Co-operative Education (Co-op)

UNIVERSITY OF THE FRASER VALLEY

CENTRE FOR EXPERIENTIAL AND CAREER EDUCATION

ELIGIBLE PROGRAMS:

Arts, Associate & Bachelor degree

Business Administration, Bachelor degree & diploma

Computer Information Systems, Bachelor degree & diploma

Criminal Justice, Bachelor of Arts degree & diploma

Data Analysis Post-baccalaureate certificate

Environmental Studies, Bachelor degree

Fine Arts, Bachelor degree

Integrated Studies, Bachelor degree

Library & Information Technology diploma

Media Arts, Bachelor degree

Science, Associate & Bachelor degree

Science, Bachelor of Agricultural Science degree

HOW TO APPLY:

1. Login in to your CareerLink account at *ufv.ca/jobs*

2. Click on your **"initials"** on the top right corner and click on **"Apply to Co-op"**

3. Complete the application form and select **"Submit Application"**

4. Upload your Resume and Unofficial Transcript to your **"My Documents"**

5. How to upload your unofficial transcript *ufv.ca/jobs/co-opera-tive-education/*

WHAT IS CO-OP:

Co-operative Education (Co-op) combines academic studies with relevant work experience. Academic semesters alternate with work terms, giving you up to two years of relevant work experience. Co-op work term placements are not guaranteed, but are obtained on a competitive basis.

BENEFITS OF CO-OP:

- Strengthen and apply academic knowledge through program-related real-world work experience
- Improve job related performance through direct feedback from employers
- Explore alternative career options and network with potential employers
- Develop essential employment skills and a professional resume
- Earn money to help finance your education

CO-OP PROGRAM ADMISSION REQUIREMENTS:

- Successful completion of two full-time semesters in an academic program at a Canadian institution
- Hold and maintain at least a GPA of 2.33 for diploma and 2.67 for degree
- Students must have enough time remaining and be committed to completing 3 full-time co-op terms in the degree or 2 full-time co-op terms in the diploma
- Be enrolled and remain full-time in one of the eligible programs

WORK TERMS AND FEES:

- Work terms are full-time for 4, 8 or 12 months on a semester basis: May - August, September - December, January - April
- Co-op tuition fees are semester based and vary for domestic and international students. For further details please refer to the Academic Calendar: *ufv.ca/calendar/current/General/COOP.htm*
- Tuition is payable once a student has secured a co-op work term

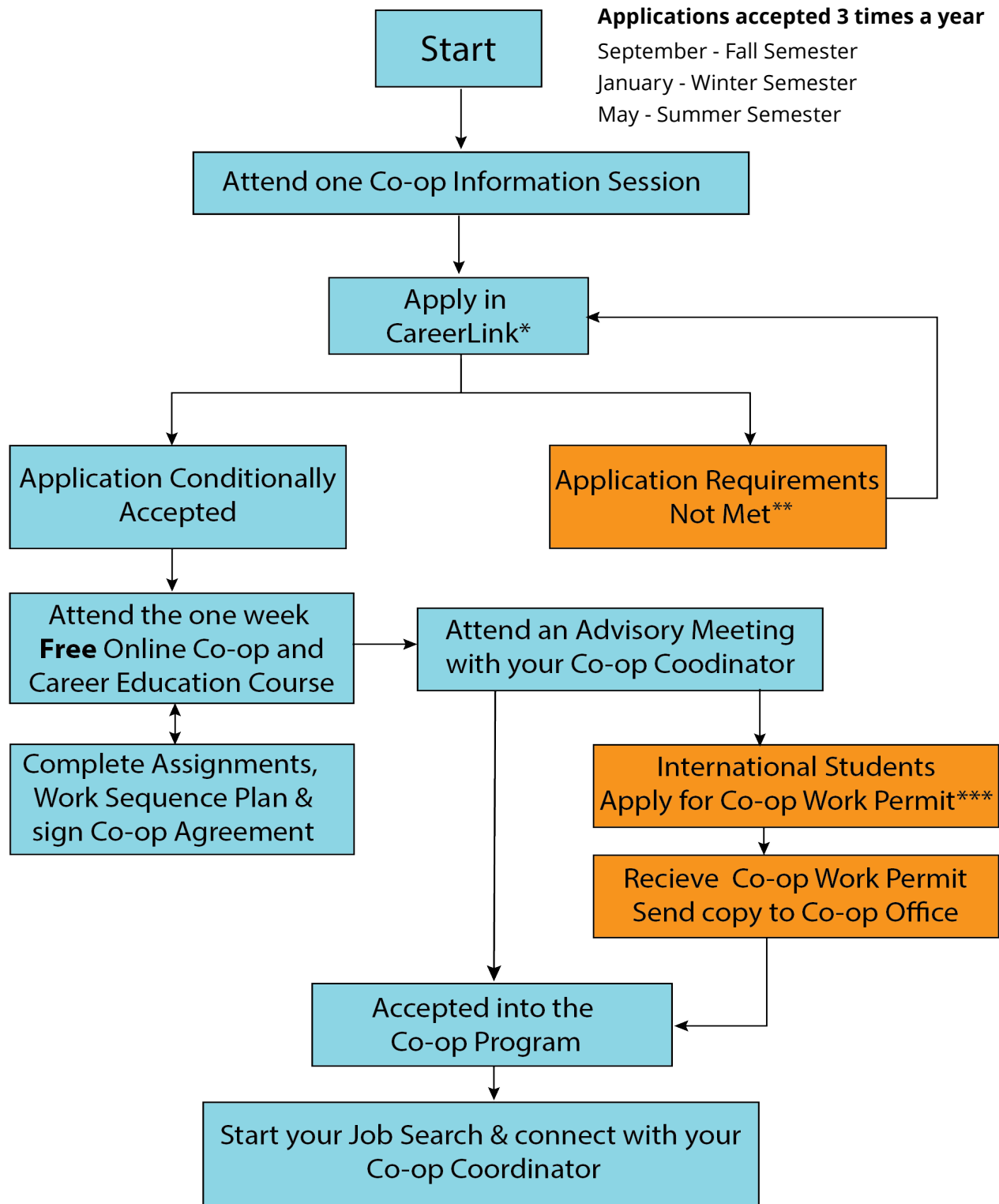| EXAMPLE of Co-op and Study Timeline			
YEAR	FALL Semester	WINTER Semester	SUMMER Semester
1	Study term	Study term	**Apply to Co-op**
2	Study term	**Work term 1**	**Work term 2**
3	Study term	Study term	Study term
4	Study term	Study term	Off
5	**Work term 3**	Study term*	Graduation

