



CO-OP PROGRAM

FACULTY OF SCIENCE



THE UNIVERSITY OF BRITISH COLUMBIA

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INTERDISCIPLINARY CO-OP EDUCATION PROGRAM

- The Co-op program is an opportunity for students to gain work experience during their undergraduate studies.
- The structure of Co-op education is unique to Canada and many students seek out universities with Co-op programs when applying to universities.
- The Co-op program is **optional** for students
- Today we are going to go over the basics of the Co-op program and see if it is the right fit for you.

TALKING WITH THE CO-OP OFFICE

HOW CAN THEY HELP YOU WITH YOUR CO-OP JOURNEY?
LET'S TALK TO THEM TO GET SOME INSIGHT.

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MY PERSONAL CO-OP EXPERIENCE

AS SOME OF YOU MAY KNOW, I RECENTLY FINISHED A 12-MONTH CO-OP TERM AT A KELOWNA-BASED ORGANIZATION. I AM HAPPY TO SHARE SOME OF MY PERSONAL EXPERIENCES ABOUT CO-OP.

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JOB APPLICATION POINTERS

JOB APPLICATIONS CAN BE STRESSFUL, ESPECIALLY WHEN THERE ARE SO MANY THINGS TO TAKE NOTE OF. I HAVE A FEW POINTERS THAT COULD HELP WITH YOUR APPLICATIONS.

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CHATTING WITH THE CO-OP OFFICE

I have reached out to the Co-Op office to discuss more about the program. Here's a little Q&A section with them where they answer who's eligible and what you can do to get into Co-op.

WHAT IS THE CO-OP PROGRAM AND WHO CAN APPLY FOR IT?

The Interdisciplinary Co-op Program is an opportunity for students to integrate terms of full-time work experience with terms of academic study. As a student, you gain experience and learn by doing while deepening your skills, creating new relationships, and strengthening your resiliency and confidence. Students develop critical career readiness knowledge such as resumé and cover letter development, job search strategies, interviewing preparation, and networking skills. Students learn and reflect while engaging within the workplace, advancing their skills and abilities all within supported terms of work experience. The Interdisciplinary Co-op Education Program is open to undergraduate students studying:

BACHELOR OF ARTS

BACHELOR OF FINE ARTS

BACHELOR OF HUMAN KINETICS /

HEALTH & EXERCISE SCIENCES

BACHELOR OF MANAGEMENT

BACHELOR OF MEDIA STUDIES

BACHELOR OF SCIENCE

Note: Students studying Engineering are to connect with the [Applied Science Co-op](#) for further details.

WHEN CAN STUDENTS APPLY?

Students apply for the Co-op Program at the start of year three; applications are accepted September 1-30. [Sign up for a reminder](#) when the 2023-24 applications open in September 2023.

WHAT DOES THE CO-OP PROGRAM APPLICATION PROCESS LOOK LIKE?

The Interdisciplinary Co-op Education Program seeks students that demonstrate a keen interest in personal development, and those that have examples of previous experiences to prove their dedication to self-development, leadership, and career maturity. The e-application gives students the opportunity to highlight these traits and in general applicants are assessed on the following criteria: have a minimum of 21 academic credits remaining after the academic year in which they are applying, be enrolled in full-time studies, and have a cumulative academic average of 70 percent*. Successful applicants will be admitted into the Co-op Program in mid-October.

**We encourage applicants with GPAs below 70% to still apply, as applications are assessed on multiple factors including communications, teamwork, maturity and demonstrated career motivation.*

HOW DO STUDENTS FIND CO-OP JOBS, AND WHAT RANGE OF OPPORTUNITIES ARE AVAILABLE?

Students receive guidance, training and development, coaching for reflective practice, and exclusive access to an online job board with applicable opportunities. Hundreds of different employers hire Interdisciplinary Co-op students. Students have worked in a range of positions in the public, private, and non-profit sectors, from small to large organizations, and from a wide variety of industries. One of the many benefits of being part of an interdisciplinary program is that students have access to a wide range of positions and industries and are encouraged to pursue opportunities that will diversify their learning. Employers and opportunities include:

- **DIGITAL MEDIA COMPANIES AND MARKETING AGENCIES**
- **HEALTH CARE AGENCIES**
- **ENERGY AND MINING COMPANIES**
- **ACCOUNTING FIRMS**
- **RESEARCH**
- **TOURISM AND HOSPITALITY**
- **MUNICIPAL, PROVINCIAL, AND FEDERAL GOVERNMENT AGENCIES**
- **AGRICULTURE AND FORESTRY COMPANIES**
- **NON-PROFIT ORGANIZATIONS AND SOCIAL ENTERPRISES**
- **ART, DESIGN, AND ENTERTAINMENT COMPANIES**
- **CONSULTING FIRMS**
- **SPORT, RECREATION, AND WELLNESS COMPANIES**
- **FOOD AND BEVERAGE MANUFACTURERS**
- **START-UP COMPANIES**

AND MANY MORE!



