

Frequently Asked Questions: Co-op Intake 2021

Co-op Program Application and Admission

What are the conditions for acceptance into the Co-op program?

Co-op is a competitive program and admission is based on a student's completed online application, admission interview (if required) and the total number of seats available for that student's discipline. Students need to:

- Meet all the application requirements listed on our [website](#)
- Demonstrate strong written and oral communication skills
- Demonstrate co-op career motivation, maturity, and readiness for growth

What if my cumulative average is below 65%?

Maintaining a cumulative grade point average (CGPA) of 65% is a required component of co-op eligibility for undergraduate students. Your application will not be considered if your CGPA is below 65%. If you are a newly transferred student into UBC Applied Science, depending on where you transferred from, your admission average to UBC or CGPA from all courses taken at UBC to date will be considered. If you are uncertain if your calculated CGPA is 65% or above, we still encourage you to apply for the program, and you will be informed if you are not eligible based on your CGPA.

Can Master of Engineering students apply to the Co-op Program?

Yes, UBC Vancouver Master students have one opportunity to apply to the Co-op Program. Only Master of Engineering students who are commencing their degree program in September 2021 are eligible to apply to the Co-op Program. If a Master of Engineering student is not admitted, they cannot reapply the following year. Note: We do not accept MASc or PhD students. UBC Okanagan Master of Engineering students do not need to apply to the Co-op Program through this application process.

Are international students eligible to apply to the Co-op Program?

Yes. If admitted into the Co-op Program, international students will need a co-op work permit as well as study permit. To apply for the co-op work permit, international students require a letter from the Co-op Program that proves that co-op work experience is essential to completing your degree program, and the application for the co-op work permit must be completed from within Canada. Further information on applying for the co-op work permit will be provided if you are accepted into the Co-op Program. International students will only be scheduled to work and given access to the co-op job board once they have provided the Co-op Program proof that they have applied for a co-op work permit.

What happens once I have completed the application steps on Canvas?

Once you have submitted your application on Canvas, you will see a message confirming that you have finished all required modules. Only fully completed applications will be reviewed, and it is your responsibility to ensure that you have completed the application in its entirety by the application deadline. Late or incomplete applications will not be accepted. Once we have received your application, you may be invited to complete an interview.

I submitted my online application. When should I hear from the Co-op Office?

If you have submitted a completed application on Canvas by the deadline, you should hear from the Co-op Office within a week or so from the application deadline. Ensure you check your junk and/or spam folders in your email, and if you have not received an email from the Co-op Office, please contact our front desk at eng.coop@ubc.ca.

How will I know if I am selected for an intake interview?

If you are selected to complete an intake interview, you will be notified via email, information on the interview will be included in that email.

How can I prepare for the admission interview?

During the interview, you will be evaluated on aspects such as:

- Professionalism and career readiness
- Communication skills
- Volunteer work, work experience, school/personal projects

Here are some tips to help you prepare:

- Dress professionally – business casual attire
- Use specific examples to better illustrate your answers
- Be concise – keep your answers under 2 minutes
- Be ready to clearly communicate your skills, accomplishments, goals, reasons for pursuing an engineering degree and wanting to participate in the co-op program

After the admission interview, when do I find out if I am admitted to the Program?

All students will be notified by email at an anticipated date of Friday, October 8, 2021.

I am not in the Co-op Program but I have secured a co-op student position. Can I now be admitted into the Co-op Program?

No. Only students who have applied for and received formal admission into the Co-op Program are permitted entry into the program. Application for admission into the Co-op Program takes place in September of each year. Admission into the Co-op Program is competitive and not all students who apply are admitted. Visit the Co-op Program's website [here](#) for details regarding eligibility and admission requirements.

What if I am not admitted into the Co-op Program. Can I reapply next year?

Undergraduate students entering their second or third year of study are eligible for admission to the co-op program. If you are currently in the second year of an undergraduate degree program we strongly encourage you to take advantage of the professional development opportunities available on campus this year and to apply for the co-op program again at the next opportunity (September 2022). If you are a Master of Engineering student, due to the relatively short duration of master's-level degree programs, master students cannot reapply for admission during our next intake in September 2022.

Co-op Pre-employment Workshops

What are the co-op pre-employment workshops?

The pre-employment workshops prepare students to write effective cover letters and resumes, improve interview skills, understand purpose of networking, review co-op resources and processes, and much more.

Do I have to attend all mandatory workshops?

Yes. The pre-employment workshops are important and critical to your success. Students admitted to the Co-op Program must take part in all of the workshops, and complete all requirements. Students who do not successfully complete the workshops are ineligible to proceed in the Program.

How much is the Co-op Administration and Workshop Fee?

The Co-op administration and workshop fee is \$261.75. Students must pay this one-time, non-refundable fee upon successfully gaining admission to the Co-op Program. The fee is paid online, directly to the Applied Science Co-op program (not through the SSC). Full details on how to pay this fee will be outlined in the acceptance email.

Co-op Employers and Jobs

Which employers hire Co-op students?