* Must end on a full-time academic study term

FURTHER INFORMATION:
Visit our website at *ufv.ca/coop* or email us at *coop@ufv.ca*

ufv.ca/coop | Building S (SUB) 3rd floor, S3123, Abbotsford Campus | email: coop@ufv.ca

How to apply to the Co-op Program

(Application timeline)

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                    ┌─────────────┐
                    │    Start    │      **Applications accepted 3 times a year**
                    └─────────────┘      September - Fall Semester
                          │              January - Winter Semester
                          ▼              May - Summer Semester
          ┌──────────────────────────────────┐
          │ Attend one Co-op Information Session│
          └──────────────────────────────────┘
                          │
                          ▼
                  ┌─────────────┐
                  │  Apply in   │◄────────────────────────┐
                  │ CareerLink* │                          │
                  └─────────────┘                          │
                    │         │                            │
          ┌─────────┘         └─────────┐                  │
          ▼                             ▼                  │
┌──────────────────────┐   ┌──────────────────────┐       │
│ Application Conditionally│ │ Application Requirements│    │
│       Accepted        │   │      Not Met**        │──────┘
└──────────────────────┘   └──────────────────────┘
          │
          ▼
┌──────────────────────┐   ┌──────────────────────┐
│ Attend the one week  │──▶│ Attend an Advisory Meeting│
│ **Free** Online Co-op and │ │ with your Co-op Coodinator│
│ Career Education Course│  └──────────────────────┘
└──────────────────────┘              │
          │▲                          ▼
          ▼│              ┌──────────────────────┐
┌──────────────────────┐  │ International Students │
│ Complete Assignments, │  │ Apply for Co-op Work Permit***│
│ Work Sequence Plan &  │  └──────────────────────┘
│ sign Co-op Agreement  │              │
└──────────────────────┘              ▼
                          ┌──────────────────────┐
                          │ Recieve Co-op Work Permit│
                          │ Send copy to Co-op Office│
                          └──────────────────────┘
                                      │
        ┌──────────────────┐          │
        │ Accepted into the │◄─────────┘
        │   Co-op Program   │
        └──────────────────┘
                  │
                  ▼
        ┌──────────────────────────────┐
        │ Start your Job Search & connect with your│
        │       Co-op Coordinator       │
        └──────────────────────────────┘
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* Deadline to Apply: ufv.ca/jobs/co-operative-education/

** Check eligibility requirements: ufv.ca/calendar/current/General/COOP.htm

*** Receive a letter from the Co-op Office and apply for your Co-op Work Permit