- GET READY TO APPLY -
CO-OPERATIVE EDUCATION PROGRAM

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WHAT IS CO-OP?

The BComm Co-operative Education Program (Co-op) gives you the opportunity to apply in-class learning to a real-work environment. Co-op is 8 to 16 months of full-time paid work experience that helps you develop career-related skills before you graduate. You earn practical experience, develop a network of business contacts, and gain a better understanding of different career options in your field. Co-op students can talk about relevant work experience when they start interviewing for jobs upon graduation

With Co-op you will:

- gain practical experience
- develop a network of contacts
- build your communication skills and professionalism
- understand careers in your field of interest
- earn a salary while you are completing your degree

When you complete **a minimum of twelve months** of work experience, the Co-Operative Education designation will appear on your academic transcript and degree parchment.

WHY SHOULD I JOIN THE CO-OP PROGRAM? WHAT BENEFITS WILL I GAIN BY PARTICIPATING?

Participating in the Co-op program gives you an opportunity to gain real-world work experience while still being considered a full-time student. You have opportunities to work for organizations across a variety of industries, that can sometimes lead to job offers after graduation.

Something that makes the Haskayne School of Business Co-op program unique, is that we do not place students in their work terms. Instead, we provide students the tools and support required to pursue all the different opportunities available to them. From the beginning, you will learn how to read and understand a job posting and receive support throughout their search and application processes.

You have a chance to improve and use your current technical and core skills, while also learning new skills. By joining and working with different organizations, you expand your professional network and apply the theory you learn in class to the outside business world.

Another important thing about Co-op is that you can complete three work terms at up to three different companies, gaining experience at a variety of organizations, business sectors and organization sizes. All that experience can be put on your résumé. You will have experiences that will give you an advantage over other candidates' post-graduation, making your job searching process easier.

There are also scholarships available specifically for Co-op students. Please see the Co-op student handbook for more information.

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). Please note, these courses do not need to be completed for your application, only before you start your Work Term.

Concentration	Minimum Course Requirement Before 1st Work Term
ACCT	ACCT 217 & ACCT 323
BANA	BTMA 317 & MGST 391 & OPMA 317
BTMA	BTMA 317
BUSI	ACCT 217 & 1 additional core 317 course
ENTI	ENTI 317
EPLM	PLMA 475
FNCE	FNCE 317
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

ADDITIONAL APPLICATION GUIDELINES

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 90 units 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 Elevate. The Haskayne Undergraduate Office will send students instructions on how to register in their 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.

CO-OP APPLICATION TIMELINE

UNIVERSITY OF CALGARY
HASKAYNE SCHOOL OF BUSINESS

Co-Op Application Timeline
- Fall Intake -

Oct 15– Nov 15

APPLICATION OPEN

• Co-Op Guidelines can be found in this document.

• Applications are completed through D2L.

• Click on "Contents" in the D2L site for more.

Nov 15

INTERVIEW TIME!

• In late November you will be invited to submit an interview **(usually sometime between Nov 15-30).**

• The Admissions Committee will review applicants' resumes, interviews and letters of intent over the Fall semester.

3rd Week Jan

CO-OP ADMISSION DECISION

• We must wait for your Fall grades to be finalized before a final admission decision can be made.

• You will be notified of your admission status by email, please do not inquire about your status.

If admitted: you will use the Winter semester to attend a Co-Op Orientation session, familiarize yourself with Elevate and begin applying for co-op positions.

May-Aug

POSSIBLE FIRST WORK TERM

Spring/Summer Semester

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UNIVERSITY OF CALGARY
HASKAYNE SCHOOL OF BUSINESS

Co-Op Application Timeline
- Spring Intake -

April 15 – May 15

APPLICATION OPEN

- Co-Op Guidelines can be found in this document.

- Applications are completed through D2L.

- Click on "Contents" in the D2L site for more.

May 15

INTERVIEW TIME!

- In late May you will be invited to submit an interview **(usually sometime between May 15-30).**

- The Admissions Committee will review applicants' resumes, interviews and letters of intent over the Fall semester.

3rd Week of June

CO-OP ADMISSION DECISION

- We must wait for your winter grades to be finalized before a final admission decision can be made.

- You will be notified of your admission status by email, please do not

If admitted: you will use the Fall semester to attend a Co-Op Orientation session, familiarize yourself with Elevate and begin applying for co-op positions
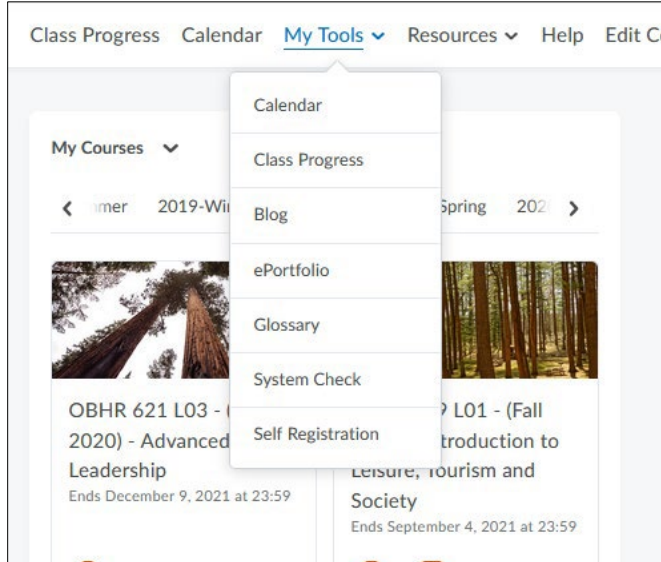
Jan – April

