



Message from the Co-op Coordinator

The University of Winnipeg takes its missions to provide learning that is directly relevant to you within the context of today's competitive global environment. The Co-op Program at UWinnipeg is a meaningful way through which you can receive professional training to gain real-world experience directly related to your degree while pursuing your studies.

The Co-o program has clear objectives:

- To provide you the advantage of professional training directly related to your degree
- To provide you with the advantage of paid work experience that is related to your career aspirations
- To bridge the theory that you're learning in the classroom to a practical environment
- To give you the opportunity to test drive your chosen career path.

The Co-op Program is a wonderful addition to your University experience. You will need to remain in good academic standing and be committed to the program in order to be successful. I would like to thank you for taking the time to look into the program and look forward to working with you to achieve your career goals.

Sincerely,
Jessica Adkin, BBA



Important Information

Office location:

1BC14
Buhler Centre
460 Portage Ave

Mailing Address:

Jessica Adkin
University of Winnipeg
1BC14, 515 Portage Ave
Winnipeg, MB
R3B 2E9

Drop in Office Hours:

9am – 12pm Fridays (may change without notice)

*Appointments can be made at other times



What is co-op education?

Co-op education is a structured way of learning that combines in-class learning with periods of actual work. This working experience is called a co-op placement or work term. While on placement, you get to network with employers, gain valuable work experience in your chosen field, and possibly earn academic credits that count toward your degree or diploma.

What is the Co-operative Education Program?

The University of Winnipeg's Co-operative Education Program is open to students from all disciplines. It is a three-way partnership with the student, the employer, and The University of Winnipeg.

Co-op placements are four, eight or twelve month work terms. Work terms can start in:

- May-August
- September-December
- January-April



Please note the following deadlines for each term:

Deadline to apply for the FALL term is **March 1st**

Deadline to apply for the WINTER term is **July 1st**

Deadline to apply for the SUMMER is **October 1st**

These work terms are not like your normal student summer job. You will be working in a professional environment where you will use the knowledge and skills that you have learned in the classroom. Plus you get paid for it! Most students who participated last summer earned between \$13 – 17 per hour. These placements also allow you to gain valuable work experience that you can add to your resume as well as open your eyes to different career options within your field!

Since September 2013, the Co-op work term has the option of being **for credit**. In the for-credit version, students will receive **up to 3** credit hours per work term upon consultation with the Co-op Office and their department of study. During this consultation, learning



objectives will be set and the student will need to complete an assignment upon the completion of their work term. The assignment could be a mini-thesis, an industry report, or a research project. The assignment is at the discretion of the supervising professor or instructor. The above are examples; your actual assignment may be different. The credit hours will be used towards your degree as a general elective at either the 2000, 3000, or 4000 level depending on which work term you are in (first, second or third).

In the non-credit version, students will still receive recognition on their transcript for completing a work term, however, it will be on a pass/fail basis and no credit will be granted. A short paper is required of the student at the completion of the work term.

Each student partakes in:

- **Seminars** - which include resume writing, interview skills, job search, networking, professionalism and workplace etiquette – these will help you in your work term and once you join the workforce after graduation.
- **Assignments** - that are specific to his or her discipline. These assignments are meant to reflect on your learning at The University of Winnipeg. These assignments must be turned in by the due date indicated by the Co-op Office.
- **One-on-One Resume and Cover Letter Writing Sessions** – a personalized approach to creating the best possible resume and cover letter for each position that you want to apply for
- **Networking Events** - various networking events on and off-campus
- **Mock Interviews** – at least one per student. Students can also book an appointment to have a mock interview prior to every actual interview they go on. The Co-op Office will structure the Mock Interview based on the specific information in that job description.
- There will also be an opportunity to listen to a number of leaders in the community.





All of this will be in preparation to find the Co-op placement that is right for you. It will also assist you in making a great impression with a possible future employer.

During the length of the program, as a student, you must:

- Maintain contact with the Co-op Office
- Inform the Co-op Office of any concerns or issues relating to the position as they arise
- If the possibility of an extension of your Co-op term comes up, you and your supervisor must inform the Co-op Office immediately
- Participate in at least one on site visit by the Co-op Office.
- Complete your assignment as indicated by either your supervising professor/instructor or the Co-op Office
- Participate in the evaluation that your direct supervisor will be completing at the end of your work term.

