



CO-OPERATIVE EDUCATION PROGRAM AT THE UNIVERSITY OF WINNIPEG

Message from the Coordinator

The University of Winnipeg takes its mission to provide learning that is directly relevant to you within the contact 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-op 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 directly to your career aspirations
- To bridge the theory 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 congratulate you on your acceptance into the program and look forward to working with you to achieve your career goals.

Sincerely,

Co-operative Education Coordinator

Important Information

Office Location:
TO BE CONFIRMED

EMAIL: coop@uwinnipeg.ca

No Drop-in Office Hours over the summer (May – August). Please make an appointment.



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, paid work experience in your chosen field, and possibly earn academic credits that count toward your degree.

Overview of the Co-operative Education Program

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

Co-op placements are normally four month work terms. However, there are instances when a work term can be 8, 12, 16 or even 20 months in length.

Work terms can start in:

- May-August (Summer)
- September-December (Fall)
- January-April (Winter)



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 \$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!

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.



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 complement 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
- Students **MUST** apply for *at least 3* positions that are related to their area of study, preferably one per month.



- Open positions can be found at: <http://uwinnipeg.ca/career-services/job-listings/co-op.html>
- Students are encouraged to follow up directly 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 throughout 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 throughout 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.



*It is the student's responsibility to **re-apply** to the Co-op Program upon their return to University. The Co-op Fee is valid for one academic year.*

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.
- 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/department 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

Frequently Asked Questions

What is UWinnipeg Co-op?

- Access to job postings from Manitoba's Top Employers plus opportunities across Canada and the globe!
- You will be engaged in meaningful, productive, paid work over the course of your work term, while possibly earning academic credit
- Whether you already know what your concentration will be or you are looking to explore different career paths, the co-op program will help you achieve your goals
- Freedom to explore different career paths in a safe, supportive and dynamic environment

Why Choose Co-op?

- Earn competitive wages while completing 4 – 20 months of professional work experience and build a powerful network of professionals
- These experiences will assist you in obtaining employment after graduation

Will completing Co-op delay my graduation?

- Depending on which academic term you engage in a work term, it may extend your graduation by 1 academic term.
- Most students choose to complete their work terms in the Summer (May – August) term though there are opportunities to work during the Fall (September – December) and Winter (January to April) Work Terms

Is Co-op For Credit?



- No and yes. The professional training that all co-op students go through is currently non-credit. If you secure a work term, you have the option of gaining academic credit. Please read through below:
- The Difference between non-credit and credit versions of the Co-op Work Term
 - **Once you have accepted a Co-op Work Term Placement/Position**, you will need to determine if you would like the **CREDIT** or **NON-CREDIT** Version of the Co-op Program.
 - **CREDIT VERSION INFORMATION**
 - 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 credit** at either the 2000, 3000, or 4000 level depending on which work term you are in (first, second or third).
 - *Please note that the credit version of co-op is **NOT** guaranteed. It is at the discretion of your department area of study and whether or not a professor is available.*
 - 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**
 - 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.
 - **NON-CREDIT VERSION INFORMATION**
 - 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.
 - 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 Work Term 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 Work Term Course.
- The non-credit option will show as COOP-2999, COOP-3999, or COOP-4999 and the appropriate section number associated with your Faculty (i.e. 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

What is the average salary for Co-op Work Terms?

- All co-op work terms are paid positions and salary is determined by the employing organization.
- On average last summer, Co-op students made /hour

What type of commitment is required to make Co-op work for me?

- Mandatory attendance and participation in seminars, workshops and events throughout your academic term
- Preparing effective cover letters and resumes to apply for the positions that come in
- Preparing and participating in all interviews you are asked on
- Completing all Co-op requirements on your work terms (work term report/project, evaluations etc.)
- Monthly check ins while on work term with the Co-op Coordinator
- Frequently checking your email and promptly response to communication from the Co-op Office

Does everyone find a Co-op Work Term?

- Being accepted into the Co-op Program does not guarantee that you will secure a placement. Co-op placement rates vary depending on economic stability and labour market trends. The Co-op Coordinator works diligently with organizations to develop suitable work terms.
- For students to maximum their chances for finding a suitable Co-op Work Term, they must:
 - Prepare effective marketing materials, including resumes and cover letters
 - Apply to ALL positions that they qualify for
 - Take advantage of the resources available through the Co-op Office, such as resume and cover letter review, mock interviews, personalized coaching, etc.
 - Be flexible and willing to try new things
 - Undertake their own job search

If I do not find a job, will I fail Co-op?

