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| **UBC Opportunities to Hire Master’s Students** | **Professional Experience** | **Co-op** | **Other Employment** |
| **Length** | 120 hours | At least app. 450 hours full time usually over app. 4 months or part time over 8 months **or** 900 hours over 8 months full time | Up to 12 hours/week |
| **Pay** | Not permitted | Required | Usually paid |
| **Supervision** | Librarian | Flexible | Flexible |
| **Timeline** | Flexible, max 8 months | Start Jan, May, Sept | Flexible |

**What is experiential learning?**Experiential learning encourages learners, while pursuing a degree, to use their newly learned skills and knowledge in real-life situations that range from projects to paid employment. Placements are often community-based, and may be done for credit or for pay. Learning is facilitated through a combination of planning and preparation for the work to be done, work or project experience, reflection, and review.

**Tips for Success**

* Consider the student's abilities and interests when planning projects
* Provide guidance and feedback early and often, and ensure it’s understood
* Encourage student feedback and reflection (ask them to think about the why)
* When appropriate, discuss how theory and coursework play out in the workplace (or are ignored!)
* Give students a sense of overall institutional/corporate culture – meetings, policies, etc.
* Use them! Invite students to give workshops to staff, or give brief presentations at staff meetings
* Deal with small problems *before* they become big ones

**How to post a job:** Contact Anna or Julie for posting a co-op job – they’ll give you sample postings, market the job to students, collate the resumes and help arrange for interviews.

Contact Michelle for professional experience opportunities – she’ll manage the faculty approval and posting to students, and will send you resumes as students apply.

**Contact info:**Paid Co-op: Anna Jubilo: [Anna.Jubilo@ubc.ca](mailto:Anna.Jubilo@ubc.ca), 604-822-4223

Julie Walchli: [Julie.Walchli@ubc.ca](mailto:Julie.Walchli@ubc.ca), 604-827-5194

<http://co-op.arts.ubc.ca/>

Unpaid Work: Michelle Mallette: [Michelle.Mallette@ubc.ca](mailto:Michelle.Mallette@ubc.ca), 604-822-2461

<http://www.slais.ubc.ca/courses/experiential.htm>

**Love your session slides! Where can I download them?** <http://www.nwcentral.org/resources>, titled “PNLA/WLA Conference Session: Maximizing Capabilities – Using Master’s Students in Today’s Workplace”