UNDERGRADUATE APPLICATION CHECKLIST 2019/2020

To Apply for the Arts Co-op Program:

Step 1: Submit an online application: https://bit.ly/2Ph5ppq

Once you submit your online application, responses cannot be revised.
- You will receive an email confirmation. Save this email confirmation as you will need it in the second step.

Step 2: Submit your online application confirmation, resume, video response, and optional transcript(s) in Canvas:
- Self-enroll in the Arts Co-op Undergraduate Application Canvas Course: https://canvas.ubc.ca/enroll/PFL6PL
- Submit the files below to the appropriate Assignment sections by 4pm on Monday, September 23, 2019

☐ A PDF of your online application confirmation
- You will receive an email with your online form responses. Convert this email to PDF and submit the file in Canvas along with the other required files.
- 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 kinds of work experiences do you hope to experiment with during your co-op journey, and why? Please also provide specific examples of co-op jobs and employers that reflect your goals. Hint: Review the co-op student profiles on our website and the Program Guide ideas. (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)
  - Describe a situation where you were close to giving up. How did you overcome this? (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.)

☐ A video response—max 2 minutes
- Please choose one question from the list below and video-record yourself answering the question. The questions are all behaviour-based, so please describe one specific example or incident and provide us with the situation, task, specific actions you took, and the outcome.
- You will have a maximum of two minutes to answer your question. You do not need to use the entire two minutes.
  1. Describe a time when you were having difficulties communicating with another person. How did you improve the situation and ensure that your message was understood?
  2. Tell us about a time when you had to make an important and quick decision without input from anyone else. Describe the situation, the steps you took, and the outcome.
  3. Describe a time when you had to think creatively to develop a solution to a problem. What were the specific ideas you contributed and what was the outcome?
4. Give me an example of an important goal you had to set in a work or volunteer position, and tell me about the steps you took to reach that goal.
5. Tell us about a time you went above and beyond what was expected of you in a work or volunteer position. What were your specific actions and what was the outcome?

- Please use your phone or your computer’s camera and microphone to record yourself answering your selected question. If you do not have access to a computer, camera, and/or microphone, you may borrow one from the UBC Library (see: https://services.library.ubc.ca/computers-technology/technology-borrowing/).
- Do not add any images, text, or filters to your video, as you are not being assessed on your video-recording or video-editing skills; rather, we are interested in seeing how you answer these kinds of interview questions.

**Evaluation Criteria:** We are looking for thoughtful responses communicated through professional business language. 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.

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**Deadline for both Online Application Form and UBC Canvas document submissions:**

4:00 pm Monday, September 23, 2019

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 2019, 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 on September 30 or October 1
- An in-person interview between October 9-30, 2019
- **Two mandatory full-day pre-employment training conferences:**
  - November 23, 2019
  - January 18, 2020

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 2020
  - 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.

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<th>Term 2: Winter 2020 Jan – Apr</th>
<th>Summer 2020 May - Aug</th>
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