- No. A Co-op Work Term does not go on your transcript until you have a placement confirmed.
- If you are unsuccessful in your job search, you will have a follow up meeting with the Co-op Coordinator to discuss your options.

How much does the Co-op Program cost?



- There is a Co-op Fee and if you secure a placement and choose the credit version of the work term, a tuition fee. You can find current fee information [here](#)

Why do I need to pay the Co-op Fee and/or Work Term Tuition Fee if I find my own job?

- A Co-op student pays the same program fee regardless of whether the job is posted by the Co-op Office or if the position is found independently. All Co-op students engage in professional development training and workplace coaching prior to securing a placement and receive continuous support and guidance from the Co-op Office. The Co-op Program is funded by the financial support of all students who are registered in the program. Similar to arrangements where there is a flat fee (e.g. health coverage) all students pay the same amount regardless of the amount of service consumed.

Can I be in the Co-op Program if I am also participating in an International Exchange Program?

- Yes! You can be in the Co-op Program!

Can I be in the Co-op Program if I am involved in extra-curricular activities?

- Yes! Please book an appointment with the Co-op Coordinator to discuss how to successfully do both!

Are International Students eligible for the Co-op Program?

- Yes! The Co-op Program has many international students in the program. Once an International Student is accepted into the program, in order to be eligible to work in Canada, the student must apply for a Co-op Work Permit through [Immigration, Refugees and Citizenship Canada](#) and must receive the Co-op Work Permit before starting the work term.
- It is the responsibility of the student to ensure that they have the necessary paperwork to be eligible to work in Canada.

Am I still considered a full time UWinnipeg Student while on a Co-op Work Term?

- No. While you are on work term, you are not considered a full-time student, unless you are also taking 9+ credit hours during the same term as your work term.

When do postings come in?

- The following are guidelines. In some cases, especially for Federal agencies that require Top Secret or Secret Security Level Screening, postings can arrive up to 1 year in advance!
 - **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 December 20
 - **All postings** will be posted online at: <http://uwinnipeg.ca/career-services/job-listings/co-op.html>

What kind of support will I get from the Co-op Office?

- The Co-op Coordinator is always available for you to contact throughout the school year and your work term, should any questions or concerns arise.



SEMINARS, WORKSHOPS AND EVENT SCHEDULE

The following information is subject to change and is meant to provide students with an idea of what to expect within the program.

SUMMER WORK TERM (May to August)

SEMINARS

IGNITE ONE DAY CONFERENCE:

During Fall Reading Week, The Co-op Program organizes a one day conference that covers all of the workshops and seminars. Typically, this full day event is on the Wednesday of the Fall Reading Week.

Date for 2017 – Wednesday, October 11th, 2017

Location: Convocation Hall

Time: 8:30am – 4:00pm

Topics covered*:

- Overview of the Co-op Program
- Cover Letters, Resumes & CVs Session
- Employer Panel on Cover Letters
- Networking & Job Search Session
- Employer Panel on Networking & Job Search
- Interviews Session
- Employer Panel on Interviews
- Workshop on Interviews
- Professionalism in the Workplace Session

**subject to change without notice*

Anticipated Date for 2018 – October 10th, 2018

Anticipated Date for 2019 – October 16th, 2019

If you cannot make the one day conference, **you** are responsible to contact the Co-op Office and set up a separate appointment. Failure to do so will result in your withdrawal from the Co-op Program.

CAREER FAIR PREPARATION:

A How-To Seminar on what to expect and how to prepare for the Career Fair that happens on Campus.

The Career Fair for 2018 is set for:

Date: January 16th, 2018

Location: Duckworth Gymnasium

Time: 10:00am – 3:00pm

Seminar Date:

Date: During the 1st two weeks back after the Holiday Break (January 3rd – January 12th)

Location: various



Time: various

2017/2018 WORKSHOPS & EVENTS*

Co-op Wine & Cheese – Late November/Early December
Co-op Mock Interview Event – Late January
Co-op Resume Review – Early January
Co-op Speed Interview Event – February
Co-op Networking Event – Late February

**dates subject to change*

Due to the smaller amounts of students who choose the FALL or WINTER WORK TERMS, the seminars and events for these students are scheduled ad hoc, based on each student's availability.

