

# INFORMATION FOR EMPLOYERS

**CAREER DEVELOPMENT  
+ WORK INTEGRATED LEARNING**  
AT EMILY CARR



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# HIRING STUDENTS + GRADUATES

Thank you for your interest in hiring an Emily Carr student or graduate. Please refer to the following guidelines when posting your employment opportunities on the Leeway opportunities board. We currently offer this as a free service to connect Employers with students and alumni.

The university supports paid employment opportunities for our students and graduates. Please note, in British Columbia it is not legal for companies to employ unpaid interns (unless, with special arrangements, it is embedded in their degree program).

More information can be found under the heading “work” in BC’s Employment Standards Act at: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/definitions?keyword=internship>

## ARTSWORK JOB POSTINGS

[theleeway.ca](http://theleeway.ca)

Postings fall into one of the following categories:

1. Hiring a student or graduate as an employee, freelancer or contractor
2. Hiring a senior student as part of Work Experience Learning at Emily Carr.

Employment and Work Experience opportunities will remain on our web site for a maximum of one-month. All postings must be relevant to Emily Carr students or graduates, in the fields of art, design, and media. Your posting must also meet BC’s Employment Standards, which can be found at: [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/oo\\_96113\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/oo_96113_01)

## WORK EXPERIENCE CREDITS

Students can earn credits and pay while assisting an employer’s short or long-term needs by undertaking specific projects, or by providing general assistance to ease workload pressures. A wide range of employers, including large and small businesses, non-profit organizations, and the public sector, hire students. Through Emily Carr, employers have access to bright and talented art, design, and media students. This allows an organization to recruit, train, and assess potential future employees.

In order to qualify for credit, students must be working under the mentorship of a professional in their field of study. Students complete a full-time or part-time work term in lieu of an elective studio-based course.

Students are available on a semester basis for full and part-time placements from January-April, May-August, and September-December. Students must work a minimum of 96 hours over a 12-week semester in order to qualify for Work Experience credits.

As part of the Work Experience program we expect that employers will remunerate students. Students are typically paid between \$20 - 28 dollars per hour, depending on their range of experience. Our Work Experience students are selected from a pool of senior students, who have gained stronger than average grades.

Should you require further information please contact [creativecareers@ecuad.ca](mailto:creativecareers@ecuad.ca).

# CREATING A JOB POSTING ON THE LEEWAY

## HOW TO POST A JOB

To post a career opportunity, please go to:

[theleeway.ca](https://theleeway.ca)

You will need to create an **Employer Profile** prior to posting an opportunity. The Leeway is Emily Carr's online career hub + opportunities board where you post work and opportunities to hire a student or alumni.

When posting an opportunity make sure to include the following:

- Job title
- Company name or contact name
- Contact information (email)
- How to apply
- Job duties and description
- Qualifications
- Remuneration (this is a legal requirement)
- Term of employment: i.e. temporary, full time, part time, contract, WIL/Co-op.
- Closing date for applying: (required)

A quick tip: avoid giving out your phone number, as it can be quite time consuming answering questions over the phone.

**TIP:** Request examples of work electronically either by email or by a link to the student's online portfolio to help you assess the student's suitability for the role.

Also please note [British Columbia's Pay Transparency Act](#) which came into effect on Nov 1, 2023 and requires wages be included on all job postings.

You can also contact us for assistance or if you have any other questions please call **604-844-3843** or email: [creativecareers@ecuad.ca](mailto:creativecareers@ecuad.ca)

# WORK EXPERIENCE PROGRAM PARTNERS + RESPONSIBILITIES

There are three partners in Work Experience Credits:

**1. Employers**

**2. Students**

**3. Emily Carr University**

(Career Development + WIL Office & Academic Area)

The success of the program relies upon all parties understanding their responsibilities.

## 1. The Employer

Emily Carr works with partners who are committed to managing any associated risks (an important feature of any off-site placement) and jointly working through protocols we have established.

### EMPLOYMENT EXPECTATIONS

Every effort is made by the Career Development + WIL Office to ensure students have a positive learning experience while on their work term. Sometimes industry trends and employer demands shape posting and placement activity. The Career Development + WIL Office adjusts accordingly and student expectations must adjust as well. Learning comes in many different forms and it is sometimes a requirement to adjust one's expectations given market and employer requirements.

## WORK TERM

During the work term the employer should:

- Accommodate a visit, whenever possible, by the appropriate Advisor during the student's work term. Optimally, this could include visits to both student and supervisor.
- Advise the student with regards to all issues of confidentiality in the workplace and ensure that any non-disclosure agreements are signed prior to the commencement of work.
- Provide the student with an orientation to the workplace, including an overview of the organization (e.g. mission statement, products, etc.), physical layout, relevant personnel, safety practices, and the duties or tasks expected during the work term.
- Prepare the student's co-workers and other staff for the arrival of the student.
- Provide a supervisor for the work term who will oversee the student's work and discuss expectations for the work term with the student and, on a regular basis, give the student feedback on how they are doing, including areas of strength and areas which require improvement.
- Ensure that jobs and places of work are in compliance with all relevant government statutes and legislation.
- Complete a [Student Evaluation by Employer Form](#) and submit it to Career Development + WIL Office with a copy to the student, prior to the final day of the work term. A student who doesn't receive this evaluation will not receive credit for that work term.
- Consult the Advisor prior to undertaking disciplinary action or dismissal of a student.
- Whenever possible, inform the student and the Advisor prior to the end of the work term of the intention to re-hire the student for the next work term. In the event of an additional work term, it is expected that an employer will provide enhanced work that reflects the growth and knowledge of the student.

## 2. The Student

Students are representatives of Emily Carr and should conduct themselves accordingly in a professional manner. Students must abide by all components of the [Work Experience Student Terms + Conditions](#), and the [Emily Carr's Student Policies + Regulations](#).

In addition, students must review their student insurance plan coverage for the duration of their work term, and purchase any additional coverage needed in accordance with the conditions of their work term site. Examples of these conditions include but are not limited to: work terms taking place outside of the province and work terms taking place internationally. Emily Carr is not responsible to provide additional coverage for students on work experience terms, and is not liable in these cases.

### EMPLOYMENT AGREEMENTS

Work term employment agreements are between the student and the employer. Emily Carr University is not a party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect the employment situation for any WIL student (e.g. layoffs, intellectual property issues, confidentiality agreements, strikes, etc.). Should the need arise, students are encouraged to seek whatever advice and/or guidance about their agreements they feel is necessary.

## 3. Emily Carr University

### CAREER DEVELOPMENT + WIL OFFICE

This office:

- Monitors work terms by visiting or telephoning employers and students on the job
- Provides the delivery and coordinates the evaluation of any preparatory and work term curricula
- Manages job opportunities and liaises with potential employers
- Supports recruitment activities for Work Experience students
- Provides professional career advising to students
- Maintains Work Experience student records
- Works with students before, during and after their work terms to help maximize the students' whole education/career experience

The Emily Carr Work Experience program involves a competitive employment process. While the Career Development + WIL Office makes every effort to assist students in gaining employment, there is no guarantee that every student will become employed through the WIL employment process. The Career Development + WIL Office is responsible for the review and approval of Work Experience opportunity postings, but Emily Carr and the Career Development + WIL Office does not assume responsibility for endorsing the companies.

### ACADEMIC AREA

The Academic Area is responsible for all academic components of the WIL or degree program, including approval for commencing a WIL work term, and final approval for the credits. The Career Development + WIL Office works closely with each Academic Department to ensure standards are established and relevant information is shared.