

Haskayne BComm

Co-operative Education Program – Information Session

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Haskayne School of Business



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Agenda

- Introductions
- All about Co-op
- Application Process & Timeline
- Job Search
- Co-op Stats
- Co-op Academics
- Q&A



Introductions

CO-OP PROGRAM OFFICE

Admission Process

Co-op Course Fees

Where it fits in your BComm

Awards & Scholarships

coop@haskayne.ucalgary.ca

INSTRUCTOR

Course Assignment Questions

Course Assignment Deadlines

See D2L shell for contact information

CAREER DEVELOPMENT CENTRE

Finding a job

Creating your Work Term Record

Anything in regards to your role

Scheduling your Co-op Site Visit!

<https://elevate.ucalgary.ca/home.htm>

Book an appointment with a Career Development Specialist (CDS)



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What is Co-op?

- Co-op is the ultimate in **Work Integrated Learning**
- *Optional Academic Program*
- **Additional credit** (not towards your degree but acknowledged on your parchment and transcript)

**EARN
WHILE
YOU
LEARN**



What is Co-op? continued

- Complete 2 work terms (8-months of work experience)
- Alternate full-time studies, with full time paid work in a business-related position
- Graduate with a BComm ***and*** 8 months of *relevant* work experience!
- Option to complete a total of 3-4 work terms (12-16 months)



Why Should I Consider Co-op?

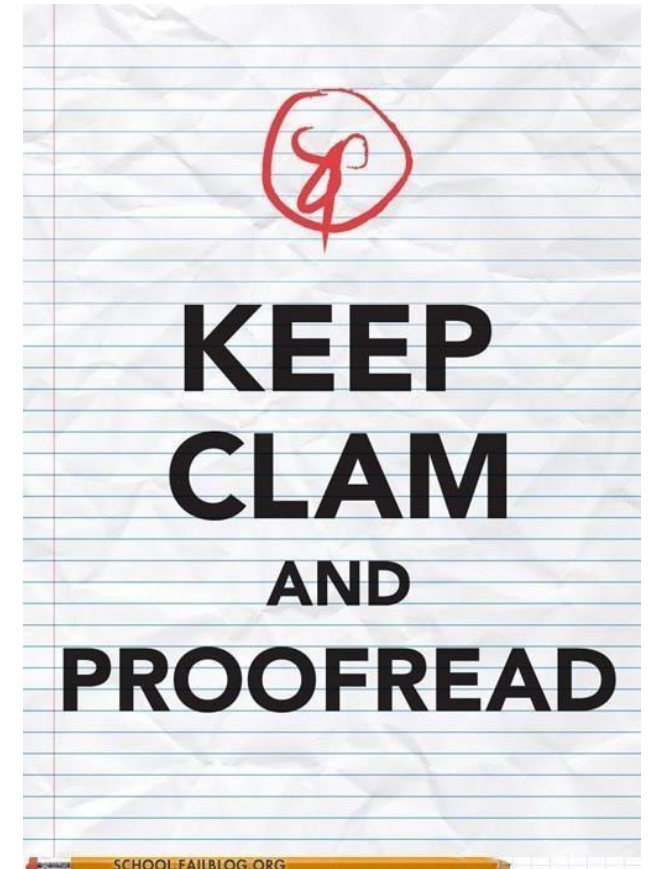
- Supported way of finding a job
 - Gaining core skills to support this
- Unique Co-op job board on Elevate
- Full time student status
- Leave of absence is not required
- Awards and scholarships
- Employer trust and access



Application Components

Via D2L:

- Application form
- Academic Requirements
 - Courses
 - Minimum GPA
- Résumé & Letter of Intent
 - MGST 359.03 / SGMA 303
– B+



Academic Requirements

Courses:

The following courses must be completed **before** you can go out on a **work term**:

- SGMA 217
- MGST 217
- ENTI 317
- Concentration 317 (especially important for ACCT & FNCE students)

GPA Requirements:

- 3.0 on the last 30 units back (current semester and prior).
- Minimum GPA does not guarantee admission.
- Co-op is a competitive program!



