

**FACULTY OF ARTS/ Arts Co-operative Education Program**

# **Directory for Arts Co-op Students**

V1: May 2024

**[arts.ucalgary.ca/current-students/undergraduate/arts-co-operative-education-program](https://arts.ucalgary.ca/current-students/undergraduate/arts-co-operative-education-program)**

# Introduction

Welcome to the Arts Co-op program! This directory is intended to serve as a quick reference of important links and pages you will navigate as you get oriented and fulfil your program requirements. It also includes information about relevant offices, educational resources, and mental health supports for students pursuing Co-operative Education. We encourage you to keep a copy handy and to consult this directory regularly to ensure you remain up-to-speed on program requirements and aware of the many resources available to support your professional development. Please never hesitate to reach out to your Co-op Advisor, or [artscoop@ucalgary.ca](mailto:artscoop@ucalgary.ca) if you have questions or concerns – we're here to help. Congratulations on taking an important step toward gaining valuable and relevant work experience during your time here at the University of Calgary. We are excited to learn about all that you accomplish through Co-op!

Sincerely,

The Arts Co-op Team

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# Frequently Asked Questions

## When should I apply for the Arts Co-op program?

Ideally, we encourage students to apply for Co-op in the Fall semester of year 2 of their degree – though students can be admitted later as long as there is enough time left in their degree to complete their designation as well as their academic program requirements. Students should have 10 half-courses, or 30 units of academic credit, completed before applying for Co-op. If you are concerned about your eligibility for the program, please contact [artscoop@ucalgary.ca](mailto:artscoop@ucalgary.ca).

## Will participation in Co-op extend the duration of my degree?

Yes. Students who are successful in securing 3 work terms can expect to extend their degree by about one year. This is because students are only permitted to take one academic course per 4-month work term, and we often encourage students to refrain from taking academic courses altogether while their working in order to maintain a healthy work/life balance.

## Am I guaranteed a job?

No. Students in Co-op apply for positions like they would any regular job; however, they have access to a designated Arts Co-op job board with postings from employers specifically looking to hire students. This means that employers hiring Co-op students understand that these students won't necessarily have a wealth of work experience.

If you join the program, you will also be assigned a designated Co-op Advisor, who will help you develop your resume and cover letter and prepare for interviews. You will also have access to a suite of professional development resources to help you put your best foot forward when applying for positions.

## What are the costs associated with Co-op?

Students accepted into the Arts Co-op program are charged a \$50 administrative fee which will appear on the 'Financials' section of their Student Centre in the weeks following their admission.

Students on their work terms retain their full-time student status, and this is made possible through their enrollment in a course called 'COOP 511'. Students are charged for this single course each work term, and the fee is assessed under the Domestic and International Fee Rate Group CI. Please see the [academic calendar](#) for the most up-to-date information about tuition and fees. Students will also be charged general fees as they would any other semester that they are enrolled in courses.

Please note: even though students are charged tuition for one course per work term, this course does NOT count toward the number of academic units required to complete their degree and is a Credit/Fail course so doesn't have any impact on GPA.

## Who is my Co-op Advisor?

Every student in the Arts Co-op program is assigned an advisor, who can provide guidance in their job search and as they transition to work. If you are uncertain about something or having any challenges in the program, you should not hesitate to reach out to your advisor for assistance.

If you are unsure who your Co-op Advisor is, login to Elevate. On your dashboard, click 'Co-op', and you will see your Co-op record which includes your Advisor.

If you have any difficulties, you can always contact [artscoop@ucalgary.ca](mailto:artscoop@ucalgary.ca) and we can point you in the right direction.

## What steps should I take once accepted into Co-op?

- 1. Attend workshops and review orientation modules**
  - Pre-employment workshops are scheduled in the fall to help students put their best foot forward when applying for Co-op positions.
  - The modules on the 'Faculty of Arts Co-op – Orientation & Pre-Work Preparation' page on D2L are intended to be worked through sequentially as you prepare to work.
- 2. Understand the guidelines and apply for positions**
  - For a position to count as a Co-op work term, it must be 12-16 weeks, full-time, and related to your career goals and/or your degree.
  - Co-op work terms are not guaranteed and you will need to demonstrate dedication and commitment to secure a position.
- 3. Get resume approval**
  - Your designated advisor will review your resume and cover letter to ensure they are correctly formatted and highlight your skills and fit for the position. These documents must be formatted as outlined in D2L and approved before you begin submitting applications.
- 4. Discuss your job search progress**
  - Check in with your designated Co-op advisor to discuss your experience applying for positions and refine your strategy if needed.
- 5. Prepare for your interviews**
  - When you secure an interview, review the interview module in D2L
  - Contact your Co-op advisor to schedule a mock interview.

