



## UNDERGRADUATE APPLICATION CHECKLIST 2017/2018

To Apply for the Arts Co-op Program:

---

### Step 1: Submit an online application form

- Complete an application form at <http://bit.ly/2wkxD7P>
- Once you submit your online application, **responses cannot be revised**. You will receive an email confirmation.

### Step 2: Submit a paper application

- Include documents below in the order listed and submit to the Arts Co-op Office in Buchanan C121 by **4pm on Monday, September 25, 2017**

#### A printout of your online application email confirmation

- You will receive an email with your online form responses. Print and include this email in your application package.
- We strongly encourage you to prepare your answers to the following questions before starting the online form.
  - Why do you want to be in the Arts Co-op Program? Be specific about what you hope to gain from participating in the program. (max 1500 characters/300 words)
  - What are your future career goals beyond post-secondary? Be as specific as possible. If you're unsure, share ideas that you have considered. (max 1200 characters/250 words)
  - If admitted, what Co-op jobs and Co-op employers would help you reach your future career goals? Be specific. (max 1200 characters/250 words)
  - If you are admitted, you'll need to compete for Co-op jobs. What makes you stand out to Co-op employers? (max 1200 characters/250 words)

#### A resume – max 2 pages

- **In your resume, include the following sections, where applicable:**
  - Previous and current work experience listed and duties explained
  - Previous and current volunteer experience listed and duties explained
  - Any special skills/accomplishments you think an employer would be interested in knowing (e.g. music, athletics, memberships to associations, scholarships, special projects, etc.)
  - Extra-curricular activities.
    - Student involvement (e.g. student clubs, high school yearbook, event coordination, fundraising, etc)
    - Other activities
  - Specific skills
    - Other languages and your degree of fluency.
    - Specific writing skills (e.g. specific courses, newsletters, publications, contributions to school newspaper, etc)
    - Computer skills (e.g. MS Word, Excel, Outlook, Powerpoint, Access HTML, Dreamweaver, WordPress, GIS, Illustrator, Photoshop, InDesign, etc.)
    - Social media skills (e.g. Facebook, Twitter, Instagram, etc.)

**Evaluation Criteria:** We are looking for thoughtful responses communicated through professional business writing. For both the application form and resume, you will be evaluated on content (you address all points listed above), the professionalism of your format/style, coherence of writing, and correctness of mechanics (grammar/spelling).

#### Copies of unofficial, up-to-date transcript(s)

- Only if you are a transfer student **and/or** applying with a GPA below 72%
- Include grades for **all post-secondary** courses, from any institutions attended for **your current degree**.

**Application deadline for online & paper submission:**

**4:00 pm Monday, September 25, 2017**

Submit to Buch C121. Late and/or incomplete applications will not be considered.

## Program Eligibility

To be eligible for co-op, you must meet the following criteria. International students are eligible to apply.

- Be a registered full-time student in a BA, BMus, BFA, BIE, or BMS degree program
- Have **completed at least 27 credits at the time of application, AND as of May 2018, have at least 30 credits remaining to complete your degree**
- Have a cumulative average of at least 72%. If you are close, but fall short of the minimum GPA, we encourage you to still apply, but you will be asked to include a rationale related to your grades.

If selected, you must be able to attend:

- An in-person Writing Activity Session: Oct 2 or Oct 3, 2017
- An in-person interview between October 10-31, 2017
- Two full-day and 1 evening mandatory pre-employment training conferences:**
  - November 18, 2017
  - January 20, 2018
  - March 19 or 22, 2018

## Intended Work Terms Schedule Planner

This table is intended to help you plan your academic schedule and Co-op work terms for the duration of your degree. Once you have identified your minimum three work terms, select those terms in the “*Intended Work Terms*” question in the online application. You may also wish to keep a copy of your schedule below for your own reference.

### Directions:

- For each term, check the appropriate box to indicate if you will be studying, working, or on Exchange.
- **Follow these criteria** when creating your academic/work plan:
  - You need to do a **minimum of 3** co-op work terms
  - You need to do **at least one** work term in the fall or winter terms; you cannot work during summer only
  - Normally, you do not do more than 2 consecutive work terms
  - Normally, you need to end on an academic term
  - Normally, you must complete your first work term in Summer or Fall 2018
  - You are encouraged to complete one co-op work term before going on Exchange
- Remember, this is a plan - use the best possible course information available at this time to make your schedule. Adjustments can be made with new information at a later date if necessary.

Year	Term 1: Fall 2017 Sept - Dec	Term 2: Winter 2018 Jan – Apr	Summer 2018 May - Aug
2017/18	Apply to Co-op Attend Co-op Conference #1 plus: - UBC Study	Attend Co-op Conference #2 plus: - UBC Study	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other
	Term 1: Fall 2018 Sept - Dec	Term 2: Winter 2019 Jan - Apr	Summer 2019 May - Aug
2018/19	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other
	Term 1: Fall 2019 Sept - Dec	Term 2: Winter 2020 Jan - Apr	Summer 2020 May - Aug
2019/20	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other
	Term 1: Fall 2020 Sept - Dec	Term 2: Winter 2021 Jan - Apr	Summer 2021 May - Aug
2020/21	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other	<input type="checkbox"/> Co-op <input type="checkbox"/> UBC Study <input type="checkbox"/> Exchange/Other