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
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
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

<table>
<thead>
<tr>
<th>Possible Sequence</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring/Summer</th>
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<tbody>
<tr>
<td>First Year</td>
<td>Academic 5 courses/15 units</td>
<td>Academic 5 courses /15 units</td>
<td>Vacation</td>
</tr>
</tbody>
</table>
| 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
# Co-op Opportunities

<table>
<thead>
<tr>
<th>Industry</th>
<th>Employers</th>
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<tbody>
<tr>
<td>Government/Public Administration</td>
<td>Défense nationale, National Defence, Global Affairs Canada, Crown-Indigenous Relations and Northern Affairs Canada, Relations Couronne-Autochtones et Affaires du Nord Canada</td>
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<tr>
<td>Educational Services</td>
<td>UC International Centre for Career &amp; 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 &amp; Spirituality Centre, Engineering Career Centre, Undergraduate Science Centre</td>
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<tr>
<td>Mining, Quarrying, and Oil and Gas Extraction</td>
<td>TC Energy, cenovus energy, Suncor Energy, NOPEC, CNOOC</td>
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<tr>
<td>Arts, Entertainment and Recreation</td>
<td>Parks Canada, Parcs Canada, NUTV</td>
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<td>Non-Profit/Philanthropy</td>
<td>Burns Memorial Fund, Calgary Stampede</td>
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<tr>
<td>Program</td>
<td>1\textsuperscript{st} Term</td>
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<tr>
<td>Communications</td>
<td>Media Relations</td>
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<tr>
<td>Economics</td>
<td>Natural Gas Analyst</td>
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<tr>
<td>Urban Studies</td>
<td>Urban Strategy Summer Student</td>
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<tr>
<td>Geography</td>
<td>Life Cycle Asset Mapping Researcher</td>
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<tr>
<td>International Relations</td>
<td>Trade Commissioner Assistant</td>
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<td>Law and Society</td>
<td>Career Training Instructor</td>
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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

<table>
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<tr>
<th>Application Date</th>
<th>Workshops</th>
<th>First Work Term</th>
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<tbody>
<tr>
<td>October 15, 2023</td>
<td>Nov/Dec 2023</td>
<td>Spring/Summer 2024</td>
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<td>Jan/Feb 2024</td>
<td>2024</td>
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<td>• Online options</td>
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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
  o Elevate, external job boards, career fairs, employer info sessions

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

• Volunteering
  o Student clubs, community groups

• Research Experience
  o 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
  • 1\textsuperscript{st} and 2\textsuperscript{nd} work terms - NUTV
  • 3\textsuperscript{rd} work term – Behst Machinery Corp

• Binh Nguyen
  • International Relations and Accounting Student
  • 1\textsuperscript{st} term – United States Commercial Services
  • 2\textsuperscript{nd} and 3\textsuperscript{rd} 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