



Dear Kinesiology Co-op Employers,

I hope you are managing well and staying healthy during this very uncertain and unusual time. We are all experiencing disruption in our personal and professional lives, and like many of you, UBC Kinesiology Co-op staff are continuing to work remotely full-time. We have been collaborating with our co-op colleagues at UBC and across the country in the past 2 weeks to develop strategies to support our students and employers during these unprecedented workplace changes.

Due to the effects and constantly evolving nature of the COVID-19 pandemic, the UBC Co-op Council, with support from each of our faculties, has made the decision to **adjust the minimum requirements for Summer 2020 co-op jobs**. This will provide you with flexibility to hire a student if you have experienced adverse effects to your company as a result of COVID-19, as well as ensure that more students are able to obtain valuable work experiences. The work term requirements for the Summer 2020 term have been modified as follows:

- Work terms will be approved for positions that meet the threshold of 8-16 weeks and a minimum of 280 hours. Typically, the requirement of our accreditation is a minimum of 12 weeks, and 420 hours.

This will allow for summer co-op positions to begin later than the usual May 1<sup>st</sup> start date, or have some other modified work schedule, if necessary. We encourage you to move forward and post your summer co-op job(s) for 4 or 8 months, as you tentatively make plans for the return to usual work circumstances. We will continue to accept applications for job postings, set up virtual interviews with students via phone or teleconferencing platforms such as Skype or Zoom, and coordinate job offers. We appreciate you may want to pause at any point during this process to determine if it is viable to move forward, or make a job offer that is dependent on regular return to work circumstances, and we fully support that.

You might also choose to post a summer co-op job in which a student can work remotely. We fully support this and have resources available to assist you if you are onboarding and/or supervising students who are working remotely.

If you would like more information about the UBC KIN Co-op Program, please review the following documents on the [UBC KIN Co-op Website](#):

UBC Kinesiology Co-op Program Information  
UBC Kinesiology Co-op Program Position Criteria  
UBC Kinesiology Co-op Program Job Posting Instructions

If you have any questions regarding the modified Summer 2020 co-op job criteria, or want to discuss how to best proceed with the job posting and hiring process, please contact the KIN Co-op office at [kin.coop@ubc.ca](mailto:kin.coop@ubc.ca) or contact Simone directly at [simone.longpre@ubc.ca](mailto:simone.longpre@ubc.ca).

We are committed to supporting students looking to gain workplace experience and assisting employers such as yourself to fill valued positions during this challenging time and in the months that will follow.

Sincerely,

Simone

**Simone Longpré** (She, Her, Hers)

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