WHY SHOULD STUDENTS APPLY TO THE CO-OP PROGRAM?

Co-op Education will give you a deeper, richer educational experience, applied work experience, career connections and employment income during work terms. Benefits of participating in co-op include learning in work situations, having the opportunity to explore career options while developing your reflective practice and the chance to test-drive different work environments before graduation. After participating in Co-op work experiences, students report having increased confidence, improved communication skills and problem-solving abilities, and a new perspective that greatly benefits their academics.



WHAT QUALIFICATIONS DO YOU NEED TO APPLY FOR CO-OP?

Aside from the eligibility criteria, students do not need additional qualifications, but the Co-op Program is competitive. Students admitted to the program will compete for work opportunities, just like they would during a “real world” job search. Therefore, we strive to admit well-rounded students who would be strong ambassadors for the program and campus. Through your application, students are encouraged to highlight:

DEDICATION TO SELF-DEVELOPMENT, AND THE ABILITY TO TAKE A LEADERSHIP ROLE WHILE REPRESENTING UBC WITHIN INDUSTRY AND COMMUNITY

OPEN-MINDEDNESS AND WILLINGNESS TO STEP OUTSIDE OF THEIR COMFORT ZONE

COMMITMENT TO COMPLETING 3 WORK TERMS, OR 12 MONTHS OF CO-OP WORK EXPERIENCE PRIOR TO GRADUATION

WHAT IS THE MOST BENEFICIAL PART ABOUT PARTICIPATING IN CO-OP?

In addition to the many advantages Co-op students receive through participation in the program and advanced skill development to increase their competitiveness in the post-graduation job market, the most beneficial part about participating in Co-op is the individualized coaching and reflective support provided to all Co-op students.

CONTACT THE CO-OP OFFICE

Find out more about the program - [link](#)
Contact Page - [link](#)
Email: coop.ok@ubc.ca
Phone Number: 250-807-9623.



MY PERSONAL CO-OP EXPERIENCE

AT AGENTS OF DISCOVERY

WHAT DOES MY COMPANY DO?

- It's an Educational Augmented Reality platform where users can learn more about various topics such as sustainability, the environment, and history by exploring their surroundings.
- They collaborate with sites such as museums, parks, nature centers, and more to create games at their location



Children playing Agents of Discovery at the Big White Ski Resort, Kelowna
<https://www.bigwhite.com>

SKILLS DEVELOPED

- **Improving organizational skills** as I'm working with many more people within the company.
- **Taking feedback constructively** and not personally.
- **Communication skills** since I had to learn to talk to people of different backgrounds.
- **Being flexible**, since requests can vary quite a lot from one to the other.

WHAT DID I DO?

I worked multiple roles during my time at Agents of Discovery. I started off as a Graphic Designer, then I moved on to being an HR Assistant. And finally, I was a part of Sales & Partnerships. I was jumping between the different departments within the organization. I enjoyed developing new skills, gaining a variety of experiences, and working within different departments all while working for the same organization.



Working remotely from home at Agents of Discovery

CAREER GOALS?

- Working at Agents of Discovery definitely changed my mind about what I thought I wanted to pursue.
- I wanted to pursue Social Media initially, however, I find that it's not exactly the role I quite enjoy doing full-time. I realized I was well suited for Human Resources and Sales a little better.
- Being a part of HR and Sales is something I'm willing to continue in after graduation,

PREPARING FOR A JOB



AGENTS OF DISCOVERY

Being **diligent** and **organized** is definitely essential in working at Agents of Discovery. Whether that is hitting Sales targets or organizing documents neatly, it makes teamwork and individual work way more efficient.

If you're someone willing to learn new ideas and concepts, Agents of Discovery is a great start for Co-op students!

JOB APPLICATION POINTERS

Did you know that UBC has a student and alumni job board with [job postings](#) from many organizations, both large and small, that you have access to? Furthermore, there are plenty of career and networking events hosted throughout the year geared toward helping students to establish connections. UBCO hosts a large annual career fair, as well as monthly "Career Connections" sessions with a variety of different employers.

I am not a certified Career Advisor, however, I would like to share some tips that may help you find a job that is right for you. Here are three essential parts of the recruitment process in Canada

RESUME

- Introduce yourself and list personal traits and qualities that match the job description
- Add quantitative results as much as possible
 - e.g. Attending to 5-6 customers a minute with attentive listening skills
- Check grammar and spelling

COVER LETTER

- Show interest to the job
- Address to a person if possible, if not "Hiring Manager" is the way to go.
- Add personal qualities that matches job description, but add more evidence in detail.
- Check grammar and spelling ALWAYS

INTERVIEW

- Be on time, preferably 5 minutes earlier
- dress to impress (professionally)
- Prepare basic interview questions ahead of time
 - Introduce yourself
 - Why did you apply to this job
 - Explain a time when you did...
- Always ask the interviewer questions
- Send a follow up email thanking for their time.