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 work experience is called a co-op placement or work term. While on placement, there are opportunities to network with employers, and gain valuable, paid work experience in your chosen field. If opting for the credit version of Co-op, academic credits can be earned that count toward your degree. Students are allowed a total of three Co-op terms.

Overview of the Co-operative Education Program

The University of Winnipeg's Co-operative Education Program is open to undergraduate students from The Faculty of Business and Economics and Applied Computer Science. This is a three-way partnership with the student, the employer, and The University of Winnipeg.

Co-op placements are usually four month work terms.

Work terms can start in:
- May-August (Summer term) (COOP I, II, or III)
- September-December (Fall term) (COOP II or III)
- January-April (Winter term)(COOP II or III)

Students will be working in a professional environment where they will apply the knowledge and skills learned in the classroom. This is a paid work term.

These placements allow students to gain valuable work experience that can be added to their resume as well as provide awareness to additional options within their field.

The Co-op Program overview includes:
- **Seminars** - which include resume and cover letter writing, interview training, identifying transferable skills, job search skills, networking and professional approaches
- **Assignments** - will reflect on student learning at The University of Winnipeg. These assignments include a due date indicated by the Co-op Office
- **Networking events, guest speakers, and other university-wide/professional events:** include Co-op Program specific networking events as well as various event opportunities both on and off-campus to connect students to industry professionals.

This preparation assists students in presenting professionally and giving the best first impression with a possible future employer.

During the length of the program, student responsibilities include:
- Maintaining contact with the Co-op Office
- Informing 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, students and their supervisor **must** inform the Co-op Office immediately
- Participation in at least one on site visit by the Co-op Office
- Completing **all** assignments as indicated by either the supervising professor/instructor or the Co-op Office
- Completion of a final **Work Term Project** within two weeks post-employment (or for Co-op credit version: as directed by the supervising professor)

- Participation 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 to the student's area of study.

This concept enables students to bring the classroom theory into the workplace then bring that workplace experience back into the classroom.

Please note that the Co-op Office does NOT guarantee that students will find job placements.

Student Responsibilities

Pre-employment:

- 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 Program guidelines and deadlines set by The University of Winnipeg and prospective employers
- Complete all assignments that complement the seminars <u>prior</u> 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
- <u>Apply for all positions</u> that fall within your area of study
- Students **MUST** apply for *minimally five to ten* positions per month that are related to their area of study (minimum total of 25 positions)
- Open positions can be found at: https://www.uwinnipeg.ca/coop-program/job-listings/index.html
- Students are encouraged to follow up directly with the employer once they have applied via methods indicated by the Co-op Office
- <u>If offered an interview, the student must inform the Co-op Office</u>
- 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

Post-employment:
- <u>Once a job offer is accepted, the student must inform the Co-op Office and provide direct supervisor's information as soon as possible.</u>
- 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.
- 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.
- <u>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.</u>
- 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 applicable for each Co-op 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 work week, 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 (COOP I). These seminars include - but are not limited to - resume writing, interview skills, professionalism in the workplace, and networking.
- Provide the employer with student application packages
- 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

Co-op for credit

- Students will receive up to three 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 and your actual assignment may be different than above.
- 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.

Registering the **CREDIT** version of Co-op:
- Inform the Co-op Office that you would like this option well in advance of work term commencing
- 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
- The ability to register for the CREDIT version of Co-op will be dependent on the availability of a supervising instructor/professor.

Students will be required to pay the three credit hour tuition fees* as well as the Co-op fee, 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 CO-OP
- 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 (Work Term Report) 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 (after application has been made, accepted and Co-op fee has been paid):
- Inform the Co-op Office that you are doing the non-credit Co-op well before work term has commenced
- Contact Co-op Office for the Work Term Report assignment as soon as a job has been accepted
- Complete and send in your final Work Term Report two weeks prior to the end of your work term contract
- The Co-op Work Term course will appear on your transcript.

Non-credit grade
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 Co-op 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 applied for the non-credit Co-op.

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/check in with the Co-op office on a monthly basis

- Upon completion of your placement, you **MUST** submit your Work Term Report to the Co-op Office and in the case of the for-credit version, to your supervisory professor/instructor prior to completing your work term
- If no report is submitted, you will receive a failing grade for that term.
- In addition, your employer supervisor will submit an evaluation form of your performance throughout the work placement to the Co-op Office

It is the Co-op student's responsibility to complete and send their Final Work Term Report to the Co-op Office by the deadline date of August 17th. **

HOW TO APPLY

Fill out an Application form online or downloaded in a PDF format. Word documents or an application form can be requested by emailing: 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 change

Deadlines for students to join for the 2018-2019 Academic year:
For the 2019 Summer (May - August) Work Term, deadline to apply is **OCTOBER 1ST** (2018)
For the 2018 Fall (September-December 2018) Work Term is **JULY 1ST (limited space) (Prerequisite: Co-op I)***
The 2019 Winter Term (January-April 2019) Work Term is **OCTOBER 1ST (limited space) (Prerequisite: Co-op I)***

*Co-op I is always the Summer Work Term. Co-op I **MUST BE** completed before Fall or Winter Term options are available.

Submit your application to coop@uwinnipeg.ca

For up to date information, please check our Facebook page: **www.facebook.com/CoopUWinnipeg**