All employers involved in the co-op program are required to provide meaningful work that applies back to your area of study. The idea is to bring the classroom theory into the workplace then bring that workplace experience back into the classroom.

Benefits of Joining the Co-operative Education Program

You get to put what you've learned into action. Co-op placements give you the chance to apply the latest theories and approaches you've learned in the classroom, giving you real work experience in your particular discipline.

You can make money. Co-op placements are **paid** positions. This paid work experience can be a really great opportunity to learn how to manage your money, not to mention pay for your school-related costs.

You could edge out the competition. Co-op placements provide you with excellent work experience in your field of study, and this can give you an edge when you're done school and competing for jobs. It shows employers that you not only have the academic training and knowledge, you can also do the job! When you complete a work term through the University of Winnipeg's Co-op Program, it appears on your transcript, whether you opt for the for-credit option or the not for-credit option. When you complete three work terms, you will receive a Co-operative Education Designation on your degree when you graduate. You can show employers how you took the initiative and joined Co-op!

You can test-drive your career. Co-op placements can give you a taste of real-life work experience to help you decide whether this is the right career path for you. They may



also open you up to possibilities you wouldn't have considered or known about otherwise.

The Co-op Office does NOT guarantee that students will find job placements.



Student Responsibilities

- Attend all seminars, meetings, one-on-one appointments and Co-op related events
- If a student cannot make a meeting or seminar, they are responsible to arrange for an alternative date and time
- Adhere to all Co-op guidelines and deadlines set by The University of Winnipeg and prospective employers
- Complete all assignments that compliment the seminars prior to applying for work term positions
- Follow all application processes for all positions applied for as directed by the job

postings or the Co-op Office

- Apply for all positions that suit your area of study
- Open positions can be found at: <http://uwinnipeg.ca/career-services/job-listings/co-op.html>
- Follow up with the employer once you have applied via methods indicated by the Co-op Office
- If offered an interview, the student must inform the Co-op Office
- Follow up with the employer once the interview has been conducted – send a thank you email within 24 hours
- Respond to job offers quickly, timely and professionally
- If the student accepts a job offer, student must inform the Co-op Office and provide direct supervisor's information as soon as possible.
- Honour all policies, regulations, and practices as outlined by the employer.
- Represent the University of Winnipeg in a professional, ethical and responsible manner at all times.
- Discuss and communicate any concerns and/or potential problems in completing the co-op work term with the Co-op Coordinator and the employer (i.e. If a family emergency occurs, please notify both parties)
- If participating in the For-Credit version of Co-op, maintain contact with your supervising professor or instructor through out the work term.



- Maintain a professional image with the employer. This includes attitude, conduct, and appearance.
- Work to your full capacity during the work term.
- Maintain contact with the Co-op Office through out the work term.
- If the possibility of an extension of your Co-op term comes up, you must inform the Co-op Office immediately
- Participate in at least one on site visit by the Co-op Office.
- Complete your assignment as indicated by either your supervising professor/instructor or the Co-op Office within two weeks of the end of your work term.
- Participate in the evaluation that your direct supervisor will be completing at the end of your work term.

Employer Responsibilities

- Ensure that the student receives meaningful **paid** employment for a minimum of 14 weeks on a full time basis. This equates to a 35 to 40 hour workweek, depending on the company's standards.
- Provide the University of Winnipeg Co-operative Education Office with a concise and accurate job description by the deadline indicated.
- Be available to present on campus about the employer to students.
- Provide an orientation process and learning environment for the student.
- Allow the Co-op Coordinator on the employers' site for a site visit at a minimum of once per work term to evaluate the student's progress.
- Complete an Employer Evaluation of the Co-op Student at least twice during the work term and discuss with the student prior to sending to the Co-op Coordinator.
- Work with the student in completing the work term report (if requested by the student) and act as advisor/mentor.
- Discuss any potential concerns with the Co-op Coordinator and the students.
- If the possibility of an extension of your Co-op term comes up, you must inform the Co-op Office immediately



University of Winnipeg Co-op Program Responsibilities

- Ensure the integrity and reputation of the University of Winnipeg Co-op Program.



