

"Career choices don't come easily for most of us. They didn't for me. Thankfully I go to a university where I can discover my passion - a university with a great Co-op program where I gain hands-on learning experience and explore career options before I graduate."

Holly Miller

BA (Co-op), English & French

Holly has worked for the CSE (Canada's Security Services), the City of Edmonton and Rocky Mountain House Museum so far!



Co-operative Education and Internships



student application

University of
Lethbridge



Faculty of Arts & Science

COME ON IN...

What we're all about - a general introduction...

Developed in 1995 the Arts and Science Co-operative Education and Internship Program is housed within the Faculty of Arts and Science and is a member of the Canadian Association for Co-operative Education (CAFCE). According to CAFCE a co-operative education program is one that formally integrates a student's academic studies with work experience in co-operative employer organizations.

The Co-op student typically integrates academic semesters at their university with periods of work experience in a related field according to the following criteria:

1. Each work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation.
2. The co-operative education student is engaged in productive work rather than merely observing.
3. The co-operative education student receives remuneration for the work performed.
4. The co-operative education student's progress on the job is monitored by the co-operative education institution.
5. The co-operative education student's performance on the job is supervised and evaluated by the student's employer.
6. The total co-operative education work experience is normally 50% of the time spent in academic study, and in no circumstances less than 30%.

Co-operative education has gained international recognition as the preferred way to complete a degree. It creates a partnership between the student, university, and employer. The goal of the Program is to offer students a broader learning environment, opportunities for excellent work experience, and networking with employers.

Co-operative Education...

- Enables students to experience the direct application of their discipline.
- Introduces students to employment possibilities in the workplace.
- Develops research skills valuable for future work experience or graduate school.

- Encourages proactive job-search skills.
- Provides students with challenging, relevant, and full-time paid work experience.
- Assists students in making realistic and informed career choices.
- Provides the opportunity for students to build valuable contacts with employers.
- Assists students in the transition from university to the workplace.

From theory to practice - putting Co-operative Education to work for you...

The Co-operative Education and Internships Program, at the University of Lethbridge is available to all Arts and Science majors including Post-Diploma students.

Work terms can be 4, 8, 12, 16, and even 24 months in duration, beginning in September, January, or May, and may be at educational institutions, small business, industry, non-profit organizations, as well as local, provincial, or federal governments.

Students must complete all degree requirements plus a minimum of three, four-month work terms (12 months) in order to graduate with a the Co-operative Education designation on their degree/transcript, although students may choose to complete up to a maximum of six, four-month work terms (24 months).

Students who have completed degree requirements but not the minimum three work terms will be awarded their degree without the Co-operative Education designation. Any work terms completed are recorded on the student's transcript and should be added to your resume as related work experience.

All Co-operative Education Work terms, as at other universities, are graded on a Pass/Fail basis only. A letter grade is not awarded nor is academic credit towards your degree requirements given for the work term.

While on a work term students maintain **FULL TIME** student status with regard to:

- Financial loans and scholarships
- Students' Union Health/Dental Plan
- Registration privileges

Success in the Co-operative Education and Internship Program takes hard work and determination. That means you should:

- Complete the application process as early in your program as possible (first semester - first year is great)! This enables you to prepare your resume, attend workshops, and organize volunteer experience to develop skills necessary for Co-op employment.
- Begin the career process by carefully planning your academic program and career options (contact Student Program Services, SU060, phone: 403-329-5106 or a Co-op Coordinator, B610, phone: 403-329-2000).
- Prepare for employment by getting involved in volunteer or part-time activities related to your career goals. The Co-op Office can help you with this.
- Develop employability skills through courses, workshops, and volunteer work. Employers want students with computer, writing, critical thinking, and organizational skills. Potential employees will improve their chances of finding a job if they can demonstrate initiative and

show they have strong communication, teamwork, and presentation skills.

- Utilize the Co-op Coordinators as they are an excellent source of information on the job market.



Sequencing...

