

## Application Steps for summer 2021 Co-op Term

---

1. Complete the application form (see page 2).
2. If you are a transfer student from a community college, please include a copy of your unofficial transcripts from the college.
3. Email your application to [co-op@msvu.ca](mailto:co-op@msvu.ca) before 4:00 pm on Friday, October 2, 2020.

## Required Professional Development Sessions

---

All co-op students are required to attend professional development (PD) sessions to prepare for the co-operative education program and the job competition process. Resumes, cover letters, interviews and understanding the workplace will be discussed during these sessions.

Due to COVID-19, there will be no in person professional development sessions in the fall, but rather online material and quizzes that you will be required to review and complete. We will update you on the status of the January professional development sessions closer to the date. You will receive more information once you are accepted into the program.

**Please note:** You will be required to complete the material for successful admission into the BBA co-op program.

## Eligibility Requirements

---

To be eligible for co-operative education you must meet the criteria below:

- Be a full-time student and have an overall CGPA of 2.0 or higher
- Be able to complete the required number of co-op work terms according to the sequence outlined by the department
- And maintain full-time status as defined by the Mount

See pages 86-87 in the 2020/2021 academic calendar for more information.

# Business Administration Application Form Summer 2021

---

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Current Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Phone: \_\_\_\_\_

Mount E-mail Address: \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Major (declared or anticipated): \_\_\_\_\_

Units Completed to Date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

### Please update your MyMount contact information

Please make sure your contact information is up to date with the registrar's office. To update your mailing address and phone number, please visit your MyMount page and click on "Change Address" in the bottom right hand corner. To update your personal email address please email [registration@msvu.ca](mailto:registration@msvu.ca). The contact information on your MyMount page, is what we refer to when reaching out to you.

My contact information is up to date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Office Use Only**

Input in spreadsheet:  Yes  No

Using transfer credit for 1188:  Yes  No

Admitted to Co-operative Education:  Yes  No

Admitted by:

Date: