Overview

Introduction to Co-op

Application Process

Co-op Schedule and Timeline

FAQ
What is Co-op?

• **Work-integrated learning**: curricular experiential education that formally integrates a student’s academic studies with quality experiences within a workplace. It aids in the development of student learning objectives and outcomes related to:
  - Employability
  - Agency
  - Knowledge and skill mobility
  - Life-long learning

• A Co-op Program is designed to integrate learning by **alternating academic terms and paid work terms**.

• Work terms provide experience in a workplace setting related to the student’s field of study.

• The number of required work terms varies by program; however, the time spent in work terms must be at least 30% of the time spent in academic study for programs over 2 years in length and 25% of time for programs 2 years and shorter in length.

Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada)
Academic Studies

Work Integrated Learning / Co-op

Work Experience

Professional Skills and Network

UBC Science Co-op Programs
Benefits of Co-op

Workplace Savvy

Preparedness for Post Graduation Job Market

Hands-on Experience Sought by Industry

Clarity of Career Path

Professional Network

Better Resume

$$ for tuition

Secondary Benefit

Confidence

Job Market Knowledge

UBC Science Co-op Programs
Employers love hiring UBC Co-ops

... Co-op students are bright and self motivated

... Co-op students bring fresh perspectives, ideas and concepts!

... we want to build future talent pipeline for hiring new graduates!

... UBC Co-ops are awesome!

... We love to mentor!
Supporting Student Success

- Resumes & Cover Letters Reviews
- Interview Preparation
- Workshops & 1-on-1 Support

- Develop Job Opportunities
- Facilitate Job Offer Process
- Facilitate Employer Info Sessions

- Create Networking Opportunities
- General Advising
- Maintain Employer Relationships

- Check-ins
- Advise and Resolve Workplace Issues
- Manage Work-terms
Supporting Student Success:
Co-op Workshops

- Crafting Resumes
- Crafting Letters
- Effective Cover Strategies
- Job Search Strategies
- Interviews (technical and non-technical)
- Transitioning from school to work
- Recognizing discrimination, bullying and harassment at workplace

All workshops are mandatory and must be completed prior to start of job search
Application Process
Who can apply?

• Full-time student
• Majoring in **CPSC/COGS** now; or no major yet and will declare CPSC as a major in the coming term
• 30+ credits remaining after application (current) term
• Minimum B- and above class average for courses related to major

*At the time of application!*

**BSc(CPSC,COGS)/BCom/BA**
Completed or completing CPSC 121, 210

**BCS**
Completed or completing CPSC 110

* *BCS = 2-year, 2nd degree program; BCS students can apply for Co-op in the 1st year*

* BSc = 4-year program*
When to apply?

**BSc Students**
- Year 1, Term 2? Apply in the Spring Cycle (March deadline)
- Year 2, Term 1? Apply in the Fall Cycle (October deadline)
- Year 2, Term 2? Apply in the Spring Cycle (March deadline)

**BA and BCom Students**
- Year 2, Term 1? Apply in the Fall Cycle (October deadline)
- Year 2, Term 2? Apply in the Spring Cycle (March deadline)
- Year 3, Term 1? Apply in the Fall Cycle (October deadline)

**Bachelor of Computer Science (BCS)**
- Year 1, Term 1? Apply in the Fall Cycle (October deadline)
- Year 1, Term 2? Apply in the Spring Cycle (March deadline)
How to Apply?

Apply Online

- Online application
  [www.sciencecoop.ubc.ca](http://www.sciencecoop.ubc.ca)
- Resume and non-UBC transcript in one document

Deadline Dates

**Spring:**
**March 8, 2023 at 11:59 PM (PT)**

Transcript:

- From UBC: no transcript needed (we check directly from the UBC system)
- Any other post-secondary non-UBC transcript (including overseas):
  - Non-official transcript/screen captures are fine
  - Combine with resume into 1 file

*Apply as soon as you are eligible to maximize your time, and thus opportunities in Co-op!*
How are students Assessed?

Application
- Online Submission
- Quality of responses to application questions

Resume*
- Technical Projects
- Work Experience (e.g. McDonald’s, Camp Counsellor)
- Volunteering Experience
- Extracurricular Activities

Intake Interview
- Communication
- Professionalism
- Teamwork Skills
- Leadership Skills
- Open and Flexible

* This will not be the same resume employers see

You will be notified 3-4 weeks after the application deadline whether you are invited to an intake interview.
International Students

International students can participate in the Co-op program.

International students will need a Co-op work permit to work in Canada.

The Co-op office will assist you in applying for the co-op work permit.

Fees and application process to the Co-op program are the same for domestic and international students, though there are Co-op jobs with citizenship restrictions.
Where have Co-op Students worked?
Co-op Schedule and Timeline
Co-op Schedule (Spring Application)

Schedule A for BSc Students - Spring Application

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<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
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<tr>
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<td>Study Term 3</td>
<td>Work Term 1</td>
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Schedule for BA or BCom Students- Spring Application

<table>
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<th>Year</th>
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* BCS Spring applicants should discuss your schedule with your Coordinator at intake interview.
Co-op Timelines

Spring Application Time Line

- Mar: Application Deadline
- Apr/May: Intake Interviews
- July: Admission Notification
- Aug-Oct: Workshops
- Sep-Dec: Job Search Period
- Jan: First Co-op Term Begins

General Rule of thumb: students normally start their Work Term about 1 year after applying to the Co-op Program
Basic Requirements / Expectations

Commitment to the Co-op Program

- Complete all workshops before getting access to job search portal
- Actively engage in the job search
- Be open and flexible to job opportunities

Work Term Completion (Varies by Program)

- BSc (CPSC, COGS): Four to five 4-month work terms
- BCom and BA: Three 4-month work terms
- BCS: Two 4-month work terms

Work terms cannot all be in the summer and must end degree on an academic term

Program Fees

- Administration and Workshop Fee: One-time fee
- Co-op Fee*: payable for each 4-month work term that you have secured a job (same fee for domestic and international students)

* Co-op fees are subject to change; please refer to the UBC Calendar
I am currently in another major, can I apply to CS Co-op?

- If you currently have a declared major (e.g. Math, Physics), please apply to the co-op program of your current major.
- You can transfer to CS Co-op once you become a CS major.
- Once students are admitted into the Science Co-op program, they have access to ALL job postings in the different disciplines.
Which program should I apply to when I am a combined/double major?

• Submit ONE application only --- based on career preference, or the discipline you’d like to start your first work term in

• Should the two combined programs have different application timeline, we recommend that you apply to the program that accepts applicants with an earlier timeline

• Once you are admitted to Science Co-op, you have access to all jobs in the job portal
How many students are accepted?

- The Co-op program doesn’t have an admission upper limit, i.e. students are not competing against each other for admission.
- Admission rate varies by year, ranging from 70-80%.
More information:

www.sciencecoop.ubc.ca