## I've been offered a job! What are my next steps?

1. Notify your advisor once you have been offered a position you intend to accept. Provide them with a copy of the offer letter, and schedule a Transition to Work meeting with them.
2. Once you accept a position, even verbally, it is binding, so you must withdraw your candidacy from any other positions and cancel any upcoming interviews.
3. Create a work term record on Elevate (using the directions above in the section 'Information for Students on a Work Term').

4. Review the work term requirements and workplace excellence modules in the COOP 511 D2L page. Follow up with your advisor if you have any questions.
5. You will be registered into COOP 511 and assessed the Co-op course registration fee, which you will need to pay by the fee deadline.

### Can I apply for a job on an external job board?

Yes. The benefit of our Arts Co-op job board is that all of the positions have been reviewed and approved by our Co-op Team; however, you are free to view positions on external job board. Before applying for job on external boards, we recommend reviewing the postings with your Co-op advisor to ensure they are appropriate and meet the requirements for a Co-op work term. Here are a few examples of job search engines you can get started using (this list is not exhaustive):

- [LinkedIn](#)
- [Indeed](#)
- [Simply Hired](#)

For your convenience, we also compile a sample of external job postings we come across and publish them in the Co-op newsletter published on a bi-weekly basis – so be sure to check there!

### Will I receive academic credit for my Co-op work terms?

Students do not receive academic credit for their Co-op work terms. If you complete all three of your Co-op work terms, you will receive a Co-op degree designation which appears on your parchment when you graduate. This designation may give you a competitive advantage when applying for positions post-graduation, as it signifies that you have a year of paid, relevant work experience under your belt in addition to your academic accomplishments.

Co-op 'credit' is completed **in addition to** the academic credit required to complete your degree. Therefore, Co-op work terms **do not lessen the number of academic courses required to complete your degree.**

What should I do if I have issues with my employer or concerns about their expectations? Our Arts Co-op advisors schedule a site visit around mid-semester with both you and your employer in order to give both parties an opportunity to share their positive experiences and express any concerns; however, if you face any issues or challenges, contact your Co-op advisor immediately, do not wait until the site visit. The Co-op team is here to support you through your work terms and if needed refer you to additional resources.

### Where can I find information about important dates during my work term (eg. Due dates or when to schedule a site visit)?

We create a visual calendar on in the COOP 511 D2L page each work term with these important dates and encourage all students on a work term to consult it. It is visible as soon as you click on the page in the 'news' section.

Similarly, we provide detailed information about your required end-of-term submissions on the D2L page. If you click 'Content' and view 'Module 5', all of these details will be visible in this section.

### Can I withdraw from the Arts Co-op program if my plans change?

You can withdraw from Co-op before or between work terms without penalty. Contact your Co-op advisor if you wish to withdraw from the program. They will send you a withdrawal form to complete. Withdrawals take 1-4 business days to process. In exceptional circumstances, such as illness or family emergencies, withdrawal during a work term may be allowed. In this case connect with the Co-op Team.

### I'm required to maintain full-time student status. How will Co-op impact this?

Students on work terms are enrolled in a course called COOP 511. Enrollment in this course grants students full-time student status during their work terms.

