

# UBC ARTS CO-OP PROGRAM

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## Undergraduate Program Information 2011

### Discover Co-op

Arts Co-op is a program that partners with employers to offer work opportunities that will help you excel academically and professionally, and prepare you for your future career. As an Arts Co-op student, you'll have the opportunity to alternate challenging, practical, and paid work experience with your academic terms.

### Benefits of Co-op

There are numerous benefits to completing a co-op program:

- Gain job search skills through extensive and specialized pre-employment training, including resume/cover letter writing, interview, and workplace success strategies
- Explore a vast array of career options while building your skills and discovering your interests
- Clarification of career goals and options available to you with a BA
- Build 12-16 months of experience to add to your resume BEFORE you graduate!
- Enrich classroom learning, and discover how your degree applies in the workplace
- Increase your confidence and potential as you take steps towards your future career
- Help finance your degree with relevant, PAID work
- Access to mentorship opportunities with more experienced co-op students and alumni
- Opportunities for student leadership and professional development within the co-op student community
- Develop a network of contacts that will increase your chances of finding meaningful work upon graduation
- Continual support and coaching throughout the program
- Can be combined with other exciting UBC programs, such as a student exchange with Go Global

Take control of your career development! Students who graduate from the Arts Co-op Program tend to be more satisfied with their undergraduate degree and experience at UBC, and have more options available to them upon graduation: many co-op students end up with job offers from their co-op employers.

### Employers Who Hire Co-op Students

Co-op Coordinators work closely with employers locally, nationally, and internationally to develop challenging, career-related positions for co-op students in the non-profit, government (federal/provincial/municipal), and private business sectors. Here is just a sample of the wide variety of employers who hire Arts Co-op students:

- Adidas
- BC Ferries
- BC Hydro
- BC Lung Association
- Bard on the Beach
- Burns Bog Conservation Society
- Canada Border Services Agency
- Canada Mortgage & Housing Corporation
- Canadian Breast Cancer Foundation
- Canadian International Development Agency (CIDA)
- Canadian Space Agency
- Citizenship & Immigration Canada
- Dillon Consulting
- Disney
- Environment Canada
- Fisheries & Oceans Canada
- Foreign Affairs & International Trade Canada
- Harbour Publishing
- Health Canada
- Indian and Northern Affairs Canada
- Ministry of Children & Family Development
- Ministry of Environment
- MS Society
- PADS (Pacific Assistance Dogs Society)
- Research in Motion (RIM)
- Royal Tyrell Museum of Palaeontology
- S.U.C.C.E.S.S.
- Terry Fox Foundation
- Time Warner Hong Kong
- UBC Continuing Professional Development
- UBC Student Development
- United Way of the Lower Mainland
- Western Economic Diversification
- WorkSafeBC

# U B C A R T S C O - O P P R O G R A M

## Types of Work to Expect

Arts Co-op students work in a wide range of positions within the private, public, and non-profit sectors. Employers hire co-op students based on their skill-set and career interests; your major is only one of many factors. So the choice is really up to you, your interests, and current skill set! Co-op students can expect a broad range of work over 4 work terms, including:

- Arts Administration
- Client Services
- Communications
- Curatorial Assistance
- Desktop Publishing
- Editing & Writing
- Educational Programming
- Environmental Assessment
- Event Coordination
- Financial Services
- Fundraising
- Gallery & Museum Tours
- GIS
- Graphic Design
- Language Translation
- Marketing
- Office Administration
- Policy Analysis
- Program Administration
- Project Management
- Proposal Writing
- Public Relations
- Research Services
- Social Service Delivery
- Survey Design & Analysis
- Technical Writing
- Web Design

## Finding Co-op Work in the Program

Co-op is different from a “placement program”, so there are no guarantees. Given the training and support, students in our program have a high success rate of obtaining co-op jobs! Job descriptions/postings are added daily to a password-protected website, and each student is responsible for reviewing and applying for jobs that are of particular interest to them. From the application packages submitted to employers, which consist of a cover letter, resume, and transcript, employers select the students they wish to interview and, based on the interviews, make offers through the Co-op staff to the student.

## Typical Co-op Wage Structure

The average Arts Co-op wage is between \$12-14 per hour, but varies greatly depending on the sector:

- Non-profit organizations - \$8 - 12
- Private business - \$10 - 14 (wages can be higher in the high-tech sector, but are not the average)
- Government - \$11 - 18 (senior co-op students will earn more than junior co-op students)

Wages are based on current labour market realities, and are determined by the employer.

## Fees Associated with Co-op

Currently, there is a one-time program and workshop fee of \$216.48 due when you join the program. In addition, for every work term you complete, you are registered in a Co-op Course (ASTU) and pay the course tuition fee, which is currently \$662.46; registration in the ASTU course maintains your full-time student status with the university and is mandatory. You will receive 3-credits per co-op (ASTU) course; however, **ASTU courses DO NOT count towards your academic degree requirements**. Therefore, Co-op students complete 132 credits in order to receive a degree with a co-op designation which consists of 120 academic credits, plus 9 non-academic co-op credits.

## Typical Academic/Co-op Work Schedule

Each student is in charge of determining their work/academic plan; however, there are some general guidelines you need to follow:

- Students need to do at least one work term during the fall or winter terms; you cannot work during the summer sessions only.
- Normally, students do not do more than 2-3 back-to-back work terms.
- Normally, you need to end on an academic term.
- Normally, students do a co-op work term within the first year of being in the Co-op Program,
- Whenever possible, students are encouraged to complete one co-op work term before going on exchange.

## Eligibility

To be eligible for co-op, you need to be a full-time UBC student in your 2<sup>nd</sup> or 3<sup>rd</sup> year of a BA, BFA, or B.Mus degree program. International students are eligible to apply. Students with 3<sup>rd</sup> year standing should have approximately 60 credits to complete at time of application and a cumulative GPA of 72%.