



Student Guide to Co-operative Education



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What's Inside

Introduction.....	4
Co-operative Education Defined.....	5
Benefits of Co-operative Education.....	5
Academic Plan Program Sequencing.....	7
Role of the Employer.....	8
Role of a Co-operative Education Student.....	8
Role of the Co-op Office.....	9
Co-operative Education Procedures.....	10
Co-op Term Development.....	10
Own Job Search.....	10
Co-op Postings.....	11
Applications to Employers.....	11
Interview Process.....	11
Interview Preparation.....	12
Interviews.....	12
Interview Evaluation.....	13
Direct Offer Process.....	13
The Next Step.....	13
Registration.....	14
Contact Information.....	14
Work Site Visit.....	14
Employer's Evaluation.....	14
Work Term Report/Project.....	15
Post Co-op Term.....	15
Co-op Term Evaluation.....	15
Entrepreneurial Co-op Work Term.....	16
Co-operative Education Policies.....	16
Required Self-Directed Job Search Policy.....	16
Deferral Policy.....	17



Withdrawal from Co-op with Permission.....	18
Withdrawal from Co-op without Permission	18
Fee Structure for Co-operative Education.....	18
Co-op Awards & Recognition	19
The Mount Co-op Student of the Year Award.....	19
The Mount Co-op Employer of the Year Award	20
Appendix 1	21
Sample Interview Schedule	21
Appendix 2.....	22
Employment Checklist	22



Introduction

Welcome to a challenging and rewarding academic program. Co-operative education is a value-added component of your degree which integrates classroom study and workplace experience. When co-op students graduate, they find jobs in their field more easily, attain higher starting salaries and have lower student debt loads.

Co-operative education is a partnership between the employer, the student and the university. These three participants are each an integral part of the entire co-operative education experience. This partnership has benefits for each: the employer receives the latest theories and fresh ideas from the students and university, who in turn gets practical input from the workplace, and the student has the opportunity to experience the two as an integrated whole.

The Mount Saint Vincent University co-operative education program is accredited by Co-operative Education and Work-Integrated Learning (CEWIL) Canada, a national organization which promotes quality co-operative education and work-integrated learning programming across Canada.

Your co-op terms will enhance your learning experience, giving you meaningful experience and the opportunity to build your professional network. It is an excellent opportunity to experience different working environments as you progress from your first co-op term to your third co-op term. The Co-op Office and your co-op faculty advisor are always available to assist you. We are here to ensure your co-operative education journey is positive and enriching.

The Student Guide to Co-operative Education is designed to lead you through your co-op experience and to maximize your understanding and minimize your stress.



Co-operative Education Defined

Co-operative education formally integrates academic study with alternating paid co-op terms in co-operating employer organizations. The employment is related as closely as possible to the student's course of study, thereby extending the learning process beyond the classroom into the work world. Typically, the intention is for the student to alternate periods of experience in appropriate fields of business, industry, government, non-profits and the professions according to the following criteria:

- Each work situation is developed and/or approved by the Co-op Office as a suitable learning situation and the student completes three co-op work terms;
- The co-op student is engaged in productive work rather than merely observing;
- The co-op student receives remuneration for the work performed;
- The co-op student's progress on the job is monitored by the university;
- The co-op student's performance on the job is supervised and evaluated by the student's employer; and
- The total co-operative work experience is at least 30% of the time spent in academic study and in no circumstances is less than thirty percent.

Benefits of Co-operative Education

As a student in the co-op program, you have the opportunity to:

- Understand the relevance of theory to practical application;
- Develop new skills and knowledge;
- Be involved in challenging and rewarding career-related work;
- Draw on workplace experience to enhance the classroom experience;
- Offset some cost of your education with co-op term earnings;
- Explore career options;
- Build your resume by adding practical experience to academic credentials upon graduation;
- Develop a network of professional contacts;
- Experience professional development and personal growth; and
- Become more competitive for post-graduate employment.



