

## Application Steps for summer 2022 Co-op Term

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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 1, 2021.

## Required Professional Development Sessions

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All co-op students are required to complete a series professional development (PD) activities 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 PD activities.

The delivery method for the PD activities is currently being reviewed. The Co-op Office will communicate with students admitted into the co-operative education program in early October about the delivery method (online vs. in-person).

**Note:** You will be required to complete these PD activities for successful admission into the BBA co-op program.

## Eligibility Requirements

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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 page 86 in the 2021/2022 academic calendar for more information.

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: