

## Register Your Co-op/Internship Job Offer Form

If you've accepted a co-op or internship job offer, fill out this form and submit it to [lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca) along with any supporting documents and information.

- 1) Job offer details:
  - a. Employer and department:
  - b. Co-op/Internship Job Title :
  - c. Work Location Address (indicate if it is remote):
  - d. Supervisor Name, title and email address (if known at the time):
  
  - e. Length of the co-op/internship (4,8,12, or 16 months)
  - f. Start and end date:
  - g. Salary rate:
  - h. Hours per week:
  
- 2) Recruitment or hiring manager information: this should be the person you have been in contact with the most or presented you with the job offer.
  - a. Name:
  - b. Job Title:
  - c. Contact information:
  
- 3) If you applied to this position outside of the Co-op Portal, provide a copy of the job description to ensure this position meets our work term requirements. For co-op or internship positions to be approved, they must meet the following criteria:
  - a. **Paid:** you must receive actual remuneration equal to or greater than the minimum wage in Canada
  - b. **Full time:** positions must be 35-40 hours per week
  - c. **420 hours:** a term must be a minimum of 420 hours in each 4-month (12-16 weeks) work term
  - d. **CEWIL- compliant:** positions must comply with the criteria outlined by the Co-operative Education and Work Integrated Learning Canada
  - e. **Related:** Co-op positions should be related to your field of study as defined by your program. Contact your Co-op Coordinator if you are unsure.
  - f. **Supervised:** your work must be supervised (cannot be supervised by a family member)
  - g. **Performance evaluation:** your work will follow a performance evaluation process guided by the Co-op Program
  
- 4) Does your employer require the Co-op Department to fill out forms or provide a confirmation letter of your participation in the Co-op Program?