## Program Orientation Links + Resources

Publicly Available?	Resource	Description	URL/File Path
Yes	Arts Co-op Info Session	These sessions are hosted yearly for students interested in Co-op to help them learn what Co-op is, what the program requirements are, and how to succeed in work integrated learning. Current Co-op students who have completed work terms share their experiences in the program.	A recording of our Winter 2024 Information Session can be found <a href="#">here</a>
	Arts Co-op Student Brochure	Contains basic information about what Co-op is for students inquiring about the program and how to join.	<a href="#">Link</a>
	Employer Brochure	Contains information about what the Arts Co-op program is, what programs offer Co-op at the University of Calgary's Faculty of Arts, and the skills Arts students bring to the workplace. Intended as a recruitment tool for employers.	<a href="#">Link</a>
No— Available to Co-op Students Only	Arts Co-op Orientation Modules	<p>These will provide you with essential information about program requirements, how to format a Co-op resume and cover letter, how to network for success, how to transition to a new workplace, and more.</p> <p>These modules are intended to be worked through sequentially, from 1 – 6.</p> <p><b>Tip:</b> Don't forget to check the 'news' section of this D2L site sporadically for</p>	In D2L > FACULTY OF ARTS CO-OP – ORIENTATION & PRE-WORK PREPARATION



		information about upcoming Co-op events and opportunities.	
	FUSION Skill Development Modules	This is a suite of professional development modules funded by the Government of Canada and developed by the Future Skills Centre. These are offered to Arts Co-op students free of charge to access at their own convenience.	On D2L > FUSION Skill Development Program
	Arts Co-op Orientation Webinar	This Orientation session is offered at each program intake to all new students. It helps students understand the first steps they should take when they enter the program and how to access our job board and D2L modules.	Our Spring 2024 Orientation was recorded and can be viewed <a href="#">here</a> .
	Arts Co-op Job Board	<p>This is where you will find jobs which have been reviewed and approved for posting by the Arts Co-op Team. We recommend checking this board regularly.</p> <p><b>Tip:</b> You are not restricted to the Arts Co-op job board on your job search. As long as a position is relevant to your studies, paid, full-time, and provides an adequate level of supervision, it can count as a Co-op work term. You are free to look for Co-op/Student positions on other, external job boards but we recommend consulting with your Co-op Advisor before submitting an application for an external posting.</p>	Go to <a href="https://elevate.ucalgary.ca">Elevate.ucalgary.ca</a> and login. Then go to Faculty of Arts > Arts Co-op > Arts Co-op Job Board
	Arts Co-op Newsletter	This bi-weekly newsletter includes regular updates about job postings (on our designated Co-op job board and external boards), events, and deadlines.	Sent to your ucalgary email address.

## Links + Resources for Work Terms

Resource	Description	URL/File Path
COOP511 D2L Page	<p>This page is where you will find information about required assignments you must submit each work term. It also includes information about how to excel during your work term.</p> <p><b>Tip:</b> The 'News' section is updated each work term with a visual calendar which includes the dates when you can book site visits, the due dates for final assignments, and the date of the mandatory Integrative Session.</p>	<p>On D2L &gt; FACULTY OF ARTS CO-OP 511 – PLACEMENT IN ARTS</p> <p>To find <b>information about your work term requirements</b>, go to CONTENT &gt; Module 5: Work Term Requirements</p> <p>For information on how to achieve workplace excellence, go to CONTENT &gt; Module 6: Workplace Excellence</p>
Reflective Report/Assignment Submission	<p>At the end of each work term, you will submit your reflective assignment via the dropbox on D2L.</p> <p>Details and information about different options for the format of your reflective assignment are available on the CO-OP 511 D2L page (under CONTENT &gt; Module 5: Work Term Requirements). <b>You must get approval from your Co-op Advisor if you want to submit your reflective report in an alternative format (other than a written report).</b></p>	<p>On D2L &gt; FACULTY OF ARTS CO-OP 511 – PLACEMENT IN ARTS &gt; Dropbox</p>
COOP 511 LinkedIn Private Group for end-of-term slide submission	<p>As one of the required end-of-term assignments, students submit a 1-2 slide overview of their work term. We encourage students to do this on LinkedIn, on our private group, so that they can view their peers' slides and share their experiences with others in the program.</p>	<p>You can find the group <a href="#">here</a> and request to join</p> <p>Your Co-op Advisor/Engagement Assistant will also reach out with an</p>

