Applications for the Haskayne Co-operative Education Program will be accepted from students who are in their second year of the Haskayne School of Business in September 2019, from October 15th to December 1st, 2019. Second year students may also apply at the end of their second year in the Bachelor of Commerce Program from March 15th to the May 1, 2020 deadline.

Application Package must include:

**Application Form**

**Application Letter**

Application letter must address the following three questions:
- What value would you bring to an employer?
- What are two attributes that make you a strong ambassador for the Haskayne School of Business?
- How do you believe the Co-op Program will contribute to your career goals?

Application Letter Requirements:
- Letters should be approximately 500 words (no more than one page in length).
- Written and signed in business letter format.
- Addressed to Ms. Rasha Tawfik, Haskayne Co-operative Education Program.

**Current Résumé**

If applicable, current résumé must include the following:
- Previous education
- Awards and scholarships
- Work experience
- Extracurricular activities (eg. volunteer experience, leadership roles, club memberships, sports, hobbies etc.)

A sample of cover letters and resumes can be found at [careerlink.ucalgary.ca/myAccount/haskayne/resources.htm](http://careerlink.ucalgary.ca/myAccount/haskayne/resources.htm)

Please submit the completed application to the Haskayne Undergraduate Programs Office, SH 343, at reception, or via email to coop@haskayne.ucalgary.ca.

Students are required to attend a Co-op admission interview.

Please note that the Co-op Program is a quota program and applying to it does not guarantee admission. Once selected for the Co-op Program, students will be required to attend a mandatory orientation and other career related information sessions.

Please note that all communication will be via UCalgary email address.

Additional detailed information on the Co-operative Education Program can be found at: [haskayne.ucalgary.ca/programs/coop](http://haskayne.ucalgary.ca/programs/coop).
HASKAYNE SCHOOL OF BUSINESS
Undergraduate Programs

Bachelor of Commerce Co-operative Education Program
Application Form

Name__________________________________________ U of C ID#__________________________________________

I am applying for:
☐ Admission
☐ Re-Admission (previously in a U of C Co-operative Education/Internship program or reapplying for admission)

- I CERTIFY that the particulars furnished are true and complete in all respects, and that no information has been withheld. I understand that falsifying documents or information on this application will result in immediate permanent dismissal from the Co-operative Education Program.

- I HAVE READ the Co-operative Education/Internship Program information in the Haskayne School of Business section of the Calendar and I agree, if admitted to the Co-operative Education Program, to comply with the rules, regulations and responsibilities applicable to a co-op student.

- I GIVE PERMISSION to the Haskayne School of Business to make my university grade point average, my transcripts including my student number and my resume available to prospective employers.

- I UNDERSTAND that acceptance to the Co-operative Education Program is not a guarantee of a work placement.

- I CERTIFY that I have not applied to another Co-operative Education Program in another faculty.

- I UNDERSTAND that the Co-operative Education Program will likely extend my degree program by at least one semester.

- I UNDERSTAND THAT ADMITTED STUDENTS PAY A NONREFUNDABLE ADMISSION FEE OF $50. The fee will be billed through my University of Calgary Student Centre.

Student Signature: ______________________________ Date: ________________________________________

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to process your application. If you have questions about the collection or use of this information, please contact the Haskayne School of Business Undergraduate office at 403.220.7533