- Ensure the application packages are completed, accurate, professional, and relevant. This includes resumes, cover letters, transcripts and any other pertinent certificates or letters of personal reference.
- Establish and conduct a series of seminars covering pertinent topics. These seminars include, but are not limited to, resume writing, interview skills, professionalism in the workplace, and networking.
- Provide assignments for each discipline at The University.
- Provide guidance and support to the students to ensure the students' success through face-to-face meetings as well as email and telephone.
- Provide the employer with student application packages in a timely fashion.
- Provide the employer with Co-op information as needed and requested.
- Conduct job site visits with employers and students.
- Evaluate the students' work term report if non-credit option selected
- If student chooses the for-credit option, work with the supervisory professor to evaluate the student's assignment, if necessary

How Does the Co-op Process Work for Students?

- Complete application form, available on UWinnipeg Website or from the Co-op Office (1BC14) prior to the deadlines listed associated with each work term along with
 - A current resume
 - A cover letter stating why you want to join the Co-op Program
 - An unofficial transcript
 - Two references
 - And the signed Terms and Conditions.
- Once accepted into the Co-op Program, pay the Co-op Fee of **\$424.00** to Student Central. **This fee is non-refundable.**
- Attend all seminars, meetings, one-on-one appointments and Co-op related events
- Complete all assignments that compliment the seminars prior to applying for work term positions
- Follow all application processes for all positions applied for as directed by the job postings or the Co-op Office
- **When do postings come in?**
 - **Fall** Postings can be available as early as May 1
 - **Winter** Postings can be available as early as August 1
 - **Summer** Postings can be available as early as January 2
 - **All postings** will be posted online at: <http://uwinnipeg.ca/career-services/job-listings/co-op.html>
- Apply for **all** positions in your area of study,
- All applications are submitted to the Co-Op Office unless otherwise requested by employers (if the employer requested that you apply directly to the posting, you **must** provide a copy of your submission to the Co-Op Office)
- Be prepared to attend interviews as requested by employers. Interviews may happen on campus, however, the majority happens at the Employers' place of business.



- Job Offers are can be sent out as early as two month to two weeks prior to the position start date. However, this is not always the case.
- The Job Offer will be sent directly to you. Please notify the Co-op Office when you accept an offer.
- **Once you have accepted a position**, you will need to determine if you would like the **CREDIT** or **NON-CREDIT** Version of the Co-op Program.
 - If you want to register for the **CREDIT** version of Co-op:
 - Inform the Co-op Office that you would like this option
 - Meet with the Co-op Office and a potential Supervising Professor/Instructor from your department of study
 - The Supervising Professor/instructor and you will determine the assignment that you will be completing while on your work term.
 - You will be required to pay the 3 credit hour tuition fees*, as determined by the Co-op Office.
***This fee is the same for Domestic and International Students**
 - You will receive a percentage or letter grade, which will appear on your transcript, based on your assignment that will be submitted upon the completion of your work term. **This WILL affect your GPA**
 - The credits earned in the for-credit option are *general elective credits* at the 2000, 3000, or 4000 level depending on which work term a student is completing.
 - Once you have agreed to participate in the credit option of the Co-op work term, you are obligated to complete the project unless a supervising professor cannot be found.
 - The tuition that was paid for the for-credit option is subject to the University's Withdrawal Policy.
 - If you want to register for the **NON-CREDIT** version of Co-op:
 - Inform the Co-op Office that you would like this option
 - Meet with the Co-op Office to receive your work term assignment
 - There are no additional fees
 - The COOP course will appear on your transcript.
 - Upon successful completion of the work term and completion of your work term report, you will receive a Pass/Fail on your transcript for the COOP Course.
 - The non-credit option will show as COOP-2999, COOP-3999, or COOP-4999 and the appropriate section number associated with your Faculty (ie. Faculty of Business and Economics, section #800, Faculty of Science, section #801, etc.) depending on which work term you are completing (first, second or third respectively)
 - No credit is given in this situation



- During your work placement, the Co-Op Office will facilitate at least one on-site job visit where you will evaluate your direct supervisor and your direct supervisor will evaluate you. This is used to determine if any issues have arisen and that the job is what is was expected to be.
- Upon completion of your placement, you **MUST** submit your report to the Co-Op Office and in the case of the for-credit version, to your supervisory Professor/Instructor within two weeks of your work term ending, or an alternative deadline if negotiated prior to the end of the work term.
- If no report is submitted, you will receive a failing or incomplete grade for the course.
- Your Employer supervisor will submit an evaluation form of your performance through out the work placement to the Co-op Office as well.