		invitation to connect and join the group on LinkedIn.
Employer Assessment	Each term, your employer will submit an assessment evaluating your performance. Students must receive an overall rating of at least “good” to receive their Co-op credit.	Survey <a href="#">link</a>
Student Term Assessments	Each term, you will fill out an evaluation of your experience in the Arts Co-op program. We use this data to tailor our supports to your needs and make changes to the program for quality improvement purposes.	Survey <a href="#">link</a>
Site Visit Booking Calendar	Each work term, students are expected to book a site visit mid term for themselves and their supervisor to connect with their Co-op Advisor. This is done via Elevate.	Go to <a href="https://elevate.ucalgary.ca">Elevate.ucalgary.ca</a> and login. Then go to Faculty of Arts > Arts Co-op > Arts Co-op Appointments> Choose By Provider and pick your assigned advisor.  Select an open slot in the calendar to book a site visit time that works for you and your supervisor. Your advisor will follow-up with virtual meeting invites to meet with you and your supervisor separately for approximately 30 minutes each
Integrative Session Registration	Each work term, students are expected to attend a mandatory, 1.5 hour Integrative Session with their peers in the program. Registration is tracked.  <b>Tip:</b> We also offer an End of Term Requirements Workshop each work term, about 2 weeks in advance of the Integrative	Go to <a href="https://elevate.ucalgary.ca">Elevate.ucalgary.ca</a> and login. Then go to Faculty of Arts > Arts Co-op > Arts Co-op Events and Workshops. Click the date of the Integrative Session and follow the directions to register.

	Session. You can register using the same calendar on Elevate.	
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## Co-op Mentorship and Peer Support

Resource	Description	URL/File Path
Arts Co-op Mentorship Program	<p>The Arts Co-op Mentorship program connects new Co-op students to senior Co-op students or Co-op alumni.</p> <p>The program runs every year from January to December with a kick-off event at the start of each year. Mentees are matched with mentors by the Arts Co-op team based on shared career goals and interests. Partnership agreements are established to outline the goals and details of the relationship.</p> <p>Mentors have completed at least one work term and have the recommendation of their Co-op advisor. Mentees are students who have recently joined the program, or who have yet to secure their first work term.</p>	<p>Students indicate on their application to the Arts Co-op program whether they are interested in being paired with a mentor. If you decide later on that you are interested in joining the mentorship program as a mentor or mentee, contact your Arts Co-op advisor, or <a href="mailto:artscoop@ucalgary.ca">artscoop@ucalgary.ca</a>.</p> <p>You can find more information about the benefits of mentorship and the requirements for mentors and mentees in the program by going to the 'Faculty of Arts Co-op – Orientation &amp; Pre-Work Preparation' D2L page, clicking 'Content', and then clicking 'Mentorship Program'.</p>
Arts Co-op News + Events Page	This is where you can find information about upcoming events to connect with your peers in the program. Check back regularly, as we typically host several events per work term.	<a href="#">News + Events</a>

Arts Co-op Alumni LinkedIn Page	Upon graduation, students in the Arts Co-op program are sent an invite to join a private LinkedIn group for program alumni. This is a good place to network with other program alumni and learn about opportunities to stay connected with Arts Co-op.	<a href="#">LinkedIn</a>
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## International Student Information + Support

Resource	Description	URL/File Path
International Student Services (ISS)	<p>International Student Services, ISS provides support services and customized advising for International students adjusting to studying at the University of Calgary and to life in Canada.</p> <p>ISS can help students understand what types of permits they require and other immigration considerations. They also host events to help international students find their place on campus.</p> <p>Tip: advising is by appointment, so make sure you fill out the <a href="#">contact form</a></p>	<p><b>Office:</b> MacEwan Student Centre, room 275</p> <p><b>Hours:</b> 9am – 12pm, 1pm – 4pm Monday through Friday</p> <p><a href="#">Webpage</a></p>
Work Permits	<p>International students in Co-op must apply for a Co-op work permit. The Co-op team will provide you the necessary letter to apply for the permit once you are accepted to the program. The permit is free, but the application processing time can be lengthy, so apply as soon as possible. Be sure to attend International Student Services info sessions for more details about this process.</p>	<p>View ISS's step-by-step directions re: how to apply for a Co-op Work Permit <a href="#">here</a>.</p>

## Work Abroad Opportunities

International Co-op work terms are possible and may be back-to-back for four, eight or twelve months. Securing these types of opportunities typically requires 6-9 months to research and development. If you are considering pursuing an international work opportunity, be sure to discuss this with your co-op advisor.

Opportunity	Description	URL/File Path
University of Calgary International	The U of C's Global Learning team can provide detailed advising about internships and opportunities abroad.	<b>Office:</b> MacKimmie Tower 5 <sup>th</sup> Floor (MT 501) <b>Hours:</b> Mon -Thurs, 11am – 3pm <a href="#">Website.</a>
The Washington Center Internship Program	<p>Since 1997, more than 400 Canadian students, including over 70 students from the University of Calgary, have gone to Washington, D.C. to transfer the academic knowledge learned in the classroom into practical skills needed to enter the workforce.</p> <p>Substantial funding for Washington Center internships is available to Alberta residents.</p>	More information about this internship program and how to apply can be found <a href="#">here</a> .

## On Campus Career + Professional Development Resources

Resource	Description	URL/File Path
Centre for Career and Personal Development	To help students explore career options, self-reflect, and develop skills.	<b>Office:</b> MacEwan Student Centre, room 188

	<p>The CCPD offers comprehensive services, workshops, and connections to industry and community partners. Access to most of their resources is via <a href="#">Elevate</a></p>	<p><b>Hours:</b> Monday – Friday, 8:30 – 4:30</p> <p><b>Phone:</b> 403-220-8020</p> <p><b>Email:</b> <a href="mailto:ccpd@ucalgary.ca">ccpd@ucalgary.ca</a></p> <p><b><a href="#">Website</a></b></p> <p><b>Tip:</b> The CCPD regularly hosts workshops to support professional development. Check their calendar in Elevate regularly to register. It can be found by logging on and clicking CONNECT WITH THE CENTRE FOR CAREER &amp; PERSONAL DEVELOPMENT &gt; CENTRE FOR CAREER AND PERSONAL DEVELOPMENT EVENTS CALENDAR</p> <p><b>Tip:</b> The CCPD offers formal career assessments using tools to help identify your strengths and preferences. Contact the CCPD for information about how to access these assessments.</p>
Student Success Centre	<p>The SSC can help you work on skills such as writing and organization which can be helpful in academic and work contexts. They also offer training for microcredentials that can help strengthen your resume.</p>	<p><b>Office:</b> Taylor Family Digital Library (TFLD), 3<sup>rd</sup> Floor</p> <p><b>Hours:</b> 9am – 4pm</p> <p><b>Phone:</b> 403-220-5881</p> <p><b>Email:</b> <a href="mailto:success@ucalgary.ca">success@ucalgary.ca</a></p>
Office of Experiential Learning	<p>University of Calgary’s central hub for Experiential Learning (EL), guided by the priorities set out in the Experiential Learning Plan.</p>	<p>Office: 2<sup>nd</sup> floor, Taylor Institute for Teaching and Learning</p> <p>Contact: <a href="mailto:experientiallearning@ucalgary.ca">experientiallearning@ucalgary.ca</a></p>

	<p>Supporting students in accessing opportunities for Experiential Learning, including work-integrated learning.</p> <p>The Office of Experiential Learning is a good resource if you want to learn more about what Experiential Learning is, different opportunities for EL, and potential scholarships and funding opportunities to support EL.</p>	
Arts Co-op Professional Development Resources	The Arts Co-op Team has recorded several presentations with employers and program alumni for students to view at their leisure.	On the 'Faculty of Arts Co-op – Orientation & Pre-Work Preparation' page on D2L, go to 'Content', then click 'Professional Development Resources'.
Peer Helper Program	<p>The Peer Helper Program is a volunteer program that links students at the University of Calgary with opportunities for on-campus volunteer work that is relevant to their skills and interests.</p> <p>Applicants who are accepted to become Peer Helpers gain access to the Peer Helper Professional Development program, which includes a series of workshops and a retreat.</p>	<a href="#">Webpage</a>
Elevate Experience Catalogue	This is an online repository of different workshops, online courses, programs, and volunteer opportunities on campus. This is a good place to look for opportunities that may help you bolster your resume.	Go to <a href="https://elevate.ucalgary.ca">Elevate.ucalgary.ca</a> and login. Then click "Experience Catalogue" on the left hand toolbar.