Benefits of Co-operative Education continued

Annually the Co-op Office surveys co-op graduates. The latest survey results indicated the success of Mount co-op graduates:

- 80% of co-op grads secured employment in their field of study within six months of graduation
- 90% of co-op grads said that co-op was effective in helping secure full-time employment after graduation
- 1 in 2 co-op grads made a starting salary of more than \$40,000/year
- Recent co-op grads are employed in all employment sectors – government, private and not-for-profit
- 99% of co-op grads said they felt prepared for the workforce after completing co-op



Academic Plan Program Sequencing

2nd Year Business Administration and Public Relations

	September - December	January - April	May - August
Year 1	Academic 1	Academic 2	Free
Year 2	Academic 3	Academic 4	Co-op 1
Year 3	Academic 5	Co-op 2	Academic 6
Year 4	Co-op 3	Academic 7	Academic 8

3rd Year Business Administration or 1st Year Business Administration with 10 units of transfer credits (e.g. Nova Scotia Community College transfer students)

	September - December	January - April	May - August
Year 1	Academic 1	Academic 2	Free
Year 2	Academic 3	Academic 4	Free
Year 3	Academic 5	Co-op 1	Academic 6
Year 4	Co-op 2	Academic 7	Co-op 3
Year 5	Academic 8		

1st Year Public Relations with transfer credits

	September - December	January - April	May-August
Year 1	Academic 1	Academic 2	Co-op 1
Year 2	Academic 3	Co-op 2	Academic 4
Year 3	Co-op 3	Academic 5	

1st Year Tourism & Hospitality Management

	September - December	January - April	May - August
Year 1	Academic 1	Academic 2	Co-op 1*
Year 2	Academic 3	Academic 4	Co-op 2*
Year 3	Academic 5	Academic 6	Co-op 3*
Year 4	Academic 7	Academic 8	Free

*Many tourism & hospitality management co-op terms extend until October.

Note: For transfer students in all programs, the timing of the first co-op term may vary.



Role of the Employer

Co-operative Education Employers will:

- Provide the university with an accurate and complete position description to ensure the best possible match between the employer and student;
- Offer a co-op term of suitable duration (minimum of 13 weeks);
- Ensure the student is aware of company policies, provide appropriate orientation, expectations and direction;
- Provide a learning environment where the student is assigned projects which provide a variety of experiences and a progression of skill development and responsibilities;
- Treat the students as regular employees in terms of human resource and labor standards practices;
- Participate in the work site visit by a member of the Co-op Team;
- Assist with setting and approving the student's personal learning plan;
- Provide the student with ongoing supervision and feedback on performance, and complete the final employer evaluation and review it with the student before s/he returns to campus; and
- Notify the Co-op Office as early as possible of any issues or concerns related to the student or any situations arising from labor negotiations or other possible disruptions during the co-op term.

Role of a Co-operative Education Student

Co-operative Education students will:

- Complete three paid co-op work terms with a minimum duration of 13 full-time weeks and least 35 hours per week;
- Attend the mandatory professional development sessions delivered by the Co-op Office to prepare you for your first co-op term;
- Actively apply for co-op positions and attend all scheduled interviews until a position is secured;
- Accept the Terms and Conditions prior to the first round of job postings each term;
- Provide your contact information, updated resumes, reference list and where applicable, a sample cover letter prior to each work term;
- Sign a Learning Agreement with the university outlining the registration and financial services processes for each work term;
- Contact the co-op employer within two business days of accepting a co-op position;
- Develop a Personal Learning Plan with the help of the employer;



- Complete a work term report/project for each co-op work term by the date(s) communicated in the work term report/project guidelines, by the Co-op Office and/or by the Co-op Faculty Advisor;
- Participate in the work site visit by a member of the Co-op Team;
- Review the final employer evaluation completed by your employer at the end of each co-op work term;
- Participate in return-to-campus activities following your first and second co-op work terms (this includes obtaining an approved resume and reference list and accepting the Terms and Conditions document);
- Maintain good academic standing (minimum 2.0 CGPA) in accordance with co-op standards; and
- Respect employer practices and conduct yourself in a professional manner throughout your co-op term.

