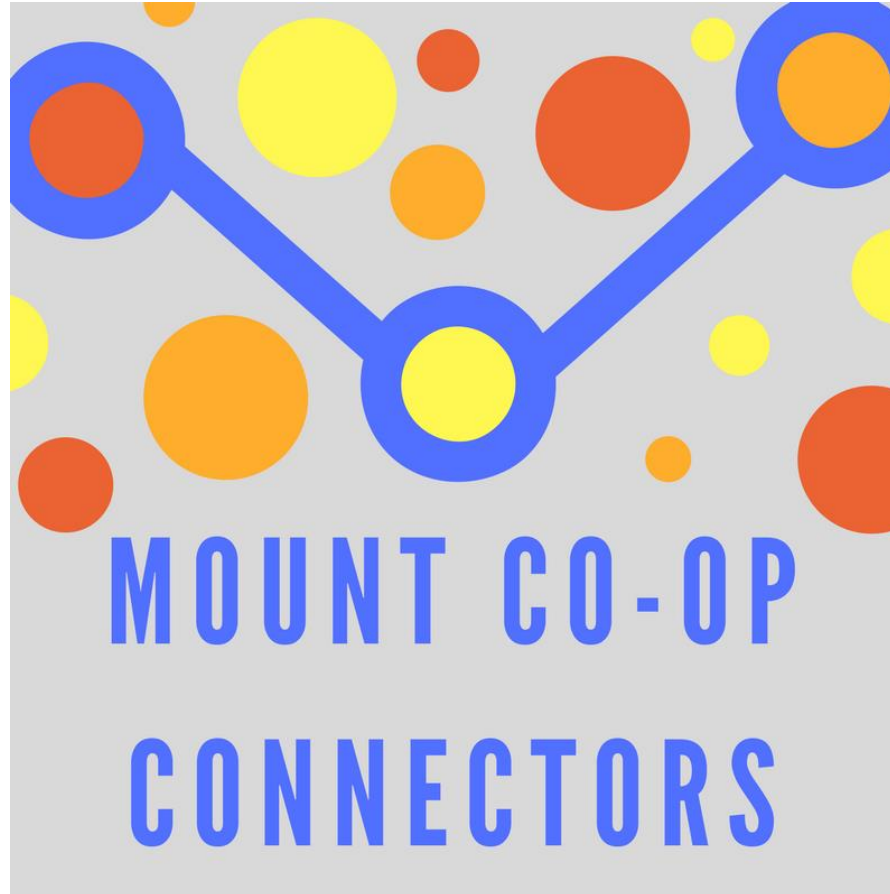


INFORMATION SESSION OCTOBER 2018



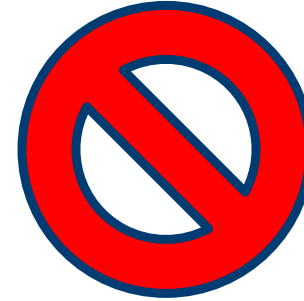
# Name Change



# Roles and Responsibilities



- Sharing personal experiences on Co-op
- Reminding students of Moodle and Co-op Office resources for resumes, cover letters, and interview preparation
- Offering advice on cover letters (referring to Co-op guidelines)
- Gathering feedback on Mount Co-op programs, policies, resources, and professional development sessions
- Relay Co-op Office responses on feedback to your respective cohort
- Assist the Co-op Office at a variety of events throughout the school year



- Advising students on co-op deferral, course re-sequencing, co-op tuition, and workplace issue questions
- Revising and approving resumes
- Contacting former employers to arrange work terms for friends
- Answering feedback questions without consulting the Co-op Office

# Fall 2018 Calendar of Events

Date	Opportunity	Connectors Needed
Friday, October 19	S19 Resume and Cover Letter Session	2
November (Day TBA)	Open Campus Day Booth with Courtney	2
November (Day TBA)	F18 Feedback Meeting	4



# Winter 2018 Calendar of Events

Date	Opportunity	Connectors Needed
Friday, January 11	Co-op Conference: Name TBD	5
Thursday, January 17 and Friday, January 25	S19 Cover Letter Review Sessions	8-10
March (Day TBA)	W19 Feedback Meeting	4

# Questions?