PURE Research Program	<p>The Program for Undergraduate Research Experience (PURE) is an undergraduate research experience that empowers UCalgary students to gain mentorship and learn valuable skills for their future. It provides up to \$7,500 for undergraduate students in all disciplines to embark on an eight-, 12- or 16-week summer research project with a supervisor in a field they are passionate about.</p> <p>Students in the early stages of their undergraduate degrees are strongly encouraged to apply.</p>	<a href="#">Webpage</a>
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## External Career + Professional Development Resources

Resource	Description	URL/File Path
LinkedIn Learning for Library	<p>Learn in-demand skills with thousands of online courses taught by real-world industry experts. Watch courses that match your skill level, from job search strategies, and Microsoft applications, to data analysis and software development.</p> <p>LinkedIn Learning courses can be accessed free of charge through the Calgary Public Library.</p>	<a href="#">Webpage</a>
TalentED YYC – ‘For Students’	TalentED YYC is a resource platform that is part of a pilot project being championed by Calgary Economic Development and supported by 9	<a href="#">Student Resources Webpage</a>

	<p>additional community partners. It is intended to support Calgary and the area's employers who are interested in working with student talent. It also includes centralized resources for students interested in learning more about Work Integrated Learning.</p> <p><b>Please note:</b> many of the resources posted by TalentED YYC are for Work Integrated Learning (WIL) opportunities outside of Co-op. Please contact your Co-op advisor if you have any questions.</p>	
Volunteer Connector	An online tool to identify volunteer opportunities. Volunteer work can be a good way to strengthen your resume and develop skills to help you secure paid employment.	<a href="#">Webpage</a>
Alis Careers, Learning, and Employment Website	A Government of Alberta initiative that offers career planning tools, skills assessments, and resources to explore prospective career pathways.	<a href="#">Webpage</a>
StandOut Mock Interview	<p>StandOut is a new technology that helps students with interview prep in low-risk, feedback-focused environment. University of Calgary students have access to StandOut, which can provide mock interview questions. The software will record you answering these questions, so that you can review your answers and make notes. It can also provide feedback.</p> <p><b>Tip:</b> We encourage students in the Co-op program to schedule mock interviews with their designated advisor. That way you can not only work on your answers,</p>	<p>Contact your Co-op Advisor, or <a href="mailto:artscoop@ucalgary.ca">artscoop@ucalgary.ca</a>, to be granted access to StandOut.</p>

	but also receive feedback in advance of your real interview.	
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## Wellness Resources

Resource	Description	URL/File Path
Campus Wellness Resources for UCalgary Students	This document provides an overview of supports for mental health and wellbeing for students at the University of Calgary. It includes hyperlinks to each resource listed.	View the wellness resource list <a href="#">here</a>
Off-Campus Wellness Resource List and On-Campus Counselling Resources	The Arts Co-op team appreciates that students in the program may be experiencing life stressors that can negatively impact mental health and wellness. In 2022, they created a detailed list of resources for students to access, which includes information about fees, which services are available on an emergency basis, and how to book appointments for those that require them.	View this detailed list by going to the 'Faculty of Arts Co-op – Orientation & Pre-Work Preparation' D2L page, clicking 'Content', and then clicking 'Off Campus Wellness Resource List'.
Wellness Workshops	UCalgary's Wellness Services offers a suite of workshops using a blend of virtual and in-person delivery. The slides for these workshops are also available for download for students interested in referencing them at their own leisure.	<a href="#">Wellness Services Events</a>
Faculty of Arts Embedded Counsellor (through Wellness Services) - NEW	The Faculty of Arts is offering appointments with an embedded counsellor for students seeking mental health support.	To book an appointment, go to Wellness Services' " <a href="#">Counselling Services</a> " webpage and click " <a href="#">book a counselling appointment</a> ". You will be asked to login using your Ucalgary credentials. Then, select

		“One at a time counselling – for Faculty of Arts students only”, and enter your appointment details.
UFlourish Workbook	This resource is intended to prompt reflections around practices that can help students flourish. The pages can be filled out in any order and done at your own pace. The booklet also includes colouring pages for fun/stress relief.	<a href="#"><u>Workbook</u></a>