

UBC OKANAGAN CO-OP

INTERNATIONAL STUDENT CO-OP HIRING GRANT GUIDELINES

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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.

International students play a significant role in this, and 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 is pleased to offer a grant program to support Co-op employers seeking to grow in diversity and who value the intercultural development of their organization. This grant program is intended to support international students in gaining meaningful employment in a Canadian context related to their field of study.

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 communication, teamwork, leadership, planning, problem solving, and networking. In addition, environments that foster mentorship, collaboration with multiple team members or stakeholders, and regular participation in department meetings and/or office social activities will be given preference.

The International Student Co-op Hiring Grant provides incentives to qualifying employers to subsidize the cost of salary for UBC Okanagan International Co-op students in relevant Co-op positions. Successful applicants receive 50% of the students' wage over the 4-month term, up to a maximum of \$5,000. This grant is reimbursed at the completion of the work term. Funding is competitive and applicants are encouraged to apply early.

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.

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KEY OBJECTIVES & BENEFITS

The International Student Co-op Hiring Grant will:

- Provide grant incentives to qualifying employers to subsidize the cost of salary for 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.

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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 Applied Science	All - Civil, Computer, Electrical, Manufacturing, Mechanical
Bachelor of Arts	All - Anthropology, Art History and Visual Culture, Computer Science, Creative Writing, Cultural Studies, Economics, English, French, Gender, Women and Sexuality Studies, Geography, General Studies, History, Indigenous Studies, International Relations, Languages, Mathematics, Philosophy, Philosophy Politics and Economics (PPE), Political Science, Psychology, Sociology, Spanish
Bachelor of Fine Arts	All
Bachelor of Human Kinetics/ Health & Exercise Sciences	All
Bachelor of Management	All
Bachelor of Media Studies	All
Bachelor of Science	All - Biochemistry & Molecular Biology, Biology, Chemistry, Computer Science, Data Science, Earth & Environmental Sciences, Ecology and Evolutionary Biology, Economics, Environmental Chemistry, Freshwater Science, General Science, Mathematical Sciences, Mathematics, Microbiology, Physics & Astronomy, Psychology, Statistics, Zoology
Bachelor of Sustainability	All

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ELIGIBILITY & ASSESSMENT CRITERIA

Participating organizations must hire a UBC Okanagan International Co-op student for a at least one Co-op work term, which is typically 4 months (16 weeks). Students are available to begin their Co-op work terms in January, May or September and are available to work for 4, 8, 12, or 16 months. Organizations are advised to apply early, as the recruitment process begins around 4 months prior to the start of each Co-op work term.

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

- Be with an organization that operates within the borders of Canada
- Be approved by the Co-op Offices at UBC's Okanagan campus
- Employ an international student admitted and active a 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 and skill development during the work experience
- 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
- Provide the student with an in-person work setting; hybrid arrangements are acceptable.

LIMITATIONS:

- Organizations are limited to one (1) funding application per student, meaning they can only hire a candidate once through the grant program.
- Grants must be used to hire a new Co-op student employee that the organization has not received this grant funding for previously.
- Extended positions with additional duties employing the same student are not eligible, unless the organization has not received this grant funding for this student previously.

The adjudication committee will be assessing applications on the following:

1) The Learning Opportunity for the Student:

- Evaluate the quality and breadth of the learning experience the Co-op student with gain through this work experience
- Consider how the work tasks and responsibilities will challenge the student and contribute to their professional development

2) Student Support and Integration

- Assess the level of support, mentorship, and overall integration the student will receive as part of the team or wider organization
- Evaluate how the organization will ensure the student is set up for success and feels welcomed into the work environment

3) Commitment to Inclusivity and Diversity

- Assess the organization's demonstrated commitment to creating an inclusive and diverse workplace
- Consider the policies, programs, and the culture the organization has in place to foster an equitable and welcoming environment for International Co-op students

4) Assess the depth, clarity, and level of thoughtfulness of the responses

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ONLINE GRANT APPLICATION & CO-OP PROCESS

1. Interested organizations can apply for funding by submitting the online grant application form online at: https://ubc.ca1.qualtrics.com/jfe/form/SV_1NwGIPI8nlxKjoW. Funding is competitive and applicants are encouraged to apply early. Organizations are eligible to apply and receive funding for only one application per term. Employers are encouraged to post positions for eligible students while the application is under review. A provision can be added to the posting indicating that the job is conditional upon the employer receiving an International Student Co-op Hiring Grant if needed.
2. Applicants will receive an update on the status of their application 3-4 weeks after submission.
3. Successful applicants receive 50% of the students' wage over the 4-month term, up to a maximum of \$5,000. This grant is reimbursed at the completion of the work term. It is important to note that prospective applicants can apply for grant funding before hiring a student. However, if an eligible student is not hired for their desired term start date, the funding will be reallocated to other grant applicants.

Key Timeline Reminders & Overview of Review Process:

- Applications for the May work term open January 15-May 31
- Applications for the September work term open May 15-September 15
- Applications for the January work term open September 15-January 15