Additional Information

- The University of Winnipeg offers a September to December, January to April and May to August Co-op work term.
- The work term must be a minimum of 480 hours.
- Accepted Co-op students must be paid at least minimum wage, however the general rate of pay for Co-op students is \$13 to \$17.00 per hour.

Timeline of Co-op Program for Summer (May – August) Placements

September

- Information sessions about the Co-op Program are held on campus to garner Student attention
- On Campus Networking Event with Employers and Students (all students welcome)
- Meetings are scheduled with Students who did not complete a full application or the Co-op Office has questions about their application



October

- Students apply to the Co-op Program
- Accepted students pay Co-op Fee
- On campus work placement seminars completed – Resume and Cover Letter Writing, Professionalism in the Workplace, Interview Skills, Job Search and Networking
- Assignments based on seminars are completed



- Potential On Campus Networking Event

November

- One-on-One Resume and Cover Letter Writing sessions are conducted
- One on One Job Search and Networking Coaching
- On campus Networking Event

December

- One-on-One Mock Interviews with students are conducted
- One on One Job Search and Networking Coaching
- Preparation for the Career Fair in January

January & February

- Job postings start coming in. Postings are listed on the Job website:
<http://uwinnipeg.ca/career-services/job-listings/co-op.html>
- Mock Interviews and Resume writing sessions with students who are applying for specific positions

March & April

- Postings close
- Interviews are scheduled.
- Mock Interviews specific to job postings are scheduled.
- Students are encouraged to follow up with employer once interview has been conducted.
- Offers are sent to qualified students, and copied to the Co-op Office

May

- Work term begins
- Co-op Student informs Co-op Office who their direct supervisor is
- Co-op Office informs supervisor about site visit during the term and to contact the office should any concerns arise.
- Student maintains contact with Co-op Office on how the job is progressing

June/July

- Co-op Office conducts on-site visit
- Student maintains contact with Co-op Office

August

- Work term completed
- Work term report or project submitted for grading two weeks after the completion of the work term

September

- Student returns to University for an Academic Term.



- If student chooses to re-apply to the Co-op Program for a second Work Term, the student will be required to resubmit an application form and pay the Co-op Fee
 - Student will receive one on one Coaching and Career Portfolio development
 - Optional attendance at Co-op Seminars, unless otherwise indicated

Previous employers for the Co-op Program include:

Canada Revenue Agency
Liquor and Gaming Authority of Manitoba
Manitoba Hydro
Manitoba Liquor and Lotteries
PepsiCo
Inoveon Corp & IBM
Agri-Foods & Agriculture Canada
Conservation and Water Stewardship
Civil Service Commission of Manitoba
City of Winnipeg
Winnipeg Fire Paramedic Service
River City Sports
Scotiabank – Roynat Capital Investments
Deloitte
Workers Compensation Board
National Micro-Biology Lab
Grant Thornton

Resolute Technologies
GWL
MNP
Richardson Intl.
RBC
TD Bank
Cambrian Credit Union
Department of Fisheries and Oceans
Canada Border Services Agency
Canada School of Public Service
Industry Canada
Winnipeg Sport and Leisure Centre
Canada Grain Commission
Public Works & Government Services
Canada
Statistics Canada

To apply and receive more information

Jessica Adkin
Co-operative Education Coordinator
P: 204-982-1170
E: Je.Adkin@UWinnipeg.ca

Office:
1BC14
Buhler Centre
460 Portage Ave

Mailing Address:
515 Portage Ave
Winnipeg, MB
R3B 2E9