It is advantageous if a student has completed at least ten courses toward their degree before the first work term as this means they have sufficient background to fulfill employer needs and will perform well in the workplace.

Sample Co-op Sequencing

	Fall	Spring	Summer
Year 1	Academic Term	Academic Term	Vacation
Year 2	Academic Term	Academic Term	Work Term #1
Year 3	Academic Term	Work Term #2	Academic Term
Year 4	Work Term #3	Academic Term	Academic Term

	Fall	Spring	Summer
Year 1	Academic Term	Academic Term	Work Term #1
Year 2	Academic Term	Academic Term	Work Term #2
Year 3	Academic Term	Academic Term	Work Term #3
Year 4	Academic Term	Academic Term	

	Fall	Spring	Summer
Year 1	Academic Term	Academic Term	Vacation
Year 2	Academic Term	Work Term #1	Work Term #2
Year 3	Academic Term	Academic Term	Work Term #3
Year 4	Work Term #4	Work Term #5	Work Term #6
Year 5	Academic Term	Academic Term	

*Sequencing will vary for Post-Diploma Students (4 academic semesters only).

How to apply...

To apply for admission to the Co-operative Education Program:

1. Complete the Co-operative Education Application Form
2. Complete the Public Service Commission Co-operative Education Program Form
3. Submit a copy of your resume
4. Make an appointment with a Co-op Coordinator for an intake interview

Copies of the Co-operative Education Application form and the Public Service Commission Co-operative Education Program Form can be found on-line at: http://www.uleth.ca/coop/fas/General_Information/applicationandadmission.htm.

Post-Diploma students...

Post-Diploma students are eligible to participate in Co-operative Education prior to beginning classes at the University of Lethbridge. However, before you can apply for positions you must have applied for admission to the University of Lethbridge and you must contact the Co-op office to set up an intake interview with a Co-op Coordinator (this can be conducted in person or via telephone) and provide us with the following:

1. Co-operative Education Application Form
2. Public Service Commission Co-operative Education Program Form
3. A copy of your resume
4. A copy of your college transcript (official or unofficial)

Copies of the Co-operative Education Application form and the Public Service Commission Co-operative Education Program Form can be found on-line at: http://www.uleth.ca/coop/fas/General_Information/applicationandadmission.htm.

International Students...

We assist International Students with acquiring a student Work Visa that allows you to accept full-time, paid, career-related Co-operative Education work terms. **Because there is additional paperwork, it is important to apply early.**

In addition to the required application forms (see "How to Apply" above), International Students are also required to complete an Application to Change Conditions or Extend My Stay in Canada form (please see our website: http://www.uleth.ca/coop/fas/General_Information/introduction.htm#internationalstudents for a copy of this form).

Section D "My Request" should indicate that you wish to "change conditions" for the following reason: "to participate in the Co-operative Education Program at the University of Lethbridge." You are not required to complete Section D, 11 ("To support myself in Canada").

You will also need to provide the Co-op office with a copy of your Passport and Student Visa (we can make these photocopies for you). Once we've received these as well as your Application to Change Conditions or Extend My Stay in Canada form we will prepare a letter of support for your application and forward everything to the immigration office on your behalf. **Please note:** you are not required to submit an application fee.

Once you have received a copy of your work permit, you MUST provide the Co-op office with a copy before applying for any positions.

Basis for admission...

Successful admission to our program will be based on:

- GPA - minimum 2.5, which must be maintained*
- Previous employment/volunteer experience
- Employability skills and personal qualities
- An interview with a Co-op Coordinator
- Signing of the Student Agreement Form

Students will be conditionally admitted until they are placed on their first work term. Conditional admittance enables students to access the Co-op Job Board, Workshops, and apply for positions. A student is not formally admitted on their transcript to the program until registration in their first work term.

* If, at any time, your GPA falls below 2.5 we may remove you from the Co-op Program and your access to our on-line job board may be revoked. However, if your grades improve you may be allowed back into the program. Please ensure you discuss any problems you may be having with a coordinator.

Transferring work terms...

Students transferring to the University of Lethbridge are permitted to transfer one Co-op work term from their previous institution. Please advise the Co-op Coordinator during your intake interview if you wish to transfer a Co-op work term from another institution so that we can ensure it is recorded in our system. Students who have transferred one co-op term from a previous institution must only successfully complete two work terms, or a total of 8 months work experience at the University of Lethbridge to earn the Co-op degree designation.

International placements...

Most International Placements are self-initiated through the student's personal contacts. If you are interested in a co-op work term in another country, please discuss your interest with a Coordinator as early as you can; as obtaining a visa can be a lengthy and costly process.

Withdrawing from the program...

Should you decide to withdraw from the Co-op Program we encourage you to meet with a Coordinator to discuss your plans as we may be able to suggest different options that better suit your needs.

Fundamental Principles of Student Citizenship

1. Students honor the following basic values of academic integrity:
 - Honesty in learning, teaching, research and service.
 - Respect of a wide range of thoughts, opinions and ideas; of colleagues, instructors, and administration; and of the work of others.
 - Responsibility for upholding the integrity of scholarship and research.
2. Students conduct themselves in a manner consistent with the Fundamental Principles of The University of Lethbridge.
3. Students respect the rights of every student and faculty member to attain their educational goals fairly.
4. Students respect the health, safety, and welfare of every member of The University of Lethbridge community.
5. Students respect and uphold the rights and freedoms of all members of The University of Lethbridge community, in accord with the principles articulated in the Canadian Charter of Rights and Freedoms.
6. Students treat with consideration the buildings, grounds, facilities and equipment of The University of Lethbridge.
7. Students strive to maintain collegial relationships with fellow students, peers, faculty, staff and administration.
8. Students abide by the politics, regulations, rules, and procedures of The University of Lethbridge and its academic and administrative units.
9. Students abide by reasonable oral or written instructions given by University of Lethbridge personnel in the implementation of their duties to ensure compliance with institutional policies, regulations, rules, and procedures.
10. All students accept the responsibility to abide by The University of Lethbridge Principles of Student Citizenship.



STUDENT APPLICATION FORM

FACULTY OF ARTS & SCIENCE
Co-operative Education & Internships



APPLICANT INFORMATION

Name:

Student ID #:	Date of Birth (mm/dd/yy):	SIN:
Current Address:		
City:	Province:	Postal Code:
Permanent Address:		
City:	Province:	Postal Code:
Current Phone:	Permanent Phone:	Uleth E-Mail:

U OF L INFORMATION

Program:	B.A.	B.Sc.	BASc.	Other:
Major:	Major:		Concentration:	
G.P.A.:	# Courses Completed:		Expected Date of Graduation (mm/dd/yy):	

CITIZENSHIP

Canadian Citizen:	Yes	No	Landed Immigrant:	Yes	No	Student Visa:	Yes	No
Are you legally entitled to work in any other countries?			Yes	No		If yes, which countries?		

CO-OP OPTIONS

Are you willing to travel/work outside of Lethbridge?

If yes, list preferred locations:	1.	2.		
	3.	4.		
In which semester do you hope to take your first Co-op work term?	Fall	Spring	Summer	Year
Do you hold a valid Driver's Licence?	Yes		No	

WHERE DID YOU HEAR ABOUT US?

How did you hear about Co-op?	<input type="checkbox"/>	Co-op Web Page	<input type="checkbox"/>	Academic Advisor	<input type="checkbox"/>	E-Mail
	<input type="checkbox"/>	New Student Orientation	<input type="checkbox"/>	College Visit	<input type="checkbox"/>	Poster
	<input type="checkbox"/>	Classroom Presentation	<input type="checkbox"/>	High School Visit	<input type="checkbox"/>	Public Info. Event
	<input type="checkbox"/>	Friends who are/have been in the program				
	<input type="checkbox"/>	Information package from the U of L				
Other:						
Why would you like to join Co-op?						
Why did you choose the U of L?						
What types of Co-op events would you attend? (e.g. Career Fair, Student Events, Employer Info. Eve.), Interview Workshop						

VISIBLE MINORITIES

There are some employment and funding opportunities available to special groups. These groups include women, native people, disabled persons and members of visible minorities.

Do you require further information?

Yes

No

WITH REGARD TO THIS APPLICATION

I **CERTIFY** that the particulars furnished are true and complete in all respects, and that no information has been withheld. I understand that falsifying documents or information on this application will result in immediate permanent dismissal from the Co-operative Education program.

I **AGREE**, if admitted to the Co-operative Education program, to comply with the rules, regulations and responsibilities applicable to a Co-op student.

I **GIVE PERMISSION** to the Office of Co-operative Education to make my resume, grade point average, transcript and reports available to prospective employers.

I **UNDERSTAND** that employment opportunities may be located outside of Lethbridge.

I **UNDERSTAND** that any positions initiated by the University of Lethbridge Co-operative Education program will be registered as a Co-op Work Term. This includes any recalls and extensions.

I **UNDERSTAND** that the Co-operative Education program will make every reasonable effort to obtain sufficient program-related work placements for me; however, acceptance into the program is not a guarantee of work placement.

SIGNATURES

I authorize the verification of the information provided on this form and agree to the terms set out in this form as well as the student contracts.

Signature of Applicant:

Date:

Signature of Co-op Coordinator:

Date:



Co-operative Education/Internship Program

Programme d'enseignement coopératif/d'internat

APPLICATION
FOR EMPLOYMENT

DEMANDE
D'EMPLOI

- Attach your résumé
- Use printed uppercase block letters
- Sign this form
- Joindre votre curriculum vitae
- Écrire en lettres moulées, en majuscules
- Apposer votre signature

Surname - Nom de famille:		Given name - Prénom:		Middle initials Autre(s) initiale(s)	PRI: (see instructions on reverse) CIDP: (voir instructions au verso)
Address - Adresse			City - Ville	Province	Postal code - Code postal
You are entitled to work in Canada by reason of (check one only): - Vous avez le droit de travailler au Canada du fait que vous possédez (cochez une seule case):					
<input type="checkbox"/> Canadian citizenship la citoyenneté canadienne		<input type="checkbox"/> Permanent resident status le statut de résidente permanente ou résident permanent		<input type="checkbox"/> Work permit un permis de travail	

EMPLOYMENT EQUITY (see instructions on reverse)		ÉQUITÉ EN MATIÈRE D'EMPLOI (voir instructions au verso)			
1. <input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	2. Aboriginal person Autochtone	3. Person in a visible minority group Membre d'un groupe de minorité visible	4. Person with a disability Personne handicapée	

DECLARATION - ATTESTATION	
All the information submitted in this application is true, complete and may be verified. Any false information may result in the rejection of this application.	Tous les renseignements fournis dans la présente demande sont exacts, complets et peuvent être vérifiés. Toute fausse déclaration pourrait entraîner le rejet de cette demande.
Signature	Date

PRIVACY ACT

Necessary measures have been taken to protect the confidentiality of the personal information you provide.

- The information you provide is collected under the authority of the *Public Service Employment Act*. We will use this information to determine your eligibility for employment. Some government departments may also use it for related statistical studies. Be assured that any statistical uses will in no way identify you personally.
- Your personal information will be held in the Departmental Employee Standard Bank (Staffing). It is protected under the *Privacy Act*.

According to the *Privacy Act*, you have rights with respect to the information you submit.

You may, upon request:

- be given access to your file;
- have incorrect information corrected or have a notation attached.

For more information about your rights, see *Info Source*, a Government of Canada publication available in major libraries, at government information offices and from constituency offices of federal Members of Parliament.

LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Toutes les mesures nécessaires ont été prises pour protéger le caractère confidentiel des renseignements personnels que vous nous communiquez.

