



**HASKAYNE  
CAREER DEVELOPMENT CENTRE**

# Get Ready To Apply



**UNIVERSITY OF CALGARY**  
HASKAYNE SCHOOL OF BUSINESS



## - 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

The Co-Operative Education designation will appear on your academic transcript and degree parchment upon successful completion of the degree and Co-op program requirements.

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## 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 you will receive support throughout the search and application processes. This process is a better reflection (and learning opportunity) for your job search after university.

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.

Co-op may be completed in as few as two work terms at a single company or it can be completed at different companies. You have the possibility of 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.

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## PRE-ADMISSION AND PRE-WORK TERM COURSES

Prior to applying to the Co-op program, it is highly recommended for students seeking admission into the Co-op program to take Strategy and Global Management (SGMA) 303 (previously Management Studies 359.03). Prospective Co-op students who present this course with a B+ or higher will be exempt from submitting their résumé and letter of intent as part of their Co-op application package. Those joining the Co-op program without SGMA 303 may be required to complete a variety of further activities to learn necessary material covered in the course.

Course	Description
Strategy and Global Management 303 (or Management Studies 359.03)	<p>Focus on workplace skill development, including career management, workplace communication and ethics, career readiness competencies, and leadership development through experiential learning. Students will make connections between their skills, interests, values, strategies, and habits that contribute to professional success.</p> <p>Prerequisite(s): Admission to the Haskayne School of Business and 24 units.</p>

The following courses must to be successfully completed prior to the first Co-op work term: MGST 217, SGMA 217, ACCT217, ENTI 317 and an applicable Senior commerce course related to the job(s) you acquire. Please note, these courses do not need to be completed for your application, only before you start your Work Term. Below is an example of a Senior commerce course, as relates to the job(s) you might acquire.

Field	Example of Sr Commerce Course
ACCT	ACCT 323
BANA	BTMA 317 or MGST 391 or OPMA 317
BTMA	BTMA 317
BUSI	1 core 317



ENTI	ENTI 317
EPLM	PLMA 475
FNCE	FNCE 317
IBST	ACCT 217 or SGMA 371
MKTG	MKTG 317
OBHR	OBHR 317
OPMA	MGST 391 or OPMA 317
PFPL	FNCE 317 or RMIN 317
REAL	REAL 317
RMIF	FNCE 317 or RMIN 317
RMIN	RMIN 317
SCMA	MGST 391 or OPMA 317

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## ADDITIONAL ADMISSION GUIDELINES

1. Prospective Business Co-operative Education students must complete a Co-operative Education application form. Application and deadline information is available on the Haskayne School of Business Co-operative Education website.
2. Students are required to pay a non-refundable Co-operative Education admission fee. Fee information is available in the [Academic Calendar](#).
3. Career Development Specialists may assist students in reviewing their résumé but are unable to give feedback or review the letter of intent.
4. Admission is competitive, based on a review of the student's skills, attitudes, and academic record. A minimum GPA of 3.00, calculated on the most recent 30 graded units, is required for admission consideration. Students may be required to complete an interview to assess their suitability for admission.
5. Applicants should apply to the co-op program after they have completed 30 units towards their BComm and before 90 units have been completed. Those nearing or with more than 90 units completed towards their BComm should contact us before applying.
6. Students must have completed 54 units towards their BComm, before they start their first work term. Carefully degree planning with a Program Specialist is highly recommended.

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## ADDITIONAL PROGRAM GUIDELINES

1. Students should begin their first work term within one year of being accepted into the Co-op Program.
2. Students are required to complete the Co-op Program on an academic term, with a minimum of three courses (9 units) left to complete degree requirements.
3. Only one of the required two work terms may be completed during the Spring/Summer intersession. At least one Co-op work term must be completed in either a 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 or sixteen 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. Following acceptance of a work placement, students are required to register their work term on [Elevate](#). The Haskayne Undergraduate Office will then send students instructions on how to register in the associated Co-op course. Registration in a Co-operative Education 523 course is **required** for each four-month work term accepted.
8. Co-op course fees are payable for each four-month work term and are due each semester on the UCalgary fee payment deadline. Fee information is available in the [Academic Calendar](#).
9. To successfully complete a work term and receive a Co-op course credit (CR) grade, students must meet and submit the appropriate requirements for each four-month long work term.
10. Students must 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.