FALL WORK TERM (September to December)

SEMINARS

IGNITE ONE DAY CONFERENCE:

During WINTER Reading Week, The Co-op Program organizes a one day conference that covers all of the workshops and seminars. Typically, this full day event is on the Wednesday or Thursday of the WINTER Reading Week.

Date for 2017 –Thursday, February 22nd, 2018

Location: TBC

Time: 8:30am – 4:00pm

Topics covered*:

- Overview of the Co-op Program
- Cover Letters, Resumes & CVs Session
- Employer Panel on Cover Letters
- Networking & Job Search Session
- Employer Panel on Networking & Job Search
- Interviews Session
- Employer Panel on Interviews
- Workshop on Interviews
- Professionalism in the Workplace Session

**subject to change without notice*

Anticipated Date for 2019 – February 21st, 2019

If you cannot make the one day conference, **you** are responsible to contact the Co-op Office and set up a separate appointment. Failure to do so will result in your withdrawal from the Co-op Program.

2018 WORKSHOPS & EVENTS*

Co-op Networking Event – Late February
Co-op Resume Review – Late February/Early March
Co-op Mock Interview Event – March



Co-op Speed Interview Event – April/May

**dates subject to change*

WINTER WORK TERM (January to April)

SEMINARS

- Cover Letter and Resume Writing
- Job Search & Networking
- Interviews
- Professionalism in the Workplace

If you cannot make the above mentioned times, please contact the Co-op Office to set up a separate appointment.

2018 WORKSHOPS & EVENTS*

- Co-op Mock Interview Event – August
- Co-op Resume Review – September
- Networking Night – Late September
- Co-op Wine & Cheese – Late November/Early December

**dates subject to change*

YOUR RETURN ON INVESTMENT

UWinnipeg Co-op Costs	UWinnipeg Co-op Costs if choosing credit option	Potential UWinnipeg Co-op Earnings
Co-op Fee = \$435 \$435	Co-op Course Fee = \$435 Co-op Credit Hour Fee = \$336 \$771	Approximate monthly co-op salary = \$2,500 <i>*based on overall average hourly wage for co-op student employees</i>
Total Investment over 4 years \$435 (3 years in the Program + 3 Co-op Work Terms) <u>x 3</u> = \$1,305	Total Investment over 4 years \$771 (3 years in the Program + 3 Co-op Work Terms) <u>x 3</u> = \$2,313	Total Return Over 4 years \$2,500 (Each 4 month work term) <u>x 4</u> \$10,000 (3 work terms) <u>x 3</u> = \$30,000

Your ROI \$30,000 - \$2,313 = \$27,687 (credit option)

OR \$30,000 - \$1,308 = \$28,695 (non-credit option)

**Subject to fee increases*



During the Work Term

- If you secured a work term, 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.
- The student is encouraged to connect with the Co-op office monthly
- 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 prior to 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 throughout the work placement to the Co-op Office as well.



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
Agriculture & Agri-Foods 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
Innovation, Science and Economics
Development Canada
Winnipeg Sport and Leisure Centre
Canada Grain Commission
Public Works & Government Services Canada
Statistics Canada
Parks Canada
Health Canada
Investor's Group
Indigenous & Northern Affairs Canada
Boeing
Manitoba Hydro International
Manitoba Tax
Wawanesa
Assiniboine Credit Union
Western Financial Group
Cadham Provincial Laboratory



HOW TO APPLY

Fill out an Application form. Can be filled out [online](#) or [downloaded in a PDF format](#). If you need a word version or would like to pick up an application form in person, please contact coop@uwinnipeg.ca

As part of the Application Package, you will need

- A copy of your transcript from WebAdvisor (can be a screen shot)
- A recent resume
- A cover letter about why you are interested in the Co-op Program
- And at least two professional references

Upon acceptance to the Program, you are required to pay the Program fee of **\$435.00***. **This can be paid at Student Central. Please note that once the Co-op Fee is paid, it is non-refundable.**

*subject to fee increases

Deadlines for students to join for the 2017-2018 Academic year:

The 2018 Summer (May - August) Work Term is **OCTOBER 1ST**

The 2017 Fall (September-December) Work Term is **JANUARY 1ST (limited space)**

The 2018 Winter Term (January-April) Work Term is **JULY 1ST (limited space)**

Submit your application to coop@uwinnipeg.ca

You can also check out the Co-op Program on Facebook: www.facebook.com/CoopUWinnipeg

Or follow the program on twitter, [@COOPatUW](https://twitter.com/COOPatUW)