

FREQUENTLY ASKED QUESTIONS: Co-op 2018

CO-OP PROGRAM APPLICATION AND ADMISSION

What are the conditions for acceptance into the Co-op program?

Co-op is a competitive program and admission is based on a student's completed application, admission interview (if required) and the total number of seats available for that student's discipline. Students need to:

- Meet all the application requirements listed on our [website](#)
- Demonstrate strong written and verbal communication skills
- Demonstrate co-op career motivation, maturity and readiness for growth

What if my CGPA is below 65%?

Maintaining a CGPA of 65% is a required component of co-op eligibility for undergraduate students. Your application will not be considered if you are below 65%.

Can Masters students apply to Co-op?

Yes. They must have first-year standing in the Faculty of Applied Science Master of Engineering program and are eligible to apply to the Co-op Program if they commence their degree program in September 2018.

Can international students apply to Co-op?

Yes.

What happens once I have completed the application steps on Canvas?

Once you have submitted your application on Canvas, you will see a message confirming that you have finished all required modules. Only fully completed applications will be reviewed. Late applications will not be accepted. Once we have received your application, you may be invited for an admission interview.



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How will I know if I am selected for an admission interview?

If you are selected to complete an admission interview, you will be notified via email and will be expected to schedule your interview by selecting an interview slot in the “Appointments” page on the PD portal.

How can I prepare for the admission interview?

During the interview, you will be evaluated on aspects such as:

- Professionalism and career readiness
- Communication skills
- Volunteer work, work experience, school/personal projects

Here are some tips to help you prepare:

- Dress professionally – business casual attire
- Arrive on time
- Use specific examples to better illustrate your answers
- Be concise. Keep your answers to under 2 minutes.
- Be ready to clearly communicate your skills, accomplishments, goals, reasons for pursuing an engineering degree

When do I find out if I am admitted to the Program?

Undergraduate students will be notified by email at an anticipated date of Friday October 12th, 2018.

Masters students will be notified by email at an anticipated date of Friday October 19th, 2018.



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CO-OP PRE-EMPLOYMENT WORKSHOPS

What are the co-op pre-employment workshops?

The Pre-employment workshops prepare students to write effective cover letters and resumes, improve interview skills, understand purpose of networking, review co-op resources and processes, and much more.

Do I have to attend all mandatory workshops?

Yes. The Pre-employment workshops are important and critical to your success. Students admitted to the Co-op Program must take part in all of the workshops, online and in-person, and complete all requirements. Students who do not successfully complete the workshops are ineligible to proceed in the Program.

How much is the workshop fee?

The Co-op workshop fee is \$247.00, non-refundable. Students must pay this one-time fee upon successfully gaining admission to the Co-op Program. The fee is paid online, directly to the Engineering Co-op program (not through the SSC). Full details will be outlined in the acceptance email.



FREQUENTLY ASKED QUESTIONS

CO-OP SCHEDULES AND WORK TERMS

What is a work term?

A work term is a paid, supervised, industry and/or research employment experience which mirrors the months of the equivalent academic term, e.g. a Fall work term is September – December. Work terms are evaluated on a pass/fail basis and documented on your official university transcript.

When is the first work term?

Most co-op students' schedules have the first co-op work term in the summer (May) after admission. However, this may differ for each engineering discipline and students may modify their schedules with consultation with their Co-op Coordinator and their Academic Advisor. Please refer to the common schedules on our [website](#) for more information.

How many work terms are in a student's co-op schedule?

Undergraduate students are scheduled for 4-5 work terms and each work term is 4 months in duration (mirroring the academic term). Master of Engineering students are scheduled for 1-2 work terms. Visit our [website](#) to view different undergraduate work term schedules.

How do I register for a work term?

The work term recruitment period (job search) begins four months prior to the scheduled work term, e.g. start the summer job search in January. When a student has accepted an offer of co-op employment, the student will be registered by the Co-op Office in the appropriate co-op course(s) (e.g. APSC 110) for the term(s) covering the duration of the employment contract. Co-op employment contracts cover periods of 4, 8, 12 or 16 months, depending on the employer's needs and the student's availability.

When is the Co-op work term course fee due?

The Co-op course [fee](#) and related student fees are assessed for each confirmed work term. Tuition and program fee payment instructions are outlined on the UBC [Student Services website](#) and payment is made through your SSC account, as with any other UBC course or program.



FREQUENTLY ASKED QUESTIONS

CO-OP EMPLOYERS AND JOBS

Which employers hire Co-op students?

The UBC Engineering Co-op Program is connected with hundreds of employers offering exciting opportunities for students to make meaningful industry connections, gain firsthand experience, and develop new skills. Some of our top employers are:

Intel, SAP, Teck Resources, Ballard Power Systems, BC Hydro, Sierra Wireless, Microsemi, Hydro One Networks, Stantec, Canfor, Thurber Engineering, City of Surrey, City of Vancouver, Stemcell Technologies, PCL Construction, Shell Canada, Cadex, Metro Vancouver, Peace River Hydro Partners, CCMET, Tesla, TransCanada, Imperial Oil, Ledcor Group, Fortis BC, ConeTec Investigations.

Are co-op students guaranteed jobs?

No. Securing a job is a competitive process and is not guaranteed. It's important for students to put effort in their job search and applications. Co-op students have access to the program's exclusive co-op job portal and support of the Co-op team. The more positions applied to, the higher the chance of securing a job. We will work with you to support you in your job search with our pre-employment workshops, in-person appointments and coaching -- from your first job search through to your final work term.

Can I look for a co-op job outside of the Co-op portal?

Yes. In addition to applying for positions through the Program's portal, you should expand your efforts by developing leads and exploring opportunities through your personal connections, at networking events, etc. Meet with your Co-op Coordinator to discuss and develop your strategy.

Do I have to work in British Columbia?

Co-op opportunities are available across numerous industries, employers, and geographic locations. Many co-op opportunities are in British Columbia and Alberta but there are opportunities available across Canada, in the USA and globally. Students can seek out opportunities in any geographic region of interest but should not be too restrictive to increase success in securing a position.



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Are international work terms possible?

Yes. International co-op work terms allow you to expand your horizons and industry networks globally. You have the opportunity to immerse yourself in a new culture and new experiences. The most frequent destinations are Japan, Germany, the United States, and China. Our Co-op Coordinators are here to help you understand what's involved to seek out, secure and address next steps when you accept an international work term. They can help you with visas, job descriptions and international orientations so that you are better prepared to work internationally.

What is a Co-op designation?

Undergraduate co-op students must complete a minimum of four work terms - including at least one term in two different seasons (summer, fall, and/or winter) to graduate with Co-op Standing and have Co-op designation noted on their degree parchment. This designation indicates a student is graduating with relevant work experience.

Didn't find the answer to your question?

Come to an Intake Q&A Drop in Session to ask us and learn more about the Co-op Program.

Vancouver Campus - Co-op Office 2385 East Mall (Pulp & Paper Centre - Boardroom)	Time
Wednesday, September 5	12pm – 1pm
Thursday, September 6	12pm – 1pm
Friday, September 7	12pm – 1pm
Monday, September 10	12pm – 1pm
Tuesday, September 11	12pm – 1pm
Wednesday, September 12	4:30pm – 5:30pm
Thursday, September 13	4:30pm – 5:30pm
Friday, September 14	12pm – 1pm

Okanagan Campus	Room	Time
Thursday, September 6	EME 1202	2:00 – 3:30pm
Wednesday, September 12	EME 2202	3:30 – 4:30pm
Friday, September 14	EME 2202	3:30 – 4:30pm