Non Academic Requirements

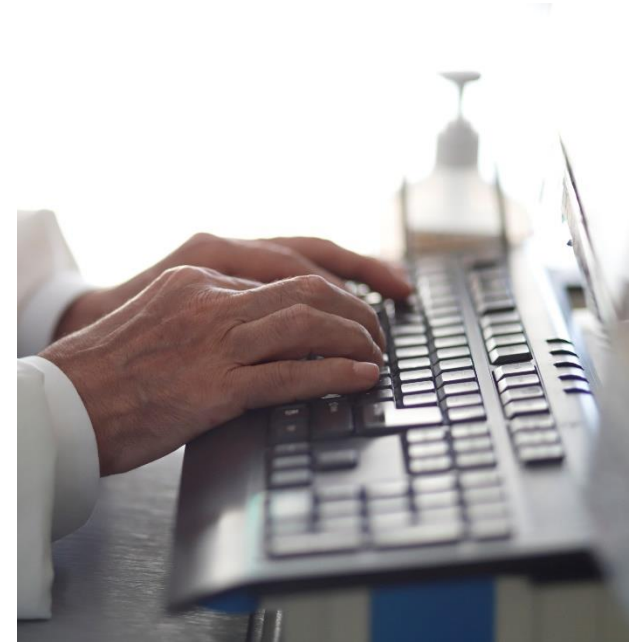
Résumé

- Check Elevate for résumé resources (under Career Resources)
- See a Career Development Specialist for a one-on-one appointment

Letter of Intent

- Business letter/cover letter format (under Career Resources)
- Cannot be reviewed by Career Development Specialists

Writing skills (no typos please!)



Your Co-op Application Package

- 1. Completed application form**
- 2. Résumé**
- 3. Letter of Intent**

Deadline for all 3 components:

 - November 15
 - May 15
- 4. Interview** – to be emailed out once application is submitted

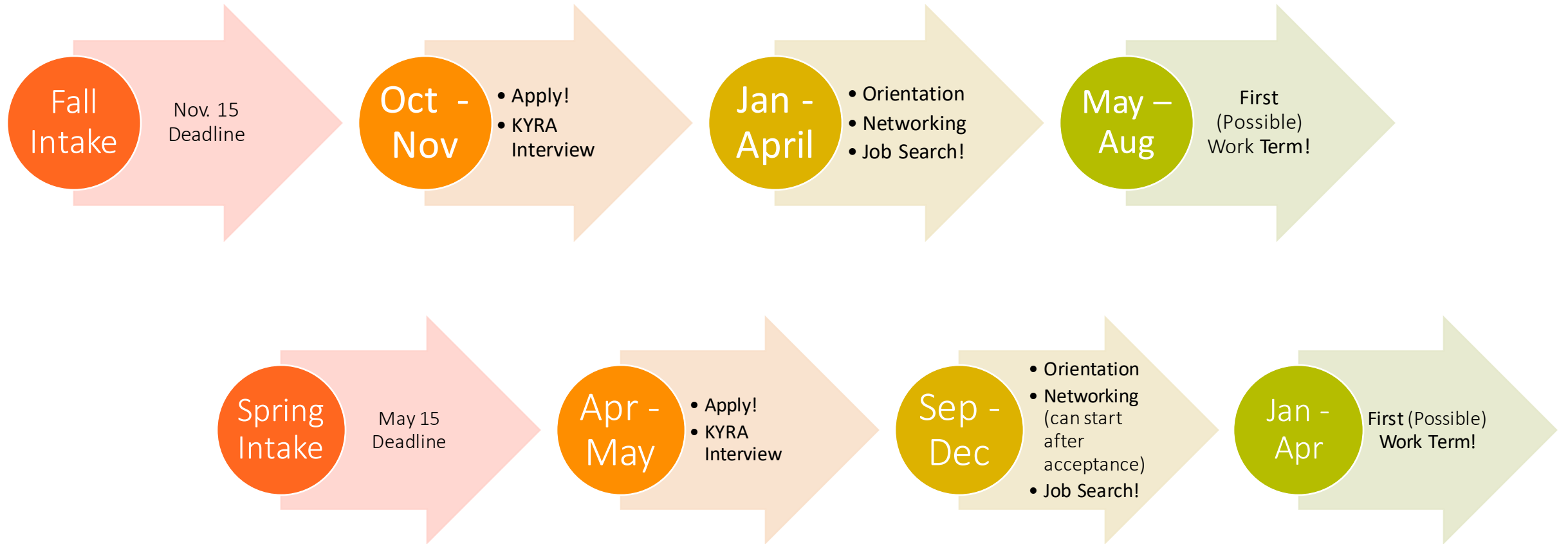


Co-op Timeline

- Applications will be reviewed
- One-way video interviews (KYRA platform)
 - Sent late November for fall intake
 - Sent late May, early June for spring intake
- Candidates will be notified if accepted
 - Mid-January for fall intake
 - Summer for spring intake



What's Next



Career Development Specialists!



