



CO-OPERATIVE EDUCATION

Program Admission Application SUMMER 2019 / Fall 2019

Applications must include:

1. A letter of application (400 words maximum) which outlines:
 - your career goals, learning objectives and how a Co-op Work Term will further your career
 - your experience, both volunteer and paid
 - any additional relevant background (eg. coursework and academic interests, professional associations, student clubs, personal achievements, mentoring programs, or people you know that have participated in co-op)
 - your commitment to completing the Co-op Program (if accepted)
2. A copy of your current résumé including names of three references
3. A copy of your TRU **UNOFFICIAL** transcript from your **mytru** account (do **not** pay for a transcript).
 - If you transferred credits from another institution, include this transcript
 - **First year BNRS** students must also submit a copy of their high school transcript
4. Copies of any other supporting documentation you consider relevant to your application (eg. letters of reference, special awards) – optional
5. **TRU CAREER CONNECTIONS ACCOUNT** – Career & Experiential Learning uses a web based system called Career Connections to post jobs and book appointments with Career Counselors and Co-op Coordinators. If you do not already have an account you **must** make one. Go to www.tru.ca/cel/ and click on “Career Connections for Students”. If you need assistance come to OM1712 – we will help you.

Once I have applied, what happens next?

Applications will be reviewed by the co-op department and results will be sent to you via email. Once accepted into the co-op program you will be required to successfully complete the mandatory co-op course (COOP 1000). COOP 1000 is a one-credit course. One-credit tuition will apply; please refer to the TRU online calendar. Students who do not successfully complete COOP 1000 will not be eligible to accept a co-op work term. There is no application fee to apply for the co-op program; however, as per the TRU Calendar, all Students will be assessed a tuition fee based on a three credit course elective for each work term. Co-op work terms are eligible for elective credit but conditions vary by program – please speak to the program Coordinator for specific details.

When will COOP 1000 be available?

COOP 1000 will be available in the Winter, Summer and Fall semesters. COOP 1000 must be completed before the first work term. Students are not able to self-enroll in the course. Once accepted our office will enroll you.

International Students – Due to IRCC processing times International students must wait 2 semesters before being eligible for a Co-op work term.

When are applications due?

Submission Deadline: Interested students are encouraged to drop by our office and make an appointment to speak with a Co-op Coordinator (OM 1712). **Students are strongly encouraged to apply as soon as possible for the best possible chance to secure your spot in the program.** Applications may also be reviewed on an on-going basis as space permits.

For more information:

☎Call: 371-5627 Visit: OM1712

✉Email: careereducation@tru.ca

🖱Click: www.tru.ca/cel/co-operative-education



THOMPSON RIVERS
UNIVERSITY

CO-OPERATIVE EDUCATION PROGRAMS

Application Check List

STUDENT NAME: _____

PROGRAM: _____ YEAR OF STUDY: _____

MAJOR/MINOR: _____

- Co-op Application Form (must be signed)
- Intended Work Term/Study Schedule
- Employment Equity Information Form
- Your letter of application
- Current résumé and 3 references
- Transcript(s) (*TRU Unofficial Transcript*)
- Supporting documentation (e.g letters of reference) – *optional*
- Career Connections Account

COOP 1000 Course (SU/19): (Summer semester runs May 6 – June 21)

- COOP 1000-01 – Tuesday's – 8:30 – 11:20 OM1771 – Instructor: B. Harasymchuk

COOP 1000 Course (FA/19):

- COOP 1000-01 – Thursday's – 1:00 – 2:15 PM – OM2751 – Instructor: TBD
- COOP 1000-02 – Friday's – 8:30 – 9:45 AM – OM1741 – Instructor: TBD
- COOP 1000-03 – Wednesday's – 4:00 – 5:15 PM – AE266 – Instructor: TBD



