

Faculty of Arts Co-op Information Session



For students in Arts considering the Co-op Program

September 2025

What is Co-op?

- Work-Integrated Learning Program (WIL)
- Full-time, paid positions that normally alternate with academic semesters
- 3-way partnership: Student/Employer/University
- 3 work terms for designation = 12 – 16 months work experience
 - Adds approximately one year to your degree
 - Does NOT count as credit towards courses required for your degree

Benefits of Co-op

- Develop workplace skills
- Build references
- Network with professionals
- Earn income
- Explore career options
- Enhanced learning

How Does Co-op Work?

By Oct. 15:
Apply

Nov.:
Confirm
Offer of
Acceptance
and Enroll

Complete
Workshops
(online or
classroom)

Get resume
reviewed

Apply for
positions
while
studying

Complete 3
work terms

Graduate
with Co-op
designation

Anytime during your degree

Elevate

- <https://elevate.ucalgary.ca/home.htm>
- Log in as student with UCalgary user name
- Main platform for Co-op and career development
 - Co-op application
 - Co-op job postings
 - Co-op events and appointments
 - CCPD events
 - Campus wide job board

Co-op Application

Dashboard

Advising

Job Board - Campus Wide

Experience Catalogue

Research & Funding Opportunities

Centre for Career & Personal Development (CCPD)

Student Success Centre

FACULTY OF ARTS

Arts Advising & Appointments

Arts Event Calendar

ARTS CO-OP

OVERVIEW

Arts Co-op Interviews

Faculty of Nursing

Requirements

- Must be a full-time student and registered in a faculty/department offering the Co-operative Education Program option
- Eligible majors are noted in the University Calendar
- Good standing over most recent 10 courses
- Students must have completed at least 5 full courses or 30 units when they apply

If you have any questions please contact the Arts Co-op Program, artscoop@ucalgary.ca to request an appointment.

To apply to the Co-op program, click "Apply to a Program" in the centre of the Arts Co-op Overview page and complete the application form.

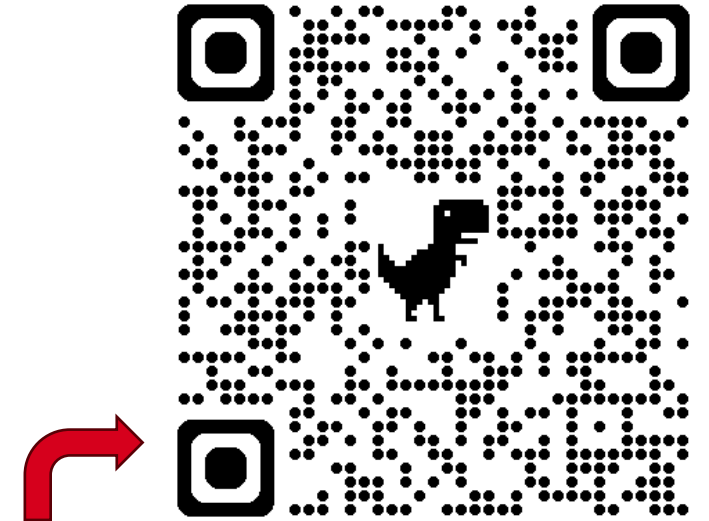
Please select the Co-op Program to which you are applying:

2025 - Fall - ALL-Arts Co-op Program

- Include a statement of interest, resume and acknowledge program requirements
- Complete application form and submit

What you need to apply

- Arts major that offers Co-op
- GPA – 2.0 (Good standing)
- Full-time courses F25 and W26
- Complete 48-84 units by the end of W26
- Exceptions for
 - Combined degrees
 - Transfer students
 - After-degree programs
- Each application is reviewed individually
- Not eligible:
 - 2+2 BCMS with the final 2 years at SAIT
 - Education concurrent degree



Scan to check eligibility

Unsure? Email
artscoop@ucalgary.ca and we
can check it for you

Example of Schedule with Co-op

	Fall	Winter	Spring/ Summer
1 st Year	Study term 5 courses	Study term 5 courses	Vacation
2 nd Year	Study term 5 courses Apply and enroll Co-op Complete workshops	Study term 4 courses Apply for Co-op Jobs	1st work term
3 rd Year	Study term 4 courses Apply for Co-op Jobs	2nd work term	3rd work term
4 th Year	Study term 5 courses	Study term 5 courses	Study Abroad 3 courses
5 th Year	Optional 4th work term + 1 course	Final study term 4 courses	Graduate with Co-op designation

