employer organization to ensure regulations related to multiple funding sources are met (e.g. process for reimbursement)*

### Work Term Information:

Semester: **Spring 2021**

Expected length of work term:  12 wks  13 wks  14 wks  15 wks  16 wks  Other (please specify \_\_\_\_\_)

Expected hours per week:  35 hrs/wk (min)  37.5 hrs/wk  40 hrs/wk (max)

Payroll:  Weekly  Bi-weekly  Bi-monthly  Monthly

Expected hourly wage: \$ \_\_\_\_\_ How many students: \_\_\_\_\_

Please identify the co-op program from which you propose to hire:

<input type="checkbox"/> Applied Psychological Science (Master)	<input type="checkbox"/> Economics	<input type="checkbox"/> Physical Education
<input type="checkbox"/> Archaeology	<input type="checkbox"/> Engineering	<input type="checkbox"/> Political Science
<input type="checkbox"/> Biology	<input type="checkbox"/> Environmental Science (Master)	<input type="checkbox"/> Political Science (Master)
<input type="checkbox"/> Business	<input type="checkbox"/> Folklore (Master)	<input type="checkbox"/> Psychology
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Kinesiology	<input type="checkbox"/> Recreation
<input type="checkbox"/> Computer Science (Master)	<input type="checkbox"/> Other: _____	

Please identify the student(s) you wish to hire: \_\_\_\_\_

### Contract Signatures:

I certify that the information contained in this application is correct, and may be verified. (All benefits including vacation pay, employment insurance, Workers Compensation costs and Canada Pension costs, are understood to be the responsibility of the employer.)

**NOTE: No funds will be reimbursed if the student is academically ineligible or not registered for the work term.**

Date:	Applicant's Signature (i.e. Employer):
Approval date of work term (provided by co-operative education program office): _____	
I agree that the attached work description represents a valuable/rewarding work term, and recommend that the application for wage subsidy be approved providing the student hired is academically eligible for the work term.	
Date:	ASM-CE's Signature:

### Application Status:

<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	Total Subsidy: \$ _____
Date:	CESC Coordinator's Signature:	



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1. Please provide a brief profile explaining the purpose of your organization:

2. Please provide a description for the assigned tasks, responsibilities, and expectations for the work term placement (may attach a separate job description if you like):

3. Please outline the orientation and training for the successful student under this placement:

4. Please describe the supervision and monitoring processes that will be put in place for this placement: