



## MASTER OF PUBLIC POLICY AND GLOBAL AFFAIRS (MPPGA) CO-OP APPLICATION CHECKLIST 2019/2020

### Submission Process

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To apply for the Master of Public Policy and Global Affairs (MPPGA) Co-op Program, you must complete and submit the following application documents by 4:00 pm on Thursday, October 10, 2019. Late and/or incomplete applications will not be considered. Carefully review the instructions below and use this checklist to help ensure you have all required documents and have completed all necessary steps fully and completely.

**Step 1: Submit an online application form**

- Complete an application form at <https://arts-ubc-csm.symlicity.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 2018/19 – Graduate* Canvas Course: <https://canvas.ubc.ca/enroll/MGECLL>
- Submit the documents below by **4pm on Thursday, October 10, 2019**

**1. 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? Please be as specific as possible.
  - 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? Please provide names of specific employers if possible.
- Your cover letter should be addressed to:  
Kerry Ross, Career & Co-op Coordinator  
MPPGA Program & Arts Co-op Program  
#162-1855 West Mall  
Vancouver, BC V6T 1Z2
- For cover letter guidelines/tips, refer to UBC Student Services' Build My Career web section (<http://students.ubc.ca/career>), and customize your letter to highlight your writing style and experiences.

**1) A resume (max 2 pages)**

- In your resume, please consider including the following items:
  - Previous and current work experience and duties explained
  - Previous and current volunteer experience 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.)
  - Other 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	GIS	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).

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



## **Eligibility**

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All first-year MPPGA students, including international students, starting their program in September 2019 and in good academic standing are eligible to apply to the 2019/2020 MPPGA Co-op Program.

As part of the Co-op Program and professional development training for MPPGA you will need to attend a mandatory all-day orientation, conference and networking event on Friday, January 10, 2020 from 9am-4pm at UBC (Vancouver). Further details will be shared with you in due course.