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 or 416-735-4187
• Management Co-op - Anurag Dhawan at anurag.dhawan@utoronto.ca or 416-208-4744