Faculty of Arts Co-op Information Session

For students in Arts considering the Co-op Program

Mandy Foley, Co-op Coordinator
Tianni Song, Co-op Advisor

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Welcome

- Amanda Foley, Co-op Coordinator
- Tianni Song, Co-op Advisor
- Megan Sampson, Engagement Assistant
- Kaylie Fulwiler, Co-op Engagement Assistant

Agenda (session is ~50 minutes)

- What is Co-op and how does it work?
- Application / Elevate
- Application
- Schedule examples
- Financial considerations
- Previous employers and positions
- When to apply, what happens after you apply
- Co-op student speakers
- Questions

What is Co-op?

- Work-Integrated Learning Program

- 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**

Faculty of Arts
Co-operative Education Program

2022 Student of the Year
Off Campus
Large Organization

Honourable Mention:

KEANU DICKSON
Calgary Exhibition and Stampede

Faculty of Arts
Co-operative Education Program

2022 Student of the Year
Off Campus
Small/Medium Organization

WINNER:

NATHAN KARBONIK
Propra Technologies

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Benefits of Co-op

- Develop workplace skills
- Build references
- Network with professionals

- Earn income
- Explore career options
- Enhanced learning

How Does Co-op Work?

1. Apply (Oct. 15), application will be reviewed – some exceptions –if you have questions contact artscoop@ucalgary.ca

2. Receive letter of acceptance mid - late November with assigned Co-op Coordinator/Advisor

3. Complete mandatory workshops (online options)

4. Resume approved before applying for co-op jobs

5. Network, apply for positions online Elevate portal and external positions

6. Resources and support: your Co-op Team and online on D2L

7. Competitive process – no placement guarantee

8. Stay registered in courses – plan B!

Elevate

- Once accepted to the Co-op program, Co-op students gain access to the Arts Co-op jobs on Elevate

- https://elevate.ucalgary.ca/home.htm

- Co-op job postings, events and appointment options

Co-op Application

- To apply go to: https://elevate.ucalgary.ca/home.htm

- Log in

- Faculty of Arts on left menu > Arts Co-op

- Choose your Program of Study from list

- If application not visible, contact the
Co-op program for assistance

- Include letter, resume, sequence for work terms

- Complete application form and submit

What you need to apply

- GPA - 2.5 (last 10 courses, 30 units excluding courses currently registered in)
- Full-time student; declared major that offers Co-op
- Complete 10 courses or 30 units by application
- Typically apply second year, start work term in third year; normally, not more than 20 courses or 60 units at time of application
- Recommend that you have completed 5 courses in major prior to first placement
- Some exceptions with combined degrees
- Transfer students may be eligible – (ideally, 20 courses remaining in degree at time of application)
- Each application is reviewed individually

Example of Schedule with Co-op * at least one work term must be in Fall or Winter

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Possible Sequence	Fall	Winter	Spring/ Summer
First Year	Academic 5 courses/15 units	Academic 5 courses /15 units	Vacation
Second Year	Academic 5 courses/15 units Apply by Oct 15 Attend Co-op Workshops in Nov/Dec or Jan/Feb	Academic 4 courses/12 units Apply for Co-op Jobs	**First Work Term**
Third Year	Academic 4 courses/12 units Apply for Co-op Jobs	**Second Work Term**	**Third Work Term**
Fourth Year	Academic 5 courses/15 units	Academic 5 courses/15 units	Study Abroad 3 courses/9 units
Fifth Year	**Optional Fourth Term** 1 Co-op course = 3 units	Academic (min 3 courses = 9 units)	Graduate (120 units) with 12-16 months of work experience

Fees, Loans, Wages

- $50 non-refundable fee once you approve acceptance

- When on a work term registration in Co-op 511.0#

- Tuition cost for 1 course + General student fees – check Academic Calendar for exact amounts

- Considered full-time student, loans not repayable while in Co-op term

- What to expect as pay for Co-op jobs

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Co-op Opportunities

Industry	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	UNIVERSITY OF CALGARY — UC International, Centre for Career & Personal Development, Office of Sustainability, Women's Resources Centre, Student Success Centre, Undergraduate Science Centre, Taylor Institute for Teaching and Learning, Arts Students' Centre, Faith & Spirituality Centre, Engineering Career Centre, Undergraduate Science Centre
Mining, Quarrying, and Oil and Gas Extraction	TC Energy · Cenovus Energy · Suncor Energy · CNOOC
Arts, Entertainment and Recreation	Parks Canada / Parcs Canada · NUTV
Non-Profit/Philanthropy	Burns Memorial Fund — A legacy for Calgary's children · Calgary Stampede

Sample Sequence of Co-op positions

Program	1st Term	2nd Term	3rd 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	Career Training Instructor	Strategic Studies Intern (Washington Centre Internship)	Permanent Mission to UN Intern

Considerations

- You can find your own Co-op work term if it meets the criteria (full time, paid, 12-16 weeks, related to your degree(s) and/or career goals and provides adequate supervision)

- Some international internship opportunities may count as a Co-op term (e.g. Washington Centre Internship, Queen Elizabeth II Diamond Jubilee Internships)

- International travel for Co-op is permitted.

  The U of C closely follows the Government of Canada travel

  restrictions and regulations.

When to Apply

Application Date	Workshops	First Work Term
October 15, 2023	Nov/Dec 2023 Jan/Feb 2024 • Online options	Spring/Summer 2024

Acceptance

- Apply via Elevate by October 15 - a system generated confirmation of application received.

- You will be notified by email by end of November, or earlier if possible, of your application status

- If accepted, you will be notified, asked if you want to accept offer, and provided a workshop schedule, including an Orientation session and registered in D2L course with online resources and options.

Options Outside of Co-op

- Part-time, summer student positions
  - Elevate, external job boards, career fairs, employer info sessions

- Federal Student Work Experience Program (FSWEP)
  - Full-time, summer, part-time and research opportunities

- Volunteering
  - Student clubs, community groups

- Research Experience
  - The Program for Undergraduate Research Experience (PURE)

Centre for Career and Professional Development Resources (formerly Career Services)

- Resume review, job search and career options
- Events: Info sessions, career fairs, workshops

Co-op Student Speakers

- Yaiza Lopez Garcia San Roman
  - Visual Studies student
  - 1st and 2nd work terms - NUTV
  - 3rd work term – Behst Machinery Corp

- Binh Nguyen
  - International Relations and Accounting Student
  - 1st term – United States Commercial Services
  - 2nd and 3rd work terms – Treasury Board of Canada Secretariat

Key Points

- **$50 non-refundable administrative fee** when accepted into program
- When on a work term assessed tuition + general student fees for one course
- Co-op will extend your degree
- Co-op courses are Credit/Fail and count towards your Co-op Designation – **not your degree**
- While on a work term you are considered a full-time student and you can only take 1 academic course (that doesn't interrupt your work day)
- To pass Co-op course all assignments must be completed and a 'Satisfactory' evaluation received from employer

Questions and Contact Details

- Questions?

- General questions: artscoop@ucalgary.ca

- Virtual appointment with Mandy/Tianni: afoley@ucalgary.ca / tsong@ucalgary.ca

- Follow us on Instagram @uofcartscoop and LinkedIn