



Haskayne Co-op Quick Start Guide

The following guidelines are a subset of requirements from the Co-op Student Agreement, the UofC Calendar, and the Haskayne [Co-op Student Handbook](#). This document does not replace those sources but forms a helpful starting point for students as they enter Co-op. It also highlights some of the areas where students struggle, with suggestions that we found helpful to students in the past.

1. If you have any conditions attached to your acceptance of the program (in your admission letter), be sure that you plan and follow through on addressing those conditions.
2. If you have employment lined up for the upcoming semester (fall intake = winter session, spring intake = fall session) at a co-op eligible job, please let me know as you will need to register both for your job on Elevate and in COOP 523.01, so you can receive credit for your work term that semester.

Registration in a COOP 523 is required for each work placement accepted. In order, students are required to register their work term in Elevate. The Haskayne Undergraduate Office will advise students regarding registration access after the work term is approved. The student registers in the relevant Co-operative Education course (Co-op 523.XX). At that point, the Co-op course fees are payable for each four-month work term and are due each semester on the UCalgary fee payment deadline. 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.

3. Plan for and schedule in the various meetings and appointments as per the Co-op Student Agreement. This includes the mandatory Co-op Orientation session. Registration is on Elevate, and the dates are on the HSB Event Calendar there.
4. We strongly encourage all newly admitted co-op students to book a one-on-one appointment with a Career Development Specialist to review their interview, discuss interview improvement and ensure you are presenting in the best light to employers. Book your appointment on Elevate or alternatively, attend one of the interview workshops offered by the Career Development Centre (dates and times on HSB Event calendar).
5. Maintain monthly communication with your Career Development Specialist regarding your job search and progress. While you are responsible to find your first work term, we are available as a resource to help you. Your Career Development Specialist is a great resource for tips, tricks and making sure that you are on the right track.
6. We encourage for you to attend a minimum of two Career Events this semester (Job Fair, Info Session, Coffee Chats on and off campus etc.). Whether in-person or virtual, this is a wonderful opportunity to practice engaging and standing out in a networking setting.
7. Co-op students are **required** to successfully complete each of: ACCT 217, MGST 217, SGMA 217 & ENTI 317 prior to starting their first work term. In addition, the relevant first senior-level concentration course relevant for the placement (likely a 317) should be done before the first



work term. Ex. For a finance work placement, you should have completed FNCE 317 before you start work in that area.

8. If you still need a senior level commerce option to fulfill your BComm, we recommend enrolling in SGMA303 (Personal Career Strategies) if you have not already done so.
9. If you are a Visa student, you must apply for a Work Permit. We encourage you to begin the application process for your work permit as soon as possible. Details describing the process can be found on the UCalgary website at: <https://www.ucalgary.ca/student-services/iss/immigration> and you will need a letter from me indicating that you are a co-op student at the Haskayne School of Business. If that is the case, please email me and let me know, and make sure to include your UCalgary ID number. You will need to have accepted your co-op program offer.
10. There are several rules regarding the starting and finishing your work term. You need to begin your first work term within one year of being accepted into the Co-op Program. At least one of your work terms must happen in Fall or Winter. And after your last work term is finished, you must finish with at least one semester of full-time academic load. That is, after you have finished your last work term, you must still have a minimum of 3 courses left to finish your degree. That is why the suggestion is made that students should begin their first work term before completing over 30 half courses towards their Bachelor of Commerce degree.
11. Please read the Co-op Handbook. It has all the information you may need, and you are responsible for all the information in the handbook.
12. Your Academic Requirements report is available through your UCalgary student portal to help ensure you are meeting the requirements of your BComm degree program.
13. You must meet the requirements noted on your Co-op Student Agreement and in the UCalgary calendar. Be sure that you understand each document fully.

Remember that the [Student Handbook](#) has a complete guide for students going through the Co-op program. Your Career Development Specialist is also a great resource.