Role of the Co-op Office

The Co-op Office works year-round to deliver high quality co-operative education work terms. We also work to coach and assist students in securing co-op work terms, which provide hands-on experience and complement the student's academic program.

The Co-op Office will:

- Develop and deliver a series of professional development sessions;
- Provide personalized resume, cover letter and interview support;
- Assist students with effectively marketing themselves to employers;
- Promote co-op programs to related industries;
- Assess suitability of co-op positions, in consultation with the academic programs if necessary;
- Facilitate the student job application, interview and job offer process;
- Monitor co-op terms through work site visits;
- Mediate between employers and co-op students, where required;
- Provide employer feedback to academic divisions on the content and direction of the academic programs and employer needs;
- Develop promotional materials to promote co-op to employers and potential students;
- Manage projects that raise the awareness of the Mount's co-op program;
- Provide ongoing assessment of co-operative education programs; and
- Ensure CEWIL National Accreditation Standards are maintained.



Co-operative Education Procedures

Co-op Term Development

The Co-op Team approaches employers throughout the year to become partners in the co-op program. All co-op position descriptions are approved by the Co-op Office to ensure they are appropriate for the program of study, particular co-op term level and to ensure the position provides broader experiences as the student progresses through their academic program.

The co-op program is highly market driven. The number and type of job opportunities is often dependent on the economy and the employer's ability to hire co-op students. The successful placement of co-op students with employers is also dependant on the employability of students.

Co-op positions are posted across Canada and co-op students are expected to be open to opportunities in various geographical locations.

Own Job Search

Co-op students are encouraged to complete their own job search, while continuing to apply for positions posted through the Co-op Office. When students complete their own job search, they are able to maximize opportunities and develop job search skills, while having the opportunity to apply to the jobs posted through the Co-op Office.

Students who complete their own job search are required to coordinate their efforts with the Co-op Office. Students are asked to meet with a member of the Co-op Team prior to approaching any employers and sign a Job Search Agreement form. A job search information document will be provided to students so they can inform potential employers about the co-op program and student's academic qualifications.

If a student is successful in obtaining a co-op opportunity on her/his own, a letter of offer specifying dates, hours, salary, contact information and a complete position description is required by the Co-op Office to ensure the position meets all the requirements of a co-op work term. Therefore, students are not to accept a job offer prior to the position being approved by the Co-op Office.

Equal tuition fees apply for co-op students who secure a position through a position posted at the Co-op Office or a position secured through his/her own job search.



Co-op Postings

Co-op opportunities are posted on Career Connects, a password protected website. Unless otherwise stated, application packages are submitted through Career Connects by the application deadline.

The job postings traditionally start on the third or fourth Monday during the first month in the term proceeding the co-op term (e.g. third or fourth Monday in January for a summer work term). Following the initial group of job postings, co-op opportunities will be posted ongoing as they arrive into the Co-op Office and students will have on average 4-5 business days to submit applications.

Students should not apply for positions they are not willing to accept. All co-op terms are a requirement of the degree program and the co-op opportunities posted have been deemed appropriate learning experiences. Students who place conditions on their co-op term (e.g. geographic) must realize that their options will be reduced.

Applications to Employers

All applications must include:

- Cover letter, resume and reference list

Employers may also request:

- Transcript;*
- Writing samples;
- Graphic design samples;
- Public Service Commission (PSC) form for all federal government job postings; and/or
- Atlantic Canada Opportunities Agency (ACOA) form for ACOA job postings

* Students can obtain their unofficial transcript from *MyMount*.

