Haskayne BComm
Co-operative Education Program – Information Session

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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

INSTRUCTOR
- Course Assignment Questions
- Course Assignment Deadlines

CAREER DEVELOPMENT CENTRE
- Finding a job
- Creating your Work Term Record
- Anything in regards to your role
- Scheduling your Co-op Site Visit!

coop@haskayne.ucalgary.ca

See D2L shell for contact information

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

Book an appointment with a Career Development Specialist (CDS)
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)
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
  o Courses
  o Minimum GPA

• Résumé & Letter of Intent
  o 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

**Fall Intake**
- Nov. 15 Deadline
- Apply!
- KYRA Interview

**Oct - Nov**
- Orientation
- Networking
- Job Search!

**Jan - April**
- First (Possible) Work Term!

**Spring Intake**
- May 15 Deadline
- Apply!
- KYRA Interview

**Apr - May**
- Orientation
- Networking (can start after acceptance)
- Job Search!

**Sep - Dec**
- First (Possible) Work Term!
Career Development Specialists!

- Résumés
- Cover Letters
- Interviews
- Career Questions
- Manager Meetings
- Time Management Tricks
- Supporting you in your new role!

https://elevate.ucalgary.ca/home.htm
Job Search

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

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

Upload your Resume
Yep, that’s all that is needed. Upload your current resume no matter what state it is in!

Get Instant Feedback
Get a benchmarked resume score, and find out exactly where your resume needs work!

Improve and Succeed
End up with the perfect version of you, and get shortlisted by your dream companies!
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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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.

Learn more about the BOLD Program by Clicking Here.
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!

• [Instagram] haskaynecareercentre
• [Twitter] @Haskayne_Jobs
• [Facebook] @haskaynecareercentre

Contests, prizes, career tips, and more!