



August 14, 2018

Ms. Anya Melzer  
Communications Officer  
Atlantic Canada Opportunities Agency (NS)  
1801 Hollis Street, Suite 700  
Halifax, Nova Scotia B3K 4E7

Dear Ms. Melzer:

Thank you for your support of the co-operative education program at the Mount. This letter confirms that Nicole Janes will be working with you as a co-op student for the upcoming term. Co-operative education students are considered full-time employees and are governed by the employer's human resources policies and labour standards. Co-op students are required to have a minimum of 35 paid hours per week to have the term qualify for academic credit.

If you have not already done so, please let us know the student's dates of employment and compensation. You can email [co-op@msvu.ca](mailto:co-op@msvu.ca) with this information.

As a co-op employer you play a vital role in Nicole's educational journey. Your feedback, guidance, and mentoring are key to the success of the co-op term. Your role as an educator will be to:

- assist Nicole in completing a Personal Learning Plan for the co-op term;
- participate in the mid-term Work Site Visit with a Co-op Coordinator; and
- complete the final Employer Evaluation at the end of the work term.

These three components are vital to the success of the co-op program and the student's personal and professional growth.

Enclosed is a sample template of the Personal Learning Plan and the Employability Skills Profile from the Conference Board of Canada. We hope you find both documents to be useful when setting learning objectives with Nicole for the co-op term.

We are confident this will be a mutually beneficial relationship and look forward to a continued partnership with your organization. If you have any questions, feel free to contact us directly at 902-457-6493.

Sincerely,

Cynthia Black  
Employer Liaison, Co-operative Education

166 Bedford Hwy Halifax: Nova Scotia B3M 2J6 Canada  
Tel 902 457 6493 • Fax 902 457 1514  
[msvu.ca/co-op](http://msvu.ca/co-op) • [co-op@msvu.ca](mailto:co-op@msvu.ca)

Mount Co-op Programs are accredited by Co-operative Education and Work Integrated Learning (CEWIL) Canada