Interview Process

Co-op employers will screen and shortlist applications, therefore, all applicants may not be selected for an interview. Students selected for an interview will receive an e-mail from the Co-op Office. The e-mail will ask the student to log into Career Connects and sign up for an interview time slot as soon as possible. It is the responsibility of the student to check their e-mail account for interview information on a daily basis. Students who do not sign up for an interview



by 9:00 a.m. the business day prior to an interview will be removed from the interview shortlist and it may be counted as a missed deadline as the Co-op Office needs to confirm the interview schedule with the employer. See pages 16-19 for the impact of missing deadlines.

The interview schedule on Career Connects contains important information. Interview details are posted based on the times, date and location requested by the employer and cannot be changed unless the interview is conflicting with midterms, final exams or another interview. Interview candidates will be listed and given the opportunity to select one of the interview times listed. Students must make every effort to avoid scheduling interviews that conflict with their class schedules in order to accommodate the employer's interview arrangement request. Absence forms are available from the Co-op Office should students miss a class due to an interview. See Appendix 1 for a sample interview schedule.

Interview Preparation

Interview preparation is important to reduce nervousness and allow students to practice answering interview questions. Students should research the company, prepare for possible interview questions, review the job description and their resume beforehand. The student may also print a copy of their transcript and reference list should the employer request these materials. Students may also bring a copy of their portfolio to share with the employer. The Co-op Team is available to provide interview preparation support.

Interviews

For the convenience of students, the Co-op Office strongly encourages employers to interview students on-campus. However, some employers prefer to see the student at their own work site. On-campus interviews will normally be held in the co-op interview rooms. When you have an on-campus interview, please come to the Co-op Office and we will direct you to the correct interview room. Interviews conducted at the employer's work site will have the location indicated on the interview schedule in Career Connects. Note: employers who complete interviews on the first three days of interviews each term must come on-campus as students often have more than one interview on these days.

Students must attend all interviews with employers who short-list them until they secure a co-op position. Students are not permitted to miss a scheduled interview. If a student absolutely cannot make the scheduled interview, s/he must contact the Co-op Office prior to the interview. Students who choose to miss an interview may have to complete a Self-Directed Job Search (see page 16).



Students are not entitled to time off during their work term. However, if students have a commitment that they are aware of and will require time off during the work term, it is very important that this is discussed during the interview. If this is not discussed during the interview, the employer has no obligation to consent to time off once the work term starts.

Interview Evaluation

Co-op students are encouraged to keep an interview evaluation log. They should evaluate each interview by jotting down their impressions. This evaluation tool will help prepare the student for other interviews. Students should make notes of the questions that were asked, re-think the answers provided and decide how to better answer those questions the next time.

Any interview feedback provided by employers to the Co-op Office will be promptly e-mailed to students so they can consider this feedback prior to upcoming interviews. Students can also seek interview feedback from employers by contacting the Co-op Office.

Job Offer Process

Following interviews, employers provide the Co-op Office with a Ranking List which states which student(s) they are interested in hiring. The student ranked in the number one position will be contacted via email and will have 24 business hours to accept or decline a job offer (i.e. if the student receives a job offer at 3:00 pm on Friday, they will have until 2:59 pm on Monday to accept). If they do not accept or decline a job offer within 24 business hours, it will count as a decline and the offer will be released to the next ranked student.

If an offer is declined by a student, then the job offer will go to the next student ranked on the list. In order to provide choice and flexibility, students are able to decline a maximum of two job offers per term.

Once a student has accepted a co-op job offer, either verbally, electronically or in writing, they are no longer eligible for other co-op opportunities for the term. Any upcoming interviews will be canceled by the Co-op Office on behalf of the student.

The Next Step

Students are asked to contact their employer within 48 hours of accepting their job offer in order to finalize details regarding their co-op position. See Appendix 2 for Employment Checklist.



Registration

During the regular academic year, students should register for a co-op term as they would for any course. The Co-op Office will provide electronic permission at the start of registration for an upcoming semester so the student can register for the fall or winter work term on *MyMount*. Registration in advance for the work term ensures students are recognized as full-time students during the academic year.

