



UBC iSCHOOL CO-OP APPLICATION CHECKLIST 2017/2018

Submission Process

To apply for the UBC iSchool Co-op Program, you must complete and submit the following application documents by 4:00 pm on Wednesday, October 11, 2017. Late and/or incomplete applications will not be considered.

Step 1: Submit an online application form

- Complete an application at <https://arts-ubc-csm.symplicity.com/students>.
- Complete the form in one session. Once you submit your online application, your responses cannot be revised.

Step 2: Email your application documents

- Email documents below in **ONE PDF** to Isabella Squarisi at isabella.squarisi@ubc.ca by 4:00 pm on Wednesday, October 11, 2017.
- PDF document filename must be “iSchool-[last name]-[first name]-[student number].pdf” (eg. “iSchool-Fan-Jamie-12345678.pdf”)
- Email subject line must be “iSchool Co-op Application 2017/18”

a) A typed, standard application cover letter (max 1 page)

- In your cover letter, please provide developed responses to the following:
 - Why do you want to be in the Co-op Program?
 - Why should you be accepted? (Discuss the skills, attributes, and experience you would bring to the program, and to the employers who hire co-op students.)
 - What are your career goals, and how will Co-op assist you with those career goals?
 - What specific Co-op work experiences are you interested in gaining through your co-op work terms? See some examples at <http://www.artscoop.ubc.ca/success-stories>
 - How would the Co-op Program enhance your academic studies?
- Your cover letter should be **addressed to**:
 - UBC Arts Co-op Program
 - Buchanan C121 - 1866 Main Mall
 - Vancouver, BC V6T 1Z1
- For cover letter guidelines/tips, refer to UBC Student Services’ Build My Career web section (<http://students.ubc.ca/career>), but customize your letter to highlight your writing style and experiences.

b) A resume (max 2 pages)

- In your resume, please consider including the following sections:
 - Previous and current work experience
 - 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
 - Other languages and your degree of fluency
 - Specific writing skills (for example: specific courses, work samples, publications, etc.).
 - Research and computer skills (list the computer programs you are familiar with), such as:

MS Word	MS Excel	MS Outlook	MS Access	MS PowerPoint
Databases	HTML	CSS	WordPress	Search Engines
Illustrator	Photoshop	InDesign	Social Media	Other?

Evaluation Criteria: For both the cover letter and resume, you will be evaluated on the professionalism of your format/style, content, coherence of writing, and correctness of mechanics (grammar/spelling).

- c) References** – Contact information for 2-3 references who are able to speak about your professional attribute, skills, and experience. Please submit these on a page separate from your resume.



Eligibility

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

- You are in or about to begin your first term at UBC iSchool*
- You are a full-time UBC student (part-time students will be considered if they are available for full-time co-op terms)
- You plan on completing your first co-op work term once you have earned between 21 to 30 credits of your Master's degree
- Able to attend the mandatory orientation/training workshop: Saturday, January 13, 2018, 9am-4pm**

If you are starting your UBC iSchool program in January 2018, you should apply now to complete your first co-op work term in Fall 2018.

**UBC iSchool students starting their degree programs in January must apply to UBC iSchool Co-op in the Fall term prior to their January start date. UBC iSchool students starting the Dual degree program in January may apply to UBC iSchool Co-op in the Fall term prior to or following their January start date. Please contact the Arts Co-op Office if you need clarification regarding this.*

***If you are not able to attend this orientation/workshop for religious reasons, please indicate this on your application form.*

Co-op Work Term Schedule Planner

In order to assist you with your planning, and also to give the Arts Co-op Office an indication of when you will be available for your work term(s), it is important that you develop an academic/work plan. While course changes or conflicts may arise, if accepted into co-op, we expect you to be able to follow this schedule as closely as possible.

Once you have identified your co-op 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 taking UBC iSchool courses or working in the Co-op Program.
- Keep the following criteria in mind when creating your academic/work plan:
 - Normally, you do not do more than 2 back-to-back work terms
 - Normally, you need to end on an academic term
 - Normally, you need to complete a co-op work term in the Summer or the Fall following your acceptance into the Program
- Remember, this is a plan - use the best possible course information available at this time to make it. Adjustments can be made with new information at a later date, if necessary.



Schedule for students starting their degree program in September 2017:

	Sept - Dec (Fall) 2017	Jan - Apr (Winter) 2018	May - Aug (Summer) 2018
1st Year	Start UBC iSchool - Apply to Co-op	- UBC iSchool courses - Co-op workshop	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term
	Sept - Dec (Fall) 2018	Jan - Apr (Winter) 2019	May - Aug (Summer) 2019
2nd Year	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term <input type="checkbox"/> Graduation
	Sept - Dec (Fall) 2019	Jan - Apr (Winter) 2020	May - Aug (Summer) 2020
3rd Year	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term <input type="checkbox"/> Graduation	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term <input type="checkbox"/> Graduation

Schedule for students starting their degree program in January 2018:

	Sept - Dec (Fall) 2017	Jan - Apr (Winter) 2018	May - Aug (Summer) 2018
1st Year	- Apply to Co-op	Start UBC iSchool - UBC iSchool courses - Co-op workshop	- UBC iSchool courses
	Sept - Dec (Fall) 2018	Jan - Apr (Winter) 2019	May - Aug (Summer) 2019
2nd Year	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term
	Sept - Dec (Fall) 2019	Jan - Apr (Winter) 2020	May - Aug (Summer) 2020
3rd Year	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term <input type="checkbox"/> Graduation	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term	<input type="checkbox"/> UBC iSchool courses <input type="checkbox"/> Co-op work term <input type="checkbox"/> Graduation

You do not need to submit this application guide.