Haskayne School of Business

Get Ready to Apply

Haskayne Co-operative Education Program

More detailed explanations and program requirements overview are below. | Questions? Contact us!

Step 1

- **Before you apply**, review the information on our website, in particular the Benefits of Co-op and our FAQ section.
- The ideal time to apply to co-op is during your 2nd year - if you are close to graduating, you can still apply for co-op, however we strongly recommend you review the program requirements carefully before applying.
- **Consider taking SGMA 303 to better prepare you for professional work!**

Step 2

- **Make sure you meet co-op admission requirements:**
  - Current BComm student
  - Successful completion of at least 30 units (10 courses) towards BComm
  - Minimum GPA of 2.80 or higher on last 30 units (see second page for more info)
  - Have some prior work experience

Step 3

- **Submit your application through elevate!** Applications are open for one month in each of the Fall and Winter Semesters: October 1st - 31st and May 1st - 31st. Don't forget to read application instructions and answer all questions!

Step 4

- Watch for any emails requesting additional information for your application, and reply by any deadlines indicated.

Step 5

- Watch for an email with a update on your application - **processing can take up to 4 weeks after the submission deadline**.
- If you are offered admission to co-op, **read, sign, and return your Co-op Student Agreement** by the deadline indicated.
- Watch your inbox for information about next steps!

Application

Prior to submitting your application, it is advisable to read through the information on our website, especially the Frequently Asked Questions section.

Requirements

The co-op program application is holistic – we consider students' core skills as well as academic record and prior work experience! To be considered for admission to the co-op program, you must meet the following criteria:

- Be a current BComm student.
- Have completed at least 30 units (10 courses) towards the BComm degree.
- Have a GPA of at least 2.80 or higher on your most recent 30 units.
  - We recognize that you are more than your grades. If your GPA on your most recent 30 units is between 2.50 to 2.80, we ask you to share about your academic journey on the application, and we will take this into consideration when reviewing your application.
- Have some prior work experience.
  - If you do not have prior work experience but have extensive volunteer or certain types of extra-curricular experience, please speak to a co-op program advisor about using this in lieu of work experience on your application.

Note: If you are close to completing the BComm program requirements (IE if you have about 10 courses or less left in your program), you may still able to apply to co-op, however it is important to remember that you must complete at least 2 work term (8 months employment) and you must graduate on a full-time academic term (9 units or more). You are welcome to speak with a co-op program advisor prior to submitting your application to confirm how co-op work terms and your remaining courses will fit together!

Worried you don't meet the requirements above? Email us or book an appointment if you have any questions!

Process

1. Submit your application through Elevate. Applications are open for one month in each of the Fall and Winter Semesters: October 1st - 31st and March 1st - 31st.
2. Login to Elevate here.
   - Look for the "Student Login" option.
   - Enter your University of Calgary credentials (username and password) to log in.
3. Navigate to Haskayne School of Business
   - After logging in successfully, you'll land on your dashboard or homepage.
   - Look for a section on the left-hand side of the dashboard labeled "Haskayne School of Business".
   - Click on "Haskayne School of Business" to navigate to that section.
4. Access Co-op & Internship
   - Within the Haskayne School of Business section, locate and click on "Co-op & Internship".
   - This will expand to show more options related to co-op and internship opportunities within the school.

5. Apply for Co-op & Internship Program
    - Next, click on "Co-op & Internship Program" from the options presented.
    - Look for a button that says "Apply" on this screen.
    - Click the "Apply" button to initiate the application process.
6. Complete the Application Form
    - After clicking "Apply", a form will appear for you to fill out.
    - Provide all required information in the application form accurately.
    - Ensure you complete all mandatory fields and provide any necessary documents or information as specified.
7. Submit Your Application
    - Once you have filled out the form completely and reviewed it for accuracy, submit your application.
    - You may receive a confirmation message or email indicating that your application has been successfully submitted.
    - If you already have a job offer that begins less than 6 months from your application date, please email coop@haskayne.ucalgary.ca to let us know!
8. Watch your UCalgary inbox for communication about your application. Please reply to any emails in a timely fashion, especially if there is a deadline noted.
    - If you are close to graduating, we will email an additional document to complete as part of your co-op application.
    - Note we ask for **up to 4 weeks after the application deadline** to email with a decision about your application.
9. Read, sign, and return your student agreement by the deadline noted in your email.
10. Once we receive your signed student agreement, within about 1-2 weeks we will send you information about next steps, including the mandatory orientation.

That's it! If you're curious about what's next after getting admission to the co-op program, you can view the next steps for accepted students on our website.

Program Requirements

All the Haskayne Co-operative Education Program requirements can be viewed in the University of Calgary Academic Calendar (under Program Details > Degree Options) and the Co-op Student Handbook on our website. A high-level overview is below.

Pre-Work Term Requirements

Prior to beginning your job search, you should have completed the mandatory orientation. This orientation explains more about what to expect from the co-op program, including the following requirements you must complete before you start your first work term:

- Successful completion of 54 units (18 courses) towards the BComm program requirements.
- Successful completion of ACCT 217, MGST 217, SGMA 217, and ENTI 317.

It is also strongly recommended to complete a senior level commerce course relating to the work placement.

Work Term Requirements

To complete the Haskayne Co-operative Education Program, you must complete at least 2 work terms (8 months employment), and at least 1 work term must be during a Fall or Winter term. While on a work term, you'll register in COOP 523.xx – this course is worth 15 units and maintains your full-time student status during your work term; it does not count towards the academic requirements of the BComm, only the co-op program completion.

Students are permitted to take one academic course during a registered work term as long as it does not interfere with work hours.

Post-Work Term Requirements

You must complete your BComm program with a full-time academic term (9 units or more) – you cannot end your degree on a work term.

Contacts

Co-op Program

Email coop@haskayne.ucalgary.ca if you have questions such as:

- Co-op application process.
- Fitting work terms with academic terms.
- Taking courses during work terms.

Appointments can be booked upon request, either in person or virtual.

Career Advising

Book a Co-op or Career Advising appointment or email one of the Career Development Specialists if you have questions such as:

- General co-op program questions.
- Job search strategies.
- Elevate career-related resources.
- Resume and/or cover letter review.
- Questions about interviews or setting up a practice interview.

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