UNDERGRADUATE ARTS CO-OP PROGRAM INFORMATION 2020/2021

Discover Co-op

Arts Co-op is a program that partners with employers to offer work opportunities that will help you develop and grow professionally, academically, personally, and prepare you for your future career. As an Arts Co-op student, you’ll have the opportunity to alternate challenging, paid full-time work experience with your academic terms. While on your co-op work terms, you will maintain full-time student status and enjoy all the relevant student benefits.

Benefits of Co-op

Students who graduate from the Arts Co-op Program tend to be more satisfied with their undergraduate degree and experience at UBC, and have more options available to them upon graduation; many co-op students end up with job offers from their co-op employers. Joining the Arts Co-op Program allows you to:

- Take control of your career development by exploring the wide variety of ways your degree applies to the workplace
- Build 12 months of work experience and a network of professional contacts before you graduate
- Help finance your degree with relevant, paid work while clarifying your career goals and increasing your chance of landing a meaningful job after graduation
- Gain job search skills through extensive and specialized pre-employment training, workplace success strategies, job search and career coaching
- Receive continuous support from co-op career educators through personalized, one-on-one appointments to polish your resume, cover letter, and interview skills
- Access mentorship, student leadership, and professional development opportunities with senior co-op students and alumni

Watch alumni and current students of the UBC Arts Co-op Program describe what they gained from their co-op experience: https://youtu.be/lKEnGqlLQX8

Employers Who Hire Co-op Students

The Arts Co-op Program works closely with employers locally, nationally, and internationally to develop challenging, career-related positions for co-op students in the non-profit, government (federal/provincial/municipal), and private business sectors. Here is just a sample of the wide variety of employers who hire Arts Co-op students:

- Alzheimer Society of BC
- BC Lung Association
- Bard on the Beach
- Bench Accounting
- Blue Umbrella
- Burns Bog Conservation Society
- Canada Mortgage & Housing Corporation
- Canadian Environmental Assessment Agency
- Canadian Mental Health Association
- Canadian Literature
- Clearly
- Communications Security Establishment Canada
- Crown Indigenous Relations & Northern Affairs
- Environment and Climate Change Canada
- Financial Institutions Commission (BC)
- Fisheries and Oceans Canada
- Global Affairs Canada
- Greater Heights Learning Academy
- Gulf of Georgia Cannery
- Harbour Publishing
- Immigration, Refugees and Citizenship Canada
- Innovation, Science and Economic Development Canada
- Iridia Medical
- Environment & Climate Change Strategy
- MS Society
- Paragon Testing Enