



**MEMORANDUM DCD #10, 2019-20**

**To:** Chairs and Academic Directors  
**Cc:** Chairs and Academic Directors' Assistants,  
Departmental Business Officers

**From:** Mark Schmuckler, Vice-Dean Undergraduate.

Ahmed Allahwala, Special Advisor on Experiential Education

**Date:** 8 June 2020

**Re: On-campus Hiring of Co-op Students – Co-op Support for Remote/Online Courses**

---

Further to [DCD#7](#), we continue to encourage academic units and faculty members to explore opportunities for on-campus hiring of co-op students in the current context of COVID-19-related, labour market uncertainties and challenges.

Universities are eligible for the federal government's *Student Work Placement Program* (SWPP) which covers 75% of all student placements to a maximum of **\$7,500 per placement** for domestic students. The Vice-Principal Academic & Dean has committed up to \$150,000 as an internal subsidy to compensate for the ineligibility of international students for this type of federal support. This significantly reduces the costs associated with hiring a co-op student for your initiatives.

Departments and Academic Centres may consider the recruitment of co-op students for technical and administrative support in preparation for remote/online course delivery. Co-op students should not be involved in tasks related to developing academic content, invigilation, marking, and teaching. [Two sample job descriptions](#) are included online for your review, which have been reviewed by Human Resources to not conflict with the collective agreement for teaching assistants. Departments recruiting co-op students for online course support must consult with the Centre for Teaching and Learning.

Both the Arts & Science Co-op and Management Co-op offices are here to help every step of the way. For further information, please contact:

- Arts & Science Co-op - Maryam Irshad at [maryam.irshad@utoronto.ca](mailto:maryam.irshad@utoronto.ca) or 416-735-4187
- Management Co-op - Anurag Dhawan at [anurag.dhawan@utoronto.ca](mailto:anurag.dhawan@utoronto.ca) or 416-208-4744