



## UBC ENGLISH PHD CO-OP PROGRAM GUIDE 2017/2018

### Why PhD Co-op in English

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Program goals:

- to extend secure graduate funding into the fifth and possibly sixth years of the PhD program;
- to give graduate students well-paid, relevant work experience divided across their dissertation years (PhD co-op positions pay \$20-\$25/hour depending on the employer—a 14-week work term at 37.5 hours/week at \$25 is \$13,125);
- to reduce the financial and academic strain often faced by students who run out of money after year four and have to work nearly full time, often substantially delaying completion of their degrees; and
- to provide insight and experience into alt-ac careers for graduate students who may choose not to work in academia after graduation.

Co-op programs give students the opportunity to:

- explore various career options and gain substantial, “alt-ac career” experience to put on their resumes
- enrich academic learning with workplace experience
- develop their professional skills and network
- apply to positions that require students to be in a co-op program (such as federal government jobs and some positions in the cultural industries)
- finance their degrees with relevant, paid work

### What is Co-op?

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Co-operative Education is an internationally-recognized and formally accredited learning program in which students have the opportunity to combine alternative work experience with their academic training through pre-employment training, career coaching, and interesting, relevant workplace experiences. The University and employers co-operate to provide students with an opportunity to learn in a workplace setting by alternating practical, paid work experience in various fields of interest with their academic studies.

*“The breadth of experience [my co-op] position provided was extremely useful. As a PhD student I am used to working in areas of intense specificity and generalization. This position required me to think more generally, working as part of a team on a very diverse array of tasks and projects.”*

Jonathan Newell (the first UBC English PhD co-op student to complete a co-op work term)

### History of the Co-op Program for English PhD Students

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In 2013, the English Department Graduate Committee expressed an interest in exploring an optional PhD co-op program, through the Arts Co-op Program, to explore providing wider employment opportunities, or “alt-ac careers”, for their PhD students.

A feasibility study was undertaken in March 2013, through a survey and focus groups, to assess student interest and expectations, as well as employer interest and knowledge. As the feasibility study had positive results, the Arts Co-op Program piloted an English PhD Co-op Program with the support of the English Department and the Dean of Arts Office starting in Fall 2013.

Elizabeth Hodgson and Tiffany Potter, both faculty members in the English Department, worked closely with Julie Walchli, Director of the Arts Co-op Program, during the pilot years of the co-op program. English PhD student Paisley Mann was also hired to conduct research and prepare material for English PhD co-op students in the pilot, including customized training related to alt-ac careers.

The UBC Arts Co-op Program submitted a new program proposal for UBC’s first PhD co-op program, via the Faculty of Arts and Graduate Studies, to Senate to approve the UBC English PhD co-op program and courses. Approval was granted in May 2015. The calendar entry for the UBC Doctor of Philosophy co-operative education option can be found at

<http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=12,197,751,0>.



This program is currently in its fifth year, following 2 pilot years, with a current cohort of 6 English PhD co-op students, and will be recruiting 2-3 new students this Fall. This year, the PhD co-op will also be offered to students in the History Department. In future years the program will expand to include other Humanities PhD programs.

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## How the English PhD Co-op Program Works

The English PhD Co-op Program offers students the chance to work in a full-time, paid position for 4 or 8 months. Students become regular employees in the professional workplace, and are expected to complete assigned work and participate generally in workplace activities with other employees. As a result, co-op students get in-depth exposure to a particular workplace, as well as to a range of tasks related generally to their field of study. Students complete three work terms of 4 months each, over the two to three years after achieving candidacy.

Students go through a competitive hiring process to secure co-op positions, with support from co-op staff. PhD co-op students have access to a database of postings primarily available only to UBC Arts graduate students, choose which positions to apply for, and submit applications via the co-op office.

For each co-op work term a student secures, s/he will be registered into a PhD co-op course that appears on their transcript as a 3-credit non-academic (i.e., credits that do not count towards your degree program) Arts Studies course: ASTU 610, 611, 612, or 613.

Although students will complete their degrees with 12 months of additional work experience, participating in co-op does not necessarily mean that students will take an extra year to complete their PhD; it depends on how a student plans to structure work on their thesis with their co-op terms. However, if extra time is required, it is a good investment as the students will graduate not only with a PhD, but with a range of professional experience and a better understanding of other career options available to them. Since tri-council and university funding can be paused for required work terms, co-op students can be expected to work full time on their research in their fifth year, and benefit from this end-of-program support.

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## Co-op Work Terms

Work terms are a minimum of 455 hours, or 13 weeks, in length. Most employers will hire students for 13-16 weeks. Students in the English PhD Co-op Program complete three co-op work terms and have the option to complete a fourth.

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## Types of Work to Expect

Employers hire UBC English PhD co-op students based on their specialized skills and potential career interests. UBC English PhD students can expect to work in areas such as:

- Academic administration
- Curriculum development
- Research & analysis
- Web design & content development
- Communications/PR
- Instruction & training
- Project management
- Writing & editing

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 a sample of the variety of employers that have hired UBC English PhD co-op students or expressed interest in doing so:

- UBC and other academic units like the Faculty of Graduate and Postdoctoral Studies, Centre for Child and Family Research, and Asia Research Institute at the National University of Singapore
- Non-profits like Dr. Sun Yat-Sen Classical Chinese Gardens
- Private sector companies like Misfit Inc. and SAP
- Public departments like Aboriginal Affairs and Northern Development Canada and Health Canada
- Arts and culture organizations like Harbour Publishing and local art galleries and museums



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## Typical Wage Structure for UBC English PhD Co-op Students

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The average English PhD co-op student wage range is \$20-25 per hour. Wages can vary greatly depending on the sector. For example, some non-profits pay less than government positions. Wages are based on current labour market realities and are up to the employer to determine.