POSSIBLE FIRST WORK TERM

Winter Semester

CO-OP APPLICATION INSTRUCTIONS

1. Sign into D2L
2. Click on "My Tools" in the top navigation bar, then click on "Self Registration"

3. Scroll down and find "HSB Coop Applicants," and click on it.

4. Click "Register."

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5. Click "Submit" on the next page.
6. Click "Finish" on the next page.

WHO DO I CONTACT IF…

1. **If you have questions related to the following subjects…**
   - I have an application-related question
   - I have an academic question about the Co-op program (i.e., Sequencing with academics, course registration, fees, etc.)
   - I want to take more than one course during my work term
   - Co-op Employment Verification Letter (only if required by the employer)

   Please email the Co-op Academic Specialists here: E-mail coop@haskayne.ucalgary.ca

2. **I have a question about my Co-op assignments?**
   Please contact the instructor of the Co-op course, per the instructions on the Co-op Academic Course Outline.

3. **If you have questions related to the following subjects…**
   - Elevate
   - Developing my resume or cover letter
   - Questions about a job search
   - Questions about the interview process
   - I had an unpleasant interview experience

   Contact your Career Development Specialist here: https://haskayne.ucalgary.ca/current-students/career-development-centre/contact-us. Get 24/7 resume help using VMock.

4. **I would like a practice interview.**
   Please book an appointment with your Career Development Specialist via Elevate: https://haskayne.ucalgary.ca/current-students/career-development-centre/contact-us

   Your Career Development Specialist may also recommend StandOut, to practice one-way video interviewing. Request your access via: hscentre@ucalgary.ca

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FAQ

Questions related to…	Can Be Found On…
Prior To Applying	Page 9
Application Process	Page 11
International Students	Page 12

* If you don't want to search the entire FAQ, please **ctrl + F** for keywords to your questions.

PRIOR TO APPLYING- FAQ

1. **What is it like to be a Co-op student?**
   Here is a quote from one of our Co-op Superstars:

   "Being a Co-op student is extremely rewarding. You work regular hours, get paid for working, you make lots of great connections and have plenty of learning opportunities. There are times when you may be pushed out of your comfort zone, or you may do something you have not previously done before (which may be scary) but once you do it, you feel a sense of accomplishment. You get plenty of support from your colleagues, and you get to work on projects you may not have had a chance to work on if you were not a Co-op student." -Zuzanna Polak

2. **In general, what would make me a good Co-op candidate?**
   You are a good Co-op candidate if you are curious, have initiative, and are willing to take risks to improve processes. You should be open to challenges, possess resiliency, and willing to learn and accept feedback as you go.

   A Co-op applicant is reviewed holistically. Good grades are not the only factor in the admission process. Core skills such as interpersonal, teamwork, and leadership skills are also considered, as seen in the application process.

3. **Should I have previous work experience?**
   Prior paid work experience is not mandatory to join the Co-op program. While it is an asset, it is understandable that not everyone has prior work experience. In the case of not having previous work experience, include any volunteering/extracurricular activities you have participated in on your résumé (pitch competitions, bake sales, fundraisers, etc.).

4. **Does admission to the BComm program guarantee me a spot in Co-op?**
   It does not. Each BComm student must go through a further competitive application process to gain a spot in the Co-op program.

5. **In what year should I think about applying, and what courses should I have completed?**

   Typically, students apply in their second year or after completing 30 units. Click here for the courses you should register for in your 2nd year.

   These courses do NOT have to be completed at the time of your application but must be completed (with a grade of C- or higher) before you start your first work term.

6. **I am in my third year, is it too late to apply?**

   Not necessarily. You should not have completed more than 90 units before you start your first work term. If you are approaching that limit, then you can still apply but be aware that you will have to work diligently to secure your first work term before you hit the 90-unit limit.

7. **What grade point average do I need to have?**

   Admission to the Co-op program is competitive, but also holistic. Having a competitive GPA does not guarantee your admission, **however, the** minimum admission GPA is 3.0 over the last 30 units.

8. **What can I do to give myself an advantage in the Co-op admission process?**

   If you receive a grade of B+ or better in MGST 359, you will not have to complete the Letter of Intent or résumé for the Co-op application. You will only be required to submit the application and interview.

