



ENGLISH AND HISTORY PHD CO-OP APPLICATION CHECKLIST 2019/2020

Submission Process

To apply for either the English or History PhD Co-op Program, you must complete and submit the following applications documents by 4:00 pm on Thursday, October 10, 2019. 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: Submit your online application documents in Canvas:

- Self-enroll in the *Arts Co-op Application 2019/20 –Graduate* Canvas Course: <https://canvas.ubc.ca/enroll/MGECLL>
- Submit the documents below by **4pm on Thursday, October 10, 2019**.

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? How would the Co-op Program enhance your academic studies?
- Your cover letter should be addressed to:
Letitia Henville, PhD
Coordinator, Graduate Programs
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 items:
 - Previous and current work experience, accomplishments, and duties explained
 - Any special skills or achievements 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	Dreamweaver	WordPress	SPSS
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 3 references who are able to speak (in English) about your professional attributes, skills, and experience. Please submit these on a separate page from your resume. Professors can serve as references.



Eligibility

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

- You are in or are about to begin Year 2 or 3 of the PhD program
- You have achieved candidacy or can reasonably expect to do so by June 2020
- You are in good academic standing
- You are available for a **one-hour in-person or videoconference interview** in October or November 2019
- You are willing to attend a **mandatory orientation and pre-employment conference** (Saturday January 11th, 2020)

Co-op Work Term Schedule Planner:

In order to assist with your planning, and to give the Arts Co-op Office an indication of when you will be available for your work terms, we ask that you develop a provisional academic/work plan. If you are accepted into the Co-op Program, you will have the opportunity to discuss this plan with your Co-op Coordinator. This plan is not written in stone.

Please keep a copy of your intended schedule for yourself.

Directions:

For each term, check a box to indicate whether you will be pursuing PhD work or working in the Co-op Program

Guidelines:

- Choose between three and six work terms, distributed among the second to fifth years of your PhD program
- Normally, the first work term will be in the summer or fall following your acceptance into the Co-op Program
- Students **must have achieved candidacy** before they can begin their first work term
- Students who hold SSHRC grants must complete at least one term of academic work between co-op work terms; all others may choose up to two consecutive co-op work terms
- Normally, the last term will be focused on your dissertation and defense

Remember, this is a plan. Changes can be made with new information at a later point if necessary.



For students who began their PhD in Fall 2018

Year 1	Sept-Dec (Fall 2018)	Jan-Apr (Winter 2019)	May-Aug (Summer 2019)
	Coursework	Coursework	Qualifying papers
Year 2	Sept-Dec (Fall 2019)	Jan-Apr (Winter 2020)	May-Aug (Summer 2020)
	Qualifying papers	Prospectus and candidacy	<input type="checkbox"/> Dissertation planning <input type="checkbox"/> Co-op work term
	Apply to Co-op	Co-op training and workshops	
Year 3	Sept-Dec (Fall 2020)	Jan-Apr (Winter 2021)	May-Aug (Summer 2021)
	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term
Year 4	Sept-Dec (Fall 2021)	Jan-Apr (Winter 2022)	May-Aug (Summer 2022)
	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term
Year 5	Sept-Dec (Fall 2022)	Jan-Apr (Winter 2023)	May-Aug (Summer 2023)
	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term <input type="checkbox"/> Dissertation defense	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term <input type="checkbox"/> Dissertation defense



For students who began their PhD in Fall 2017

Year 1	Sept-Dec (Fall 2017)	Jan-Apr (Winter 2018)	May-Aug (Summer 2018)
	Coursework	Coursework	Qualifying papers
Year 2	Sept-Dec (Fall 2018)	Jan-Apr (Winter 2019)	May-Aug (Summer 2019)
	Qualifying papers	Prospectus and candidacy	Dissertation planning
Year 3	Sept-Dec (Fall 2019)	Jan-Apr (Winter 2020)	May-Aug (Summer 2020)
	Dissertation	Dissertation	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term
	Apply to Co-op	Co-op training and workshops	
Year 4	Sept-Dec (Fall 2020)	Jan-Apr (Winter 2021)	May-Aug (Summer 2021)
	<input type="checkbox"/> Dissertation	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term
	<input type="checkbox"/> Co-op work term		
Year 5	Sept-Dec (Fall 2021)	Jan-Apr (Winter 2022)	May-Aug (Summer 2022)
	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term <input type="checkbox"/> Dissertation defense	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term <input type="checkbox"/> Dissertation defense