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## Program Requirements

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- Attend one all-day, hands-on, **pre-employment conference (Saturday, January 13<sup>th</sup>, 2018)** on CV to resume, non-academic cover letters, and interview skills
- Complete a **mandatory application and mock interview** with the Graduate Programs Co-op Coordinator
- During each work term, complete **professional development assignments**, participate in a co-op **site visit**, and complete **work term evaluation** of experience
- For international students: attend a special information session at UBC on how to apply for a co-op work permit that allows co-op students to work legally in Canada, or the country in which they find work, for each co-op term

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## Fees Associated with Co-op (fees are subject to change based on Senate guidelines)

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Students are required to pay a one-time Administration and Career Advising fee of \$242.25, due when they are accepted into the Co-op Program, after being approved by the English PhD Graduate Committee. This fee covers a full-day Graduate Programs co-op pre-employment conference facilitated by UBC graduate co-op employers, alumni, and senior students; unlimited access to co-op staff for one-on-one advising; access to UBC English PhD co-op resources for their co-op job search and after graduation; and access to all UBC Arts Co-op job postings. This fee does not guarantee a co-op work term.

For students who enter the English PhD Co-op Program in Fall 2017, the UBC English Department will fund their tuition instalment as well as the co-op work term fee (\$745.00 for 2017/2018) for each of their three co-op work terms. Students will need to pay their student fees as usual during a co-op work term. This will allow students to be registered in a co-op course, keep their full-time student status with the University, and have access to student benefits and resources, including transit passes.

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## Funding While on Co-op

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English PhD co-op students on SSHRC funding will have their SSHRC funding paused during their first 2 co-op work terms so that this funding can be used later in their degree program. Students' TA entitlements are also held for them while they are on co-op work terms.

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## Eligibility

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PhD students are eligible to apply to the UBC English PhD Co-op Program if:

- they have **achieved candidacy** or can reasonably expect to do so **by June 2018** (PhD students **entering 2nd and 3rd year** are the most likely cohort)
- they expect to have **2 years of PhD study from June 2018** in which to schedule 3, 4-month work terms

**SSHRC-holders and international students** are both eligible to apply and go through the same application process.

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## Co-op is not for you if...

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- you are close to finishing your dissertation
- you already have a lucrative side-business outside academia
- you are struggling in the PhD program
- you aren't flexible in your timetable/work interests
- you aren't able to consider relocating
- you aren't willing to apply for multiple jobs
- you aren't willing to complete more than one co-op work term



***The small print:***

Note that the numbers and types of jobs posted reflect the job market at the time. As Metro Vancouver is not necessarily a big enough market to offer the range of experiences UBC Arts graduate students want, co-op staff market the program to employers across Canada and around the world to ensure an appropriate range of positions for each work term. As a result, students who are able to relocate to take jobs will have more opportunities. The co-op office provides one mandatory conference for UBC Arts graduate co-op students to help them compete for co-op jobs, as well as access to co-op staff for individual career advising appointments, enabling students to develop skills that will be of use during the co-op job search and after graduation. Employers vet the applications, choose which students they wish to shortlist, and select the candidate they wish to hire after completing interviews. Students should expect to apply for multiple jobs before being placed; as a result, participating in the co-op program will require students to put together multiple applications during the search term that they are applying for jobs (the four months prior to when they want to start a co-op work term).

While the Arts Co-op office works to ensure there is an appropriate range and number of co-op jobs to meet the needs of available students, acceptance into the Co-op Program does not guarantee a co-op position. Students compete for and secure co-op jobs. Experience shows that the most successful students are those who take advantage of pre-employment training and one-on-one advising with co-op staff, and are open to applying for a wide range of jobs.

## **Application Procedures and Evaluation**

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Applications for 2017/18 are due on **Wednesday, October 11 by 4:00pm**. Once you've determined that you are eligible, you can complete the online portion of your application at <https://arts-ubc-csm.symlicity.com/students/>, then submit the following **online** to Isabella Squarisi at [Isabella.squarisi@ubc.ca](mailto:Isabella.squarisi@ubc.ca) by the deadline:

The application package will require you to submit:

- your online application form (**grad-level application will go live on Friday, September 8**).
- a cover letter (1 page maximum)
- a resume (2 pages maximum)
- references (contact information for 2-3 references on a separate page from your resume)

Students who submit a complete application package by the due date, and meet the above criteria, will be considered for admission to the English PhD Co-op Program by the Arts Co-op Program and the English PhD Graduate Committee. Preference for admission will be given to students who are progressing well in their program, may be able to relocate, and whose work interests and schedules are flexible.

For further details, visit us at <http://www.artscoop.ubc.ca> or come to the Arts Co-op Office at Buchanan Building C121, 1866 Main Mall.

Application Deadline: **Wednesday, October 11, 2017, at 4:00 pm** in the Arts Co-op Office.