Co-op Program Application Form

D / M / YR

Last Name (First)	First Name	Male <input type="checkbox"/> Female <input type="checkbox"/>	Student Number
Co-op Program (Degree/Diploma)		Intended Major/Minor	Expected Date of Graduation:
Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, When does your Study Permit expire:		International students - please indicate when you began your TRU studies on-campus (Term/Year):	
Preferred E-Mail Address:			
Cell Phone:		Home Phone:	
Are you available for out-of-town positions? (Check 1 box only) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Within Driving Distance		How did you hear about Co-op?	
Do you have a valid BC Class 5 Driver's Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Class 7 (N) Do you have any other valid Driver's Licence? (eg. Alberta, International etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify:			
Please indicate when you intend to complete COOP 1000 (mandatory prerequisite course), your off campus Co-op Work Term(s), your on campus academic terms, and when you plan to graduate. Important: you only need to complete COOP 1000 once (before your first work term) and you cannot graduate on a work term.			
Year	Sept – Dec (Fall)	Jan – Apr (Winter)	May – Aug (Summer)
2018/19	<input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> COOP 1000 <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____
2019/20	<input type="checkbox"/> COOP 1000 <input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____
2020/21	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____
2021/22	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____
2022/23	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____	<input type="checkbox"/> Co-op Work Term <input type="checkbox"/> TRU Study <input type="checkbox"/> Other _____

I have reviewed the TRU Co-op Requirements and Regulations (next page), and if accepted into the program I will adhere to the responsibilities of a Co-op student (please check and sign):

YES NO

Signature

Date

Overview of TRU Co-operative Education Requirements and Regulations

1. All students accepted into Co-operative Education **must** successfully complete COOP 1000 a 13-week, 1-credit (additive) career management course prior to their first work term. Attendance is mandatory and the TRU Attendance Policy will apply.
2. The Co-operative Education Coordinator(s) will make every reasonable effort to obtain suitable program-related work placements; however, application and acceptance for Co-op Work Term participation is not a guarantee of placement. The job search will be conducted by both the student and the Co-op Coordinator.
3. Co-op tuition will apply to all co-op positions secured with assistance from the co-op office including: back to back work terms with the same employer, subsequent extensions with the same employer, students returning to the same employers, and students who secure their own co-op work term(s).
4. In order to maintain eligibility for future work terms students must submit a completed Work Term Notification Form upon returning from each work term.
5. There is a one-time admission and withdrawal policy for Co-op programs. When a student withdraws from Co-op after partially completing the required number of Co-op terms, they cannot apply for re-admission to Co-op at a later date.
6. Students are expected to accept a job offer once it has been extended. Students wanting to withdraw from a Co-op competition must do so by contacting their Co-op Coordinator no later than immediately following the interview with the employer. Otherwise, job offers must be accepted or rejected within 24 hours.
7. To successfully complete a work term, students must a) complete term of employment; b) receive a minimum of "satisfactory" on their evaluation from their employer; c) submit a satisfactory work term report by the deadline; and d) pay their work term tuition fees.
8. It is the student's responsibility to maintain close contact with their Co-op Coordinator and to check daily for new job postings, for interview schedules and for notices from the Co-op Office.
9. Students must end their studies on an academic term, and cannot end their studies on a Co-op work term. Students must maintain full-time status (3 courses or more) to maintain eligibility for the Co-op program, and maintain a cumulative GPA minimum set by their specific program (see TRU Academic Calendar). Transcripts will be reviewed following each academic term.
 - **Bachelor of Arts** (cumulative GPA of 2.67) - completed 48 credits before beginning work term 1.
 - **Bachelor of Business Administration** (cumulative GPA of 2.67) - completed or are enrolled in the following courses before beginning work term 1: ECON 1900, ECON 1950, MIST 2610, ACCT 2210, ACCT 2250 and ECON 2320.
 - **Bachelor of Natural Resource Science** (cumulative GPA of 2.33) – completed first year courses.
 - **Bachelor of Tourism Management** (cumulative GPA of 2.33) - completed a minimum of 30 first year credits.
 - **Bachelor of Science, Biology Major** (cumulative GPA of 2.33)- completed first year and will have completed three of BIOL 2160, BIOL 2170, BIOL 2280, BIOL 2290 before the first work term.
 - **Bachelor of Science, Chemistry/Environmental Chemistry Major** (cumulative GPA of 2.33) - completed first year and CHEM 1500/1510 or CHEM 1500/1520, and anticipate completing CHEM 2120/2220 and CHEM 2100/2250 prior to the first work term. For students applying to Co-op in third year, CHEM 3100 and CHEM 3120 or CHEM 3170 must be completed prior to the first work term, and at least one of the following: CHEM 3060, 3070, and 3080, or CHEM 3220, 3230 and 3240, or CHEM 3310, 3320, 3330.
 - **Bachelor of Science, Math** (cumulative GPA of 2.67) - completed a minimum of 48 credits before beginning work term 1.
 - **Bachelor of Science, Physics Major** (cumulative GPA of 2.33) - 2nd and 3rd year Physics students who have completed or anticipate completing the following courses with a minimum cumulative 2.33 GPA prior to the first work term: PHYS 1100/1200 or 1150/1250, PHYS 2000, PHYS 2200, PHYS 2250, MATH 2110, MATH 2120, MATH 3170. As well, students must complete the following courses with a minimum cumulative 2.33 GPA prior to the first January work term in third year: PHYS 3200, PHYS 3250, and PHYS 3400; OR , PHYS 3090, PHYS 3140 and PHYS 3160. Completion of COMP 1130 or COMP 1520 is highly recommended. Preference will be given to students with a demonstrated background in computers and electronics.
 - **Bachelor of Science, Computing Science** (cumulative GPA of 2.33) - students must have maintained a term and cumulative GPA of 2.33 in all BSc courses, have completed COMP 2130 and 2230 prior to their first work term. Students must be enrolled in a **minimum** of 2 on campus Computing Science (COMP) courses per Academic Semester.
 - **Bachelor of Computing Science** (cumulative GPA of 2.33) - students must have maintained a term and cumulative GPA of 2.33 in all BCS courses. Students must have completed Computing Science Diploma and all BCS entrance requirements or completed at least one semester of BCS. Students must be enrolled in a **minimum** of 2 on campus Computing Science (COMP) 3 credit courses per Academic Semester.
 - **Computing Science Diploma and** (cumulative GPA of 2.33) - complete all required first year courses before the first work term.
 - **Engineering Transfer Program** students who plan to attend TRU for their second year of studies will complete a mandatory co-op term after their first year. Co-op work terms will last between 4 and 8 months