For the summer co-op term, a Co-operative Education Learning Agreement will suffice as registration. All co-op students sign a Co-operative Education Learning Agreement once a co-op job offer has been accepted. The Co-operative Education Learning Agreement will confirm the student's registration for the summer co-op term.

Contact Information

Students must fill out the Co-op on the Job Form (located at msvu.ca/co-op) within one week of starting a co-op term so that the Co-op Office will have the student's current work term contact information on file. This information is necessary to facilitate contact with the student over the course of the co-op term, especially to set up the work site visit.

If your mailing address or personal phone number changes, visit MyMount to update your contact information. If your personal email changes, contact registration@msvu.ca and they can update your contact information.

Work Site Visit

During the co-op term, students are visited by a member of the co-op team. The work site visit may be in-person or by telephone. Work site visits are an excellent opportunity to provide feedback on all aspects of the co-op position. The student's personal learning plan and work term report/project will also be discussed at the visit. The work site visits also allows the university to build long-term relationships with employers in order to provide learning opportunities for future co-op terms.

Employer's and Employee's Evaluation

During the final month of the co-op work term, an end of term evaluation must be submitted by the employer and the personal learning plan reviewed to determine if goals were met. In order for this evaluation to have constructive value, it is important that it be discussed with the student.



Co-op students are also able to evaluate their work term experience through an employee evaluation that will be emailed to students at the end of the term.

Work Term Report/Project

The work term report/project component(s) are due by the date(s) communicated in the work term report/project guidelines, by the Co-op Office and/or by the Co-op Faculty Advisor. The work term report/project is evaluated by the Co-op Faculty Advisor. Guidelines about the work term report/project requirements are located at msvu.ca/co-op.

Post Co-op Term

When co-op students return to campus after completing their first and second work term, they are required to participate in return-to-campus activities, such as obtaining an approved resume and reference list, and accepting the Terms and Conditions document before being able to apply for co-op positions.

Co-op Term Evaluation

Evaluation for successful completion of a co-op term is comprised of the following:

- employer evaluation;
- work site visit; and
- work term report/project.

The results of the co-op term are indicated on the student's transcript. There are three possible grades for a co-op term:

- Pass - student has a satisfactory work term and employer evaluation; work term report/project has been submitted on time, and is satisfactory; student is eligible for the next co-op term in the program sequence.
- Fail - student is terminated from the work place with cause; has an unsatisfactory work term and employer evaluation; work term report/project has not been completed; or work term report/project is unsatisfactory; student is dismissed from the program.
- NCR (no credit repeat) - student's performance does not meet the requirements in any one of the evaluation criteria (work term and employer evaluation or work term report/project) but has demonstrated measurable progress to warrant continuation in the co-op program; student must repeat the work term.

Equal tuition fees apply for all co-op grades.



Entrepreneurial Co-op Work Term

Students from any Mount co-op program can complete an entrepreneurial work term during any of their three co-op work terms. Students may apply for permission to complete more than one entrepreneurial co-op work term if they wish to further develop their business venture.

Students may choose to pursue a business they already own and/or operate or begin a new business venture. Your business does not need to make a profit in order to be approved as an entrepreneurial co-op work term. You will be assessed according to your development as an entrepreneur, your entrepreneurial skill development and your ability to identify venture-related goals.

Students wishing to complete an entrepreneurial co-op work term begin the process by arranging a meeting with a co-op coordinator to discuss their business venture and the process for requesting permission to complete an entrepreneurial work term. Students should initiate this meeting at least four months (one semester) prior to the scheduled co-op work term.

Students wanting to pursue an entrepreneurial work term will submit the “Entrepreneurship Co-op Work Term Application” to the Co-op Office. Part of the application requires the student to identify a mentor and submit a business plan. The application form can be found at www.msvu.ca/co-op or obtained from the Co-op Office.

Co-operative Education Policies

Required Self-Directed Job Search Policy

The Self-Directed Job Search is assigned to a student when they decline more than two co-op job opportunities (job offers or interviews).

