

# Co-operative Education (Co-op)

## 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](http://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-operative-education/](http://ufv.ca/jobs/co-operative-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 one full-time semester for diploma programs and two full-time semesters for degree programs in 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](http://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

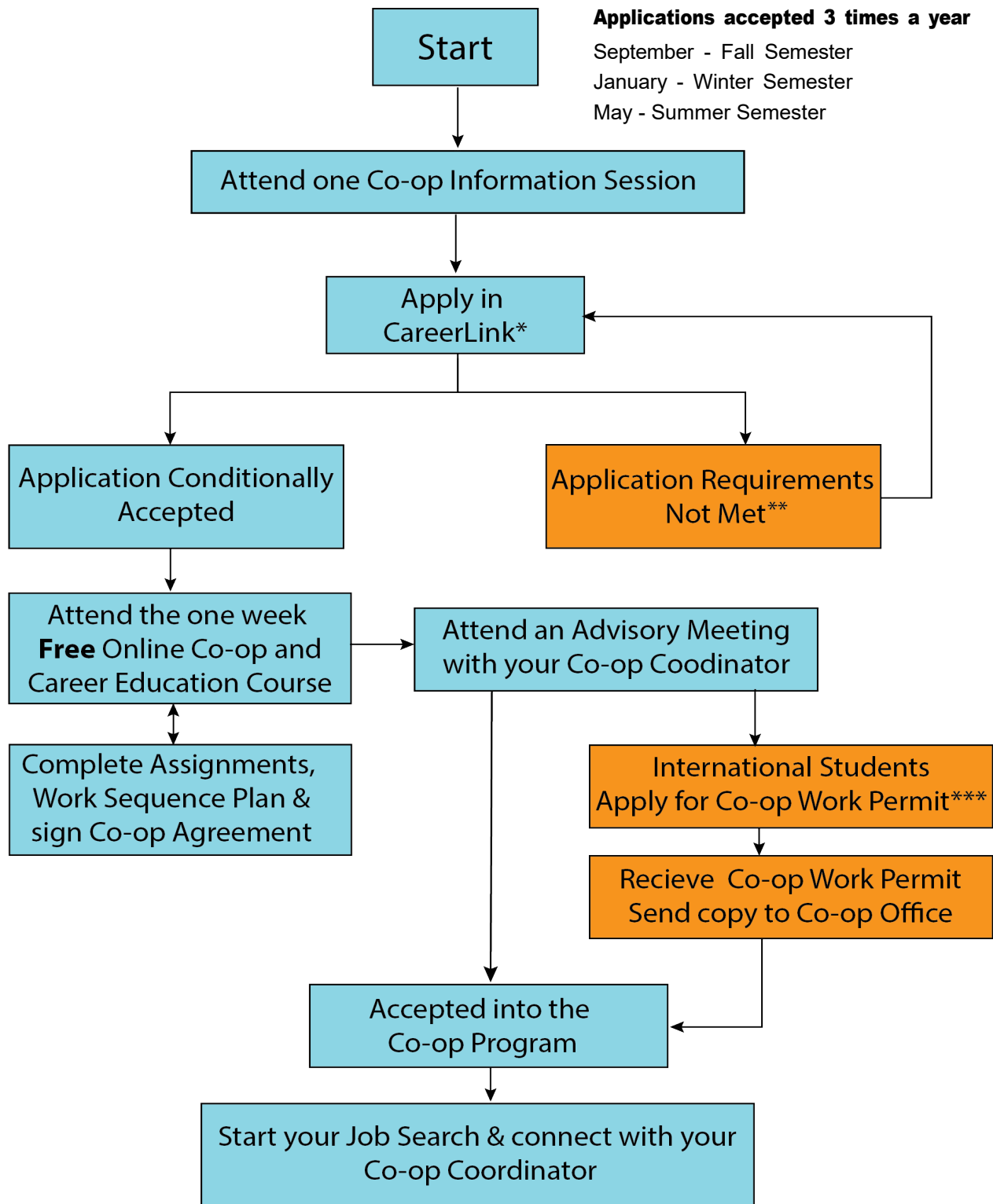
\* Must end on a full-time academic study term

## FURTHER INFORMATION:

Visit our website at [ufv.ca/coop](http://ufv.ca/coop) or email us at [coop@ufv.ca](mailto:coop@ufv.ca)

# How to apply to the Co-op Program

(Application timeline)



\* Due date to apply: [ufv.ca/jobs/co-operative-education/](http://ufv.ca/jobs/co-operative-education/)

\*\* Check eligibility requirements: [ufv.ca/calendar/current/General/COOP.htm](http://ufv.ca/calendar/current/General/COOP.htm)

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