The UBC Engineering Co-op Program is connected with hundreds of employers offering exciting opportunities for students to make meaningful industry connections, gain firsthand experience, and develop new skills. Some of our top employers are: Intel, SAP, Teck Resources, Ballard Power Systems, BC Hydro, Sierra Wireless, Microchip, Hydro One Networks, Stantec, Canfor, Thurber Engineering, City of Surrey, City of Vancouver, STEMCELL Technologies, PCL Construction, Shell Canada, Cadex, Metro Vancouver, Peace River Hydro Partners, Metro Testing + Engineering, Tesla, TC Energy, Imperial Oil, Ledcor Group, Fortis BC, ConeTec Investigations, TTT Studios.

Are co-op students guaranteed jobs?

No. Securing a job is a competitive process and is not guaranteed. It's important for students to put effort into their job search and applications. Co-op students have access to the program's exclusive co-op job portal and support of the Co-op team. The more positions applied to, the higher the chance of securing a job. We will work with you and support you in your job search with our pre-employment workshops, appointments and 1:1 coaching – from your first job search through to your final work term.

What happens if I don't secure co-op job?

If you have registered for courses, you may return to classes and apply for co-op jobs for your next scheduled co-op work term. You do not need to make up the missed work term, rather you aim to complete the remaining work terms you have scheduled in your sequence.

Can I look for a co-op job outside of the Co-op portal?

Yes! In addition to applying for positions through the Program's portal, you should expand your efforts by developing leads and exploring opportunities through your personal connections, networking events, or career fairs. Meet with your Co-op Coordinator to discuss and develop your job search strategy.

Do I have to work in British Columbia?

No. Co-op opportunities are available across numerous industries, organizations, and geographic locations. Many co-op opportunities are in British Columbia and Alberta but there are opportunities available across Canada, in the USA and globally. Students can seek out opportunities in any geographic region of interest but should not be too restrictive to increase success in securing a position.

Are international work terms possible?

Yes. International co-op work terms allow you to expand your horizons and industry networks globally. You have the opportunity to immerse yourself in a new culture and new experiences. The most frequent destinations are Japan, Germany, the United States, and China. Our Co-op Coordinators are here to help you understand what's involved to seek out, secure and address next steps when you accept an international work term. They can help you with visas, job descriptions, and international orientations so that you are better prepared to work internationally.

What is the Co-op designation?

Bachelor of Applied Science co-op students must complete a minimum of four work terms - including at least one term in two different seasons (summer, fall, and/or winter) to graduate with Co-op Standing and have Co-op designation noted on their degree parchment. Bachelor of Design students must complete a minimum of three work terms including two terms in the Winter Session and one term in the Summer Session in order to graduate with the co-op designation on their degree parchment. Master of Engineering students are not eligible for Co-op designation on their degree parchment.

Co-op Schedules and Work Terms

What is a work term?

A work term is a paid, supervised, industry and/or research employment experience which mirrors the months of the equivalent academic term, e.g. a Fall work term is September – December. Work terms are evaluated on a pass/fail basis and documented on



your official university transcript.

When is the first work term?

Most co-op students' schedules have the first co-op work term in the summer (May – August) following admission into the Co-op Program. However, this may differ for each engineering discipline and students may modify their schedules with consultation with their Co-op Coordinator and their Academic Advisor. Please refer to the common schedules on our website for more information.

How many work terms are in a student's co-op schedule?

Undergraduate students are scheduled for either 4 or 5 work terms and each work term is 4 months in duration (matching the academic term). Master of Engineering students are scheduled for either 1 or 2 work terms. Visit our website to view the different undergraduate work term schedules.

How do I register for a work term?

The work term recruitment period (job search) begins four months prior to the scheduled work term, e.g. start of the summer job search begins in January. When a student has accepted an offer of co-op employment, the student will be registered by the Co-op Office in the appropriate co-op course(s) (e.g. APSC 110) for the term(s) covering the duration of the employment contract. Co-op employment contracts cover periods of 4, 8, 12 or 16 months, depending on the employer's needs and the student's availability.

When is the Co-op work term course fee due?

The Co-op course fee and related student fees (Vancouver/Okanagan) are assessed for each confirmed four-month work term. Tuition and program fee payment instructions are outlined on the UBC Student Services website and payment is made through your SSC account, like any other UBC course or program. The Co-op course fee is the same for both international and domestic students.

Can I take courses while on a co-op work term?

While on a work term, your primary course is your work experience. If you wish to enroll in one course outside of your work hours/employer's business hours, you may. If you wish to take more than one course or a course that could cross into your work hours (even if you are working on-campus), you must obtain permission from both your employer and your Co-op Coordinator.

I want to participate in the Coordinated International Experience (CIE). Can I do co-op and CIE?

CIE is an academic exchange program specifically for students in the Faculty of Applied Science. It is an experiential opportunity for students which we support by providing the opportunity to integrate it in your plans to graduate with Co-op designation on your degree. If you are completing a CIE term during a scheduled work term, you may be eligible to count this term toward one of the minimum four work terms required for Co-op standing. Full CIE program details are available [here](#).

Didn't find the answer to your question?

Join a virtual [FAQ and Information Session](#) to ask us your questions and learn more about the Co-op Program. The virtual FAQ & Information sessions are open to all UBC Vancouver and Okanagan Bachelor of Applied Science, Master of Engineering, and Bachelor of Design in Architecture, Landscape Architecture, and Urbanism students. Dates and times for the info sessions will be updated [here](#).