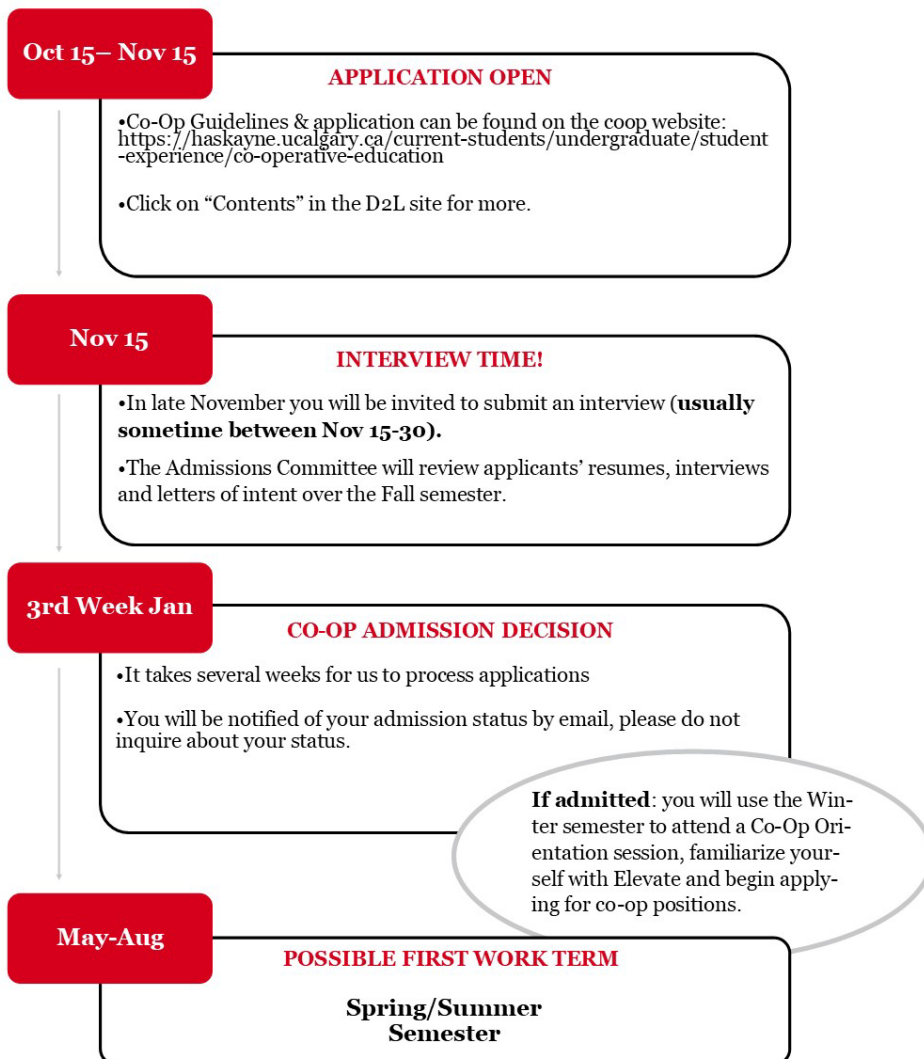
Additional information is available in the [Co-operative Education Program](#) section of the Academic Calendar.

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## CO-OP APPLICATION TIMELINE

### - Fall Application -





## - Spring Application -

April 15 –  
May 15

### APPLICATION OPEN

Co-Op Guidelines & application can be found on the coop website:  
<https://haskayne.ucalgary.ca/current-students/undergraduate/student-experience/co-operative-education>

- 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

- It takes several weeks for us to process applications
- You will be notified of your admission status by email, please do not inquire about your status.

**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

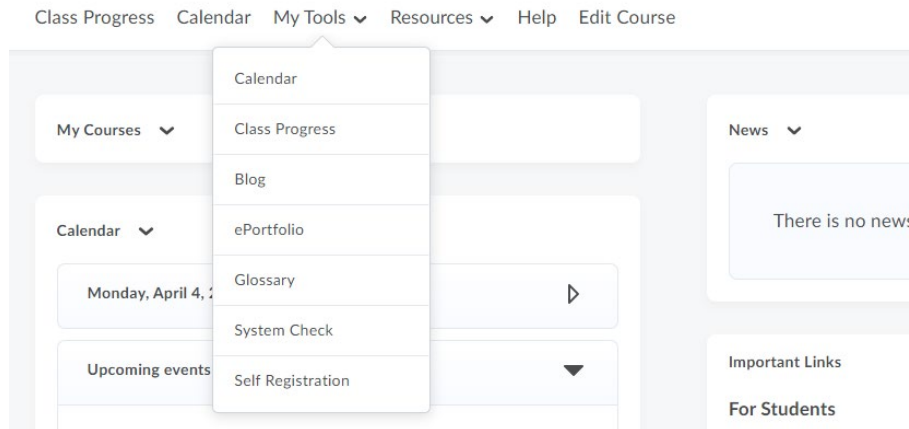
Winter Semester





# CO-OP APPLICATION INSTRUCTIONS

1. When the application opens, sign into D2L
2. Click on “My Tools” in the top navigation bar, then click on “Self Registration”



3. Scroll down to find the Course Offering Name “HSB Coop Applicants,” and click on it.

W2021HASK_HSB_COOP_APP	HSB Co-op Applicants
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4. Click “Register.”
5. Click “Submit” on the next page.
6. Click “Finish” on the next page.

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## 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](mailto: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 relevant Co-op 523 course outline.

**3. If you have questions related to the following subjects...**

- Elevate
- Developing my résumé 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 résumé 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](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](mailto:hscentre@ucalgary.ca)

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## FAQ

Questions related to...	Can Be Found On...
<a href="#">Prior To Applying</a>	Page 9
<a href="#">Application Process</a>	Page 11
<a href="#">International Students</a>	Page 13

\* 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

For more about the Co-op student experience watch the video: <https://youtu.be/5LRCnryPcBU>

**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 towards their BComm.

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 Strategy and Global Management 303 (previously Management Studies 359.03), 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.

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

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## APPLICATION PROCESS - FAQ

**13. When do the applications open? When is the application deadline?**

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

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

**14. Should I apply for the Fall or Spring intake?**

This depends on where you are in the BComm program. Students who apply in the Fall intake 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 after attending a Winter Co-op Orientation.

Students who apply in the Spring intake and are admissible will be admitted in the Fall semester and therefore will likely start their first work term in the Winter semester after attending a Fall Co-op Orientation.

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

**15. What is required for the Co-op application?**



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.

\*Prospective Co-op students who present SGMA 303 (previously MGST 359.03) with a B+ or higher will be exempt from submitting their résumé and letter of intent.

**16. When will the interview take place? How many questions will I be asked during the interview?**

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. Will I need to provide references?**

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 requesting an update on your application status. Applications are reviewed as quickly as possible.

**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.

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## 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>

Email [coop@haskayne.ucalgary.ca](mailto:coop@haskayne.ucalgary.ca) for 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 Specialist) to be sure that this placement qualifies.

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