



# Co-Op Employer Roles and Expectations

Activity	Role / Expectation
<b>Job posting, screening and selection</b>	<ul style="list-style-type: none"> <li>• Submit job descriptions to the Co-op Office for approval and posting on the College Co-op management platform, Co-op Works</li> <li>• Commit to offer a paid work term lasting 12-16 weeks</li> <li>• Review resumes, create a shortlist, schedule, and conduct interviews, and select a student for the work experience</li> <li>• Inform the Co-op Coordinator of the selected candidate</li> <li>• Contact the coordinator with any queries or concerns</li> </ul>
<b>Co-Op Work Term Experience</b>	<ul style="list-style-type: none"> <li>• Implement the student work experience</li> <li>• Assign a mentor to the student</li> <li>• Provide the student with an overview of expectations during the work term</li> <li>• Offer relevant professional and technical experience, and progressive responsibilities when possible</li> <li>• Provide opportunities and support for the student to work towards their learning goals</li> <li>• Review and approve the topic proposal for the co-op work term technical report required to be submitted by the student to the College on the last day of the semester</li> <li>• Meet with the Co-op Coordinator for a mid-term site visit to discuss student progress (20% of Final Grade)</li> <li>• Complete a student evaluation, review, critique, and sign off on the final work term report (50% of Final Grade)</li> <li>• Comply with all labor laws and employment standards guidelines</li> <li>• Notify the Co-op Coordinator of any issues or concerns related to the student</li> <li>• Complete a final employer evaluation providing critical feedback on student progress during the work term</li> </ul>

Thank you for supporting the College of the North Atlantic Co-op Education

email: [coop@cna.nl.ca](mailto:coop@cna.nl.ca)



## Co-op Team Contact List

Contact Information	Programs / Location
<p><b>Cara Vardy</b>  <b>Cara.Vardy@cna.nl.ca</b>  <b>709-758-7011</b></p>	<p><b>Ridge Road Campus (St. John's)</b></p> <ul style="list-style-type: none"> <li>• Geomatics Engineering Technology</li> <li>• Civil Engineering Technology</li> <li>• Architectural Engineering Technology</li> </ul>
<p><b>Denise Avery</b>  <b>Denise.Avery@cna.nl.ca</b>  <b>709-758-7717</b></p>	<p><b>Ridge Road Campus (St. John's)</b></p> <ul style="list-style-type: none"> <li>• Chemical Process Engineering Technology</li> <li>• Management Systems Engineering Technology</li> <li>• Mechanical (Manufacturing) Engineering Technology</li> <li>• Petroleum Engineering Technology</li> <li>• Health and Safety Management (Post-Diploma)</li> </ul>
<p><b>Dave Kenny</b>  <b>David.Kenny@cna.nl.ca</b>  <b>709-758-7247</b></p>	<p><b>Ridge Road Campus, Prince Philip Drive Campus (St. John's)</b></p> <ul style="list-style-type: none"> <li>• Software Development</li> <li>• Computing Systems Engineering Technology</li> </ul>
<p><b>Deepti Mhaske</b>  <b>Deepti.Mhaske@cna.nl.ca</b>  <b>709-637-8596</b></p>	<p><b>Corner Brook Campus</b></p> <ul style="list-style-type: none"> <li>• Civil Engineering Technology</li> <li>• Electronic Systems Engineering Technology</li> <li>• Environmental Engineering Technology</li> <li>• Agriculture Technician (June – August)</li> <li>• Software Development</li> </ul>