The Self-Directed Job Search policy requires students to secure a position through a Self-Directed Job Search. Students who complete a Self-Directed Job Search will develop their job search skills and secure a co-op position through their own job search. If a student finds a co-op work term through their own job search, they must have it approved by the Co-op Office before accepting the job offer. To ensure a position meets the academic requirements for a co-op work term, the student must provide in writing from the employer the following information:

- a job description;
- start and end dates that reflect a work term of at least 13 weeks;
- confirmation that the student will work at least 35 hours per week;
- salary; and



- supervisor's contact information.

Deferral Policy

Background

As per *Terms & Conditions for Co-op Students*:

"I agree to alternate co-op terms and study terms according to the academic course sequencing plan prescribed by my academic department. I understand that only under specific circumstances outlined in the Student Guide to Co-operative Education would I be able to defer a co-op term. Application for a deferral must be made in writing to the Co-op Office. Students who qualify may only defer one co-op term."

and

"I agree to comply with the open competition process and actively participate in this process until I secure a co-op work term. I understand that not securing a work term will result in having to defer it to a future semester, which may delay my graduation date. Students can only defer one co-op term; any subsequent deferral requests will result in dismissal from the co-op/academic program."

Co-operative education is an academic program which integrates co-op work terms with academic study terms in a prescribed sequence. Co-op work terms normally begin once a student has completed the equivalent to two years of their degree – approximately 10 units of credit. (Note: tourism & hospitality management students normally begin co-op after they have completed the equivalent to one year of their degree – approximately five units of credit.)

Definition

While enrolled in co-op, students complete co-op terms according to the schedule prepared by their respective academic departments. The schedules have been developed to ensure students can complete their three work terms and required courses in the allotted timeframe. If a student must vary from this schedule, it can create academic issues and prolong their degree.

A co-op deferral is approved by academic departments under the following specific circumstances:

- a) Students' CGPA is below the required minimum of 2.0. Students who do not meet the 2.0 CGPA will be notified by their academic department or the Co-op Office that they are required to defer the co-op term.



- b) Students cannot enrol in required courses during the scheduled academic period due to availability of courses.
- c) Students were not able to secure a co-op work term by the last business day of final exams in the semester prior to the start of the scheduled co-op work term.
- d) Documented medical issue(s).

Students must apply for a deferral and submit their documentation to the Co-op Office. The deferral documentation is then forwarded to the academic department for consideration.

If the deferral is approved, the academic department will decide in which term the student will fulfill that co-op requirement. In exceptional circumstances, the academic department may provide a new schedule which requires students to complete back-to-back co-op work terms and/or end on a co-op work term. When students are required to complete back-to-back co-op work terms, they are responsible for securing the second co-op work term in the back-to-back sequence. Students who end on a co-op work term will be ineligible to apply for federal government co-op positions, as they do not meet the co-op job hiring requirements outlined by the Government of Canada. These restrictions place moderate limitations on the co-op opportunities available for students in these situations.

Withdrawal from Co-op with Permission

You cannot withdraw from co-op without permission. Students who withdraw from co-op will need to contact the Co-op Office to sign the Student Release Form. Permission is only granted in case of serious illness, domestic affliction, for academic issues, or students leaving the academic program. Students will be withdrawn from their current co-op program and may still be required to pay a co-op withdrawal fee depending where they are in the current term.

Withdrawal from Co-op without Permission

Students who decide to leave their current work term or withdraw from co-op without permission will be assigned a grade of "F". Students will be required to withdraw from co-op and pay any outstanding co-op fees due.

Fee Structure for Co-operative Education

The following tuition assessment schedules would apply only to those students who withdraw from the co-operative education program. There would be no change to the current assessment of tuition fees for students who honour their commitment to the co-op program.



The Rationale:

Each co-op term is eight months in duration (four months on campus preparing for the work term and four months completing the work term) which is reflected in the full-unit of credit earned.