Fees, Loans, Wages

- \$50 (non-refundable) upon enrollment
- During work term:
 - Enroll COOP 511
 - 1 course tuition + general fees ([Academic Calendar](#))
- Full-time student on work terms
 - Student loans not repayable
 - UPass
 - Health and dental plan
- Get paid for Co-op jobs



UNIVERSITY OF
CALGARY

Co-op Opportunities

Industry	Examples of Employers
Government/Public Administration	 Défense nationale National Defence  Global Affairs Canada  Crown-Indigenous Relations and Northern Affairs Canada Relations Couronne-Autochtones et Affaires du Nord Canada   
Educational Services	 International Student Services Centre for Career and Personal Development Office of Institutional Commitments Faith & Spirituality Centre Undergraduate Science Centre Taylor Institute for Teaching and Learning Women's Resources Centre Arts Co-op Program Student Success Centre
Mining, Quarrying, and Oil and Gas Extraction	   
Arts, Entertainment and Recreation	  
Non-Profit/Philanthropy	   

Sample Sequence of Co-op positions

Program	1 st Term	2 nd Term	3 rd Term
Communications	Media Relations	Public Relations Intern	Corporate Relations Intern
Economics	Natural Gas Analyst	Extension	Power Market Analyst
Urban Studies	Urban Strategy Summer Student	Co-op Student, Analyst and Liaison Officer	Citizenship and Immigration Services Assistant
Geography	Life Cycle Asset Mapping Researcher	Facilities Management, Records Technician	Extension
International Relations	Trade Commissioner Assistant	Co-op Research Assistant	International Programs Assistant
Law and Society	Student Enforcement Assistant	Events Coordinator	Co-op Learning Coordinator

Where to find Co-op positions?

- Elevate Arts Co-op Job Board
- Find your own work
 - Apply externally, e.g. LinkedIn, Indeed
 - Through personal network
 - Need to be approved by Co-op
- International opportunities may count as a Co-op term
 - Follow travel restrictions and regulations
 - Approval at U of C Risk Management

What Co-op Offers

Workshops

Job Search resources in D2L

1:1 appointments

Job board exclusively for Arts Co-op students

Events: employers, alumni, networking, social connection

Mentorship with senior students

Student and Employer Awards of the Year

What's next after application

Co-op emails you with the result, accepted/declined/pending, in November

Accept/decline the offer of acceptance within 7 days

If accept, Co-op enrolls you in November

Access to Co-op resources: Elevate, D2L and weekly Co-op emails, events and workshops

Get resume reviewed and start applying for positions

What Else Can You Do?

- Part-time, summer, and short-term contract positions
 - Elevate Campus Wide Job Board, LinkedIn, Indeed, and SimplyHired
 - City of Calgary, Alberta Public Service, Federal Student Work Experience Program, CSE student opportunities, Parliamentary Internship Programme, and Government of Canada Job Board
 - Research opportunities, check PURE Award and other fundings
- Volunteer: Peer Helper Program, Micro-Placements, student clubs
- Career development resources
 - Centre for Career & Personal Development
 - Student clubs
 - Degree Profiles
 - UNIV 304 while working on non Co-op or volunteer positions
 - alis Alberta Learning Information Service

Summary

- **Program Commitment:** Complete **3 work terms in addition to your degree** to earn the designation; You must conclude degree on a **full-time study term**
- **Flexibility:** Work terms can alternate with study or consecutive; You may take **1 academic course** during a work term
- **Fees:** \$50 non-refundable fee upon acceptance; Each work term includes tuition for 1 course
- **Full-time Status:** Maintain **full-time** while on work terms
- **Placement:** Co-op positions are competitive and not guaranteed
- **Support:** Access to **organized job search resources** and **Co-op jobs**
- **Employability:** Gain **career insights, practical experience**, and build your **professional network**