9. **How long does the program take to complete?**

   Co-op will add (at minimum) one semester to your degree, as you will complete a minimum of one Work Term during a Fall or Winter semester. However, the great Co-op benefits gained outweigh the extra length of time it takes to complete the program.

10. **If I choose not to take a class while on a work term, am I still eligible to receive student loans?**

    Yes, as a Co-op student you are still considered a full-time student; therefore, you are eligible to receive student loans as per your respective funding partner (provincial or federal). You will be enrolled in a Co-op specific course for every work term you participate in – each course is worth 15 credits, which is equivalent to taking 15 units of post-secondary credit. Please be sure to check with your specific scholarship or financial support.

    Please keep in mind that as a Co-op student, your Co-op work term includes an academic course including mandatory assignments.

11. **How do the Co-op courses/academic components fit into my degree?**

    You cannot use the Co-op academic course credits to replace any BComm program requirements. Your Co-op academic course credits are used to complete the Co-op designation which is reflected on your parchment and transcript.

12. **Will my work terms be within Canada only, or can I apply for a work term abroad?**

    Your work terms can be within Canada or abroad but if you apply for a job abroad you are responsible for securing any necessary work permits and the cost of your travel. It is strongly suggested that you speak with your Career Development Specialist. You should also speak with the International Student Service Office (or relevant government websites) as you may need to have citizenship or a work visa to work

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abroad. Securing a position and getting all the necessary paperwork may take up to 6 months to complete.

APPLICATION PROCESS - FAQ

13. <mark>When do the applications open? When is the application deadline?</mark>

There are two Co-op application intakes. One in the Fall term (opens October 15th - November 15th) and one in the Spring term (opens April 15th – May 15th). Applications submitted after November 15th (for Fall intake), and May 15th (for Spring intake) are not accepted.

The deadline for the Co-op program application is very firm. You will not be considered for admission if you do not submit all the of required documents.

14. <mark>Should I apply for the Fall or Spring intake?</mark>

This depends on where you are in the BComm program. Students who apply in the Fall and are admissible will be admitted in the Winter semester. This means that you are likely to start your first work term (if successful in obtaining one) in the Spring/Summer semester.

The same process is true of the Spring intake and therefore you are likely to start your first work term until the Winter semester.

Please note that transfer students are encouraged to apply in the Fall so that they do not risk encroaching upon their 90-unit maximum limit.

15. <mark>What is required for the Co-op application?</mark>

For a complete application you must submit your application form, résumé, and Letter of Intent. This will be done through D2L (see instructions above). A couple of weeks after the application deadline, those who have submitted all the required documents will be invited to an online interview.

16. <mark>When will the interview take place? How many questions will I be asked during the interview?</mark>

After the application deadline you will receive a link for the interview. All the application documents need to be submitted by the deadline, prior to the interview.

The interview consists of 2 questions, and in total should take about 6 minutes. After each question is asked via video, you will have 30 seconds to prepare your answer (with the question showing up in a text format) before you begin recording your answer. You will have 1 try per question.

When you receive your interview link, you will receive a deadline by which the interview must be completed.

17. <mark>Will I need to provide references?</mark>

No, you will not have to provide references for the application process, however, be sure to have two references prepared for your job search.

18. Do I need to pay an application fee?

Yes, however you only pay the application fee if you are admitted to the program. This fee is $50 and may be charged to a current or future semester depending on when you are admitted. Once notified of your admission to the program, please continue to check your Student Centre for the fee deadline.

19. How will I know if I got into the program? How long will it take to let me know if I got in?

Once you have applied, submitted all your documents, and completed your interview you can expect to hear back from the Co-op Academic Coordinator several weeks after your interview submission, to inform you of the status of your application. This delay is because there is an interview component, and we must wait for your current grades to be finalized.

Please do not e-mail the Co-op Academic Coordinator for an update on your application status.

20. I have been offered a job before I know if I got admitted to the program, what should I do?

Please talk to your Career Development Specialist about whether this job qualifies for the Co-op program and to discuss the requirements set out by the employer.

INTERNATIONAL STUDENTS - FAQ

21. Can I still participate in Co-op as an international student?

Yes, absolutely! The Co-op program is an excellent way to secure Canadian business experience and expand your local network.

22. Will I need to fill out more documents and/or supply additional information as an international student? Who can I reach out to for help with my work visa?

As soon as you are admitted to the Co-op program, please connect to the International Student Services Office: https://ucalgary.ca/student-services/iss/contact-us

The Co-op Academic Coordinator will supply a letter so you can apply for your work permit.

23. Will my work terms have to be completed in Canada, or can I complete a work term in my home country/internationally?

Most of our Co-op placements are in Calgary. In fact, our connection to the local Calgary business community is a huge advantage for our Co-op students. However, you can complete a work placement outside of Calgary, assuming it qualifies as a Co-op work placement and is relevant to your career goals

Before accepting, please make sure to connect with a CDS (Career Development Specialists) to be sure that this placement qualifies.