<https://elevate.ucalgary.ca/home.htm>



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Job Search

- Self-Directed Program
- More applications = more chances to get interviewed



Get Started in less than
30 Seconds on vmock.com/haskayne



Industries that Hire Co-op

- CPA Firms (boutique, midsize, and large)
- Investment Banking / Corporate Banking
- Technology / Fintech
- Government (municipal, provincial, & federal)
- Oil & Energy / Mining
- Telecommunications
- Tourism & Hospitality
- Utilities
- Non-profit
- Insurance / Risk management firms
- Health Care
- Consumer packaged goods
- Retail
- Transportation / Logistics
- Agribusiness



Some Co-op Statistics

- 2018-2019 56 graduates
- 2019-2020 106 graduates
- 2020-2021 117 graduates

- In Fall 2021, over 11 percent of our BComm students were in the Co-op program
- Anticipate this will rise



Your Co-op Academic Course

- Run by our Co-op course instructor
- Meeting at beginning of semester to go through course outline and expectations
- Self-manage your required assignments
- Assignments take an **average** of 1 hour a week
- Time management critical



Your Co-op Academic Course: Work Terms

Work Term 1:

- Update work term record
- FUSION (Learn, Apply, Reflect)
- Learning objectives
- Mid-term self-assessment
- Site visit (virtual)
- Interview response assignment
- Professionalism assignment*
(may not be required)
- Performance evaluation

Work Term 2:

- Update work term record
- CareerLeader assessment
- Learning objectives
- Mid-term self-assessment
- Site visit (virtual)
- Work term presentation
- Professionalism assignment*
(may not be required)
- Performance evaluation



Who do I go to with questions?

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Haskayne Career Development Centre



BOLD Program

Broadening Opportunity for Leadership and Development

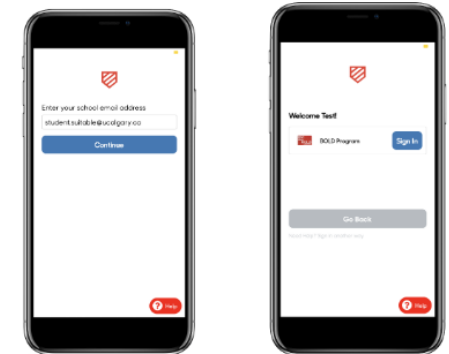
Learn more about the BOLD Program by [Clicking Here](#)

- Employers give more attention to student involvement in extracurricular activities
- This program focuses on 9 competencies identified by employers as being crucial for potential new employees
- Use the Suitable app to find a variety of out-of-classroom learning opportunities that you can take advantage of and contribute to your own personal development.
 - *Sorts available events and activities into competency categories to track your development in each*
 - *Earn points, level up and earn badges and compare yourself to peers via the leaderboard*
 - *Download a link to add to your LinkedIn profile that will showcase the badges you've earned.*



BOLD - Mobile Sign In

Download the Suitable app available on iOS and Android app stores
Just search "Suitable" and use your @ucalgary.ca email to register



Mobile Registration Steps:

1. Enter your @ucalgary.ca email and press continue
2. Log in through the Calgary portal

Reminders:

- You must give the Suitable app access to your camera to scan event codes



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Any Questions?

Our website has been newly revamped and is chock-full of information:

<https://haskayne.ucalgary.ca/current-students/undergraduate/student-experience/co-operative-education>

Want to meet with a Haskayne Career Development Specialist? Book online:




<https://elevate.ucalgary.ca>

Program Questions:

coop@haskayne.ucalgary.ca



Follow the Career Centre on Social Media!

-  [haskaynecareercentre](#)
-  [@Haskayne_Jobs](#)
-  [@haskaynecareercentre](#)

Contests, prizes, career tips, and more!