Employment Equity Information Form

NAME: _____ Male Female

Both the Provincial and Federal governments request information from Thompson Rivers University Co-operative Education Program for employment equity purposes. In order to provide this, we are requesting that you complete this form. You are **NOT REQUIRED** to complete all the information on this form; however, your cooperation will be greatly appreciated.

The information you provide will be kept **STRICTLY CONFIDENTIAL**. Detailed information will not be used to make any decisions concerning individuals; the sole purpose for collecting the information is to be able to determine the distribution of the specified groups. The information is requested by the senior levels of government and will be reported as group data only. You have the right of access to the information you disclose and protection of it.

I. **ABORIGINAL (FIRST NATIONS) PEOPLE:** Aboriginal peoples are considered, in the Employment Equity regulations, to be persons who are North American Indians (status or non-status), Inuit, or Métis. Are you an aboriginal person?

YES NO

II. **VISIBLE MINORITIES:** Members of visible minority groups are persons, other than aboriginal peoples, who are non-Caucasian in race or non-white in colour. For example: Black, Chinese, Filipino, Indo-Pakistani, Japanese, Korean, Southeast Asian, West Asian, and Arab, are considered to be visible minority groups. Are you a member?

YES NO

III. **DISABLED PERSONS:** Persons with disabilities are considered, in the Employment Equity regulations, to be persons who: have any persistent physical, mental, psychiatric, sensory, or learning impairment, or consider themselves to be, or believe that an employer would be likely to consider them to be, disadvantaged in employment by reason of an impairment, **or** identify themselves, or agree to be identified by an employer, as persons with a disability. Are you disabled according to the above definition?

YES NO

IV. On occasion, organizations with employment equity objectives request identification of TRU's co-op students who are members of a specified group. I Agree Do Not Agree to the release of the above information for this purpose.

V. I do not wish to complete this form.

Date: _____ Signature: _____