Navigating Difficult Situations During a Co-op Work Term:
Best Practices for Co-op Coordinators
INTRODUCTIONS

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AGENDA

- Participants’ goals for today’s session
- Risk Management Tools
  - Prior to work term
  - While on work term
- Internal processes & engaging campus partners
- Scenarios
- Best Practices
BREAKOUT DISCUSSION

Identify 1-2 things you’d like to take away from today’s session
RISK MANAGEMENT TOOLS
Pre-employment Preparation

- Co-op Student Guide
- Co-op Terms and Conditions Agreement
RISK MANAGEMENT TOOLS

Pre-employment Conferences

- Conference 3: Transition to the Workplace
- Pre-reading includes Legislative Acts governing workplace: ESA, Canadian Human Rights Code, WorkSafe BC
Students work in groups to answer questions to 4 scenarios which cover: physical safety, confidentiality, social media/privacy, and sexual harassment.

Key messages: legislation protects workers; talk to your co-op coordinator right away if something seems wrong.
RISK MANAGEMENT TOOLS

Work Term Issue Report

- Provides process to help co-op coordinators handle issues
- Ensures consistent approach
- Tool for staff training
RISK MANAGEMENT TOOLS

Staff Training

- 2hr session for new and senior staff
- Review of available campus resources
- Legislative acts
- Discussion about real incidents and how they were handled
- Discussion of new scenarios for further training
RISK MANAGEMENT TOOLS

Campus Resources

- Other Co-op Programs
- Counselling Services
- Access and Diversity Office
- University Counsel’s Office
- Human Rights and Equity Office
BREAKOUT DISCUSSION

~Scenarios~

Work in groups for 15 minutes on your scenario. Identify 1 person to report back on behalf of your group.
IDENTIFYING BEST PRACTICES
FINAL THOUGHTS...
QUESTIONS?
thank you!