Students who complete a portion of the course are responsible for a portion of the fees, as they would for any course given that the instructors (co-operative education coordinators and co-op faculty advisors) have committed time and resources to the student.

Assumptions:

The proposed tuition assessment schedule reflects the University's Tuition Schedule using "milestones" in the co-op process to determine the assessment.

Fee Structure for Co-op Fees continued

Percentage	When	Rationale	Academic Penalty
Flat rate - \$100	Registration for each co-op term completed - student information sheet completed	Record and administrative fee for registering for the co-op term	Transcript would reflect "withdrawal" (W)
30% (2-4 weeks after classes begin)	PD Program (New admission or return-to-campus activities) and resumes reviews completed and job postings have begun.	Have started the course and attended an integral academic and preparatory portion of the program - marketing efforts have been made to secure enough positions for students registered	Transcript would reflect "withdrawal" (W)
50% (5 weeks & onward)	Interviews have begun	Interviews have begun and the process is well underway	Transcript would reflect "withdrawal" (W)
100%	Once a position has been accepted	Commitment has been made to the employer and program; opportunity has been taken from another student	Assessed as withdrawing without permission and transcript would reflect "fail" (F)

Co-op Awards & Recognition***The Mount Co-op Student of the Year Award***

The Mount's co-op employers are invited annually to nominate their co-op students for the Mount Co-op Student of the Year Award. This award was instituted in 1999 in recognition of the



Mount's 20th anniversary of co-operative education. One student from each co-op program is chosen based on nominations received from co-op employers.

The Mount Co-op Employer of the Year Award

Mount co-op students are invited annually to nominate their co-op employers for the Mount Co-op Employer of the Year Award. This award was instituted in 2009 in recognition of the Mount's 30th anniversary of co-operative education. One employer from each co-op program is chosen based on nominations received from co-op students.



Appendix 1

Sample Interview Schedule from Career Connects

INTERVIEW SCHEDULE

Co-op Interviews

INTERVIEW DETAILS

Interview Type:	Individual	All interviews will be "Individual" (i.e. one on one)
Location Type:	On Campus	Interviews can be held on campus (at the co-op office) or off campus
Status of Interview:	Scheduled	
Special Instructions:	Please bring various writing samples to interview e.g. press releases, articles, blogs and social media	

This interview booking was confirmed on:
Tuesday, May 29, 2018 11:02 AM

It is very important to review all the details, especially "Special Instructions" as these typically let you know if there will be a writing test or to bring samples of your work.

Interviewing For Job:	Communications Officer BioNova Main Office [2595]	Here you will find the position and organization you are interviewing for
Interviewer:	Shana Cristoferi	
Interview Method:	In Person	The method can be in person, skype or telephone. Note: Skype and telephone interviews are always on campus
When:	Jun 6, 2018 from 9:45 AM to 10:30 AM	
Where:	Co-op Office - McCain 312	



Appendix 2

Employment Checklist

Now that you have been hired for a co-op term, there are some things that you should do:

Immediately:

- Call your new co-op employer;
- Confirm start and end dates of the position; and
- Do additional research on the company so you are prepared.

A week prior to your start date:

- Call your co-op employer to confirm arrangements such as your starting time and to whom you should report; and
- Practice your travel route to work.

The first day:

- Dress appropriately;
- Be early;
- Carry a notebook and pen; and
- Complete your Co-op Student Info Form and send it to the Co-op Office.

Work site visit:

- Prepare for your work site visit by having your personal learning plan ready so that they can be discussed at your visit; and
- Have any questions ready to ask regarding the work term report/project.

Your last month:

- Talk to your co-op employer to ensure that your evaluation is completed;
- Sign off on the evaluation completed by your co-op employer; and
- Give your co-op employer a thank you card/gift (though not compulsory, it is a nice gesture).

Back on campus:

- Participate in return-to-campus activities.

Last Updated: June 19, 2018

