

## Haskayne Co-op Program Guidelines

The following courses need to be completed prior to the first Co-op work term: MGST 217, SGMA 217, ENTI 317 and the applicable concentration course, indicated in the chart below. A minimum grade of C is required in the concentration prerequisite course(s).

Concentration	Minimum Course Requirement Before 1st Work Term
ACCT	ACCT 217 / ACCT 323
BANA	BTMA 317 / MGST 391 / OPMA 317
BTMA	BTMA 317
EPLM	PLMA 475
ENTI	ENTI 317
FNCE	FNCE 317
GENL	ACCT 217 / 1 other core 317 course
IBST	ACCT 217 / SGMA 371
MKTG	MKTG 317
OBHR	OBHR 317
OPMA	MGST 391 / OPMA 317
PFPL	FNCE 317 / RMIN 317
REAL	REAL 317
RMIF	FNCE 317 / RMIN 317
RMIN	RMIN 317
SCMA	MGST 391 / OPMA 317

1. Students should begin their first work term within one year of being accepted into the Co-op Program. Students must begin their first work term before completing over 30 half courses towards their Bachelor of Commerce degree; otherwise they will be withdrawn from the Co-op Program.
2. Students are required to complete the Co-op Program on an academic term, with a minimum of three courses left to complete degree requirements.
3. Only two of the required three work terms may be completed during the Spring/Summer semester. One Co-op work term must be completed in either the Fall or Winter semester.

4. Work terms may be a minimum of four months to a maximum of eight months in length, exceptions can be made for students who receive an offer for twelve months.
5. Students may take one academic course during the evening or weekend while on a Co-op work term.
6. Co-op students on an approved work term are considered full-time students by the University of Calgary.
7. Registration in Co-operative Education courses (Co-op 523.01, 523.02 or 523.03) occurs when students accept a work position. Students are required to register their work term on CareerLink. The Haskayne Undergraduate Office will register students in relevant Co-op courses.
8. Career Development Specialists may assist students in reviewing their résumé, but are unable to give feedback or review the letter of intent.
9. Co-op course fees are payable for each four-month work term and are due each semester on the UCalgary fee payment deadline.
10. To successfully complete a work term and receive a Co-op course grade, students must meet or submit the appropriate requirements for each four-month long work term.
11. Students remain in good standing with the Haskayne School of Business while in the Co-op Program. A student who is required to withdraw or who is placed on probation by the Haskayne School of Business because of their academic performance will be required to withdraw from the Haskayne Co-operative Education Program.