- Les renseignements demandés sont recueillis en vertu de la *Loi sur l'emploi dans la fonction publique*. Nous utiliserons ces informations pour déterminer l'admissibilité de votre demande d'emploi. Certains ministères fédéraux pourront aussi les utiliser aux fins d'études statistiques. L'utilisation de ces renseignements personnels à des fins statistiques ne pourra cependant en aucun cas permettre de vous identifier personnellement.
- Les renseignements personnels que vous nous communiquez seront conservés dans le fichier central du ministère concerné (Dotation). Ils sont protégés par les dispositions de la *Loi sur la protection des renseignements personnels*.

Conformément à la *Loi sur la protection des renseignements personnels*, vous avez les droits suivants à l'égard des renseignements personnels que vous nous communiquez.

Vous pouvez, sur demande:

- avoir accès à votre dossier;
- y faire corriger des renseignements erronés ou y ajouter une note.

Pour de plus amples renseignements sur vos droits, consultez *Info Source*. Cette publication du gouvernement du Canada est disponible dans les principales bibliothèques publiques, bureaux d'information du gouvernement fédéral et bureaux de comté des députés fédéraux.

PRI

If you have previous experience with a federal department and have been assigned a Personal Record Identifier (PRI) number, please record it in the space provided. Your PRI number was indicated on your pay-check stubs.

EMPLOYMENT EQUITY

The Public Service of Canada is committed to the principle of merit and to ensuring equitable participation of women, Aboriginal peoples, persons with disabilities, and members of visible minority groups. Information in this section is collected under the authority of the *Employment Equity Act*, Section 9, and its confidentiality is protected under the *Privacy Act*. Your response to these questions is **voluntary**, and may be used both for statistical purposes and in considering you for programs that help in creating a more representative public service. For persons with disabilities, it will also ensure the provision of appropriate accommodations.

Note: A person may be a member of more than one designated employment equity group.

1. Gender

This information will help us to ensure equality of access for both men and women to all positions in the Federal Public Service.

2. An Aboriginal person is a North American Indian or a member of a First Nation, a Métis or an Inuit. North American Indians or members of a First Nation include "Status," "Treaty" or "Registered" Indians, as well as "Non-Status" and "Non-Registered" Indians.

- 01 Inuit
- 02 Métis
- 03 North-American Indian/First Nation Indian

3. A person in a visible minority group in Canada is someone other than an Aboriginal person as defined above, who is non-white in colour/race, regardless of his/her place of birth.

- | | |
|--|--|
| 41 Black | 57 Non-White West Asian, North African or Arab (including Egyptian; Libyan; Lebanese; Iranian; etc.) |
| 42 Non-White Latin American (including indigenous persons from Central and South America, etc.) | 58 Southeast Asian (including Burmese; Cambodian; Laotian; Thai; Vietnamese; etc.) |
| 45 Chinese | 44 Person of Mixed Origin (with one parent in one of the visible minority groups listed above) |
| 47 Japanese | 59 Other Visible Minority Groups |
| 48 Korean | |
| 51 Filipino | |
| 56 South Asian/East Indian (including Indian from India; Bangladeshi; Pakistani; East Indian from Guyana; Trinidad; East Africa; etc.) | |

4. A person with a disability (i) has a long-term or recurring condition or health problem that may limit the kind of amount of work he/she can do in the workplace; or (ii) feels that he/she may be perceived as limited in the kind or amount of work which he/she can do because of physical, mental, sensory, psychiatric or learning impairment.

- | | |
|--|--|
| 11 Co-ordination of dexterity (difficulty using hands or arms, for example, when grasping or handling a stapler or using a keyboard) | 16 Blindness or visual impairment (unable to see or difficulty seeing) |
| 12 Mobility (difficulty moving around, for example, from one office to another or up and down stairs) | 19 Deafness or hard of hearing (unable to hear or difficulty hearing) |
| 13 Speech impairment (unable to speak or difficulty speaking and being understood) | 23 Other disability (including learning disabilities, developmental disabilities, all other types of disabilities) |

CIDP

Si vous avez déjà travaillé à la fonction publique fédérale, inscrivez dans l'espace prévu à cette fin le Code d'identification de dossier personnel (CIDP) qui vous avait alors été attribué. Ce code était inscrit sur tous vos talons de chèque de paie.

ÉQUITÉ EN MATIÈRE D'EMPLOI

La Fonction publique du Canada s'est engagée à assurer le respect du principe du mérite et à garantir une participation équitable des femmes, des autochtones, des personnes handicapées et des membres des groupes de minorités visibles. Les renseignements fournis dans cette section sont recueillis en vertu de la *Loi sur l'équité en matière d'emploi* (article 9) et leur confidentialité est protégée aux termes de la *Loi sur la protection des renseignements personnels*. Vos réponses **volontaires** aux questions posées dans le formulaire pourront être utilisées autant à des fins statistiques que pour la prise en considération de votre candidature pour des programmes favorisant la création d'une fonction publique plus représentative. Ces renseignements nous aideront également à offrir certains aménagements spéciaux aux personnes handicapées.

Nota: Une personne peut appartenir à plusieurs groupes cibles à la fois.

1. Sexe

Cet élément d'information nous permettra d'assurer aux hommes et aux femmes l'égalité d'accès à tous les postes de la fonction publique fédérale.

2. Un autochtone est une personne issue du groupe des Indiens de l'Amérique du Nord ou d'une Première Nation, ou du groupe des Métis ou des Inuit. Les termes «Indiens de l'Amérique du Nord» et «Première Nation» désignent les Indiens inscrits, les Indiens non inscrits et les Indiens couverts par traités.

- 01 Inuit
- 02 Métis
- 03 Indien de l'Amérique du Nord - Premières Nations

3. Par membre d'un groupe de minorité visible au Canada, on entend toute personne (exception faite des autochtones définis plus haut) dont l'appartenance ethnique est non blanche, peu importe son lieu de naissance.

- | | |
|--|---|
| 41 Noir | 57 Asiatique de l'Ouest non blanc, Nord-Africain non blanc ou Arabe (Égyptien, Libyen, Libanais, Iranien, etc.) |
| 42 Latino-Américain non blanc (Amérindiens de l'Amérique centrale et de l'Amérique du Sud, etc.) | 58 Asiatique du Sud Est (Birman, Cambodgien, Laotien, Thaïlandais, Vietnamien, etc.) |
| 45 Chinois | 44 Personnes d'origine mixte (dont l'un des parents provient de l'un des groupes énumérés ci-dessus) |
| 47 Japonais | 59 Autre minorité visible |
| 48 Coréen | |
| 51 Philippin | |
| 56 Asiatique du Sud, Indien de l'Est (Indien de l'Inde, Bangladais, Pakistanais, Indien de l'Est originaire de la Guyane, de la Trinité, de l'Afrique orientale, etc.) | |

4. Une personne handicapée (i) a une déficience ou un problème de santé chronique ou de longue durée susceptible de limiter le genre ou la quantité de travail qu'elle peut accomplir dans l'exercice de ses fonctions; ou (ii) estime qu'elle peut être perçue comme étant limitée quant au type ou au volume de travail qu'elle peut exécuter en raison d'une déficience physique, mentale, sensorielle ou psychiatrique, ou de difficultés d'apprentissage.

- | | |
|--|--|
| 11 Coordination ou dextérité (difficulté à se servir de ses mains ou de ses bras, par exemple pour saisir ou utiliser une agrafeuse ou pour travailler au clavier) | 16 Cécité ou malvoyance (incapacité à voir ou difficulté à voir) |
| 12 Mobilité (difficulté à se déplacer d'un endroit à un autre, à monter ou à descendre les escaliers, etc.) | 19 Surdité ou malentendance (incapacité à entendre ou difficulté à entendre) |
| 13 Élocution (incapacité à parler ou difficulté à parler et à se faire comprendre) | 23 Autre handicap (difficultés d'apprentissage ou de développement et tout autre type de handicap) |