**Sarah Maunder**

**Sarah.Maunder@cna.nl.ca**

**709-758-7423**

**Ridge Road Campus (St. John's)**

- Electrical Engineering Technology
- All related provincial funding inquiries

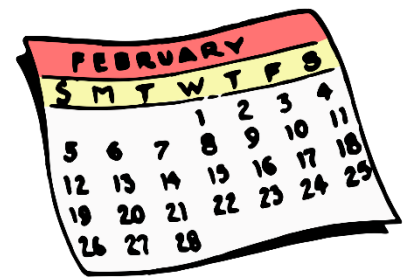
**Elizabeth Parrott**

**Elizabeth.Parrott@cna.nl.ca**

**709-891-5609**

**Burin Campus**

- Welding Engineering Technician



# Work Term Semester and Dates

Work Term Semester	Dates
<p style="text-align: center; border: 1px solid black; border-radius: 15px; padding: 5px; background-color: #f9a825; color: white;"><b>Spring / Summer</b></p> <p><b>2<sup>nd</sup> Year Students – Work Term #1</b></p>          <p><b>1<sup>st</sup> year students – Work Term #1</b></p>	<p style="color: #f9a825;"><b>May – August</b></p> <ul style="list-style-type: none"> <li>• Architectural Engineering Technology * starting Summer 2026</li> <li>• Chemical Process Engineering Technology</li> <li>• Civil Engineering Technology</li> <li>• Electronic Systems Engineering Technology</li> <li>• Environmental Engineering Technology</li> <li>• Geomatics / Surveying Engineering Technology</li> <li>• Management Systems Engineering Technology</li> <li>• Mechanical (Manufacturing) Engineering Technology</li> <li>• Software Development</li> <li>• Computing Systems Engineering Technology</li>   <li>• Agriculture Technician (June – August)</li> <li>• Software Development</li> <li>• Welding Engineering Technician</li> <li>• Health and Safety Management * asynchronous program</li> </ul>
<p style="text-align: center; border: 1px solid black; border-radius: 15px; padding: 5px; background-color: #4caf50; color: white;"><b>Fall</b></p> <p><b>3<sup>rd</sup> year students – Work Term #3</b></p>	<p style="color: #4caf50;"><b>September – December</b></p> <ul style="list-style-type: none"> <li>• Software Development</li> </ul>
<p style="text-align: center; border: 1px solid black; border-radius: 15px; padding: 5px; background-color: #d32f2f; color: white;"><b>Winter</b></p> <p><b>2<sup>nd</sup> year students – Work Term #2</b></p> <p><b>3<sup>rd</sup> year students – Work Term #2</b></p>	<p style="color: #d32f2f;"><b>January - April</b></p> <ul style="list-style-type: none"> <li>• Software Development</li> <li>• Electrical Engineering Technology</li> <li>• Geomatics / Surveying Engineering Technology</li> </ul>

- Management Systems Engineering Technology
- Mechanical (Manufacturing) Engineering Technology
- Computing Systems Engineering Technology

---

***Note: Students may also be available for work terms outside of scheduled semesters.***



# Co-op Wage Subsidy Funding Programs

Provincial and Federal Programs are available to support employers interested in providing relevant work integrated learning (WIL) opportunities **for students.**

## Provincial Funding

### Small Enterprise Co-operative Placement Assistance Program (SECPAP)

#### Program Eligibility

#### Employers

- Registered Canadian Businesses
- Not-for Profit organizations (funded at 100% of minimum wage)
- Must be operating in Newfoundland and Labrador with fewer than 100 employees
- Federal, Provincial, Territorial Governments and their agencies do not qualify
- Municipal Governments with 100 or fewer employees are eligible
- Must hire a student enrolled in a co-op program at CNA
- International students ARE eligible

## Federal Funding

### Student Work Placement Program (SWPP)

As part of the Government of Canada's Student Work Placement Program (SWPP), a variety of funding opportunities are available for employers to hire students registered in programs requiring a WIL experience. Employers are welcome to apply to any of the 18 SWPP partners.

#### Employers

- Registered Canadian Businesses or Not-for Profit organization located anywhere in Canada
- Federal, Provincial, Territorial Governments and their agencies do not qualify
- Must hire a student enrolled in a program with a WIL Component as part of their study plan
- Provide program relevant work experience (co-op, work placement etc.)
- Positions may be remote or onsite.

**Stacking of provincial and federal wage subsidies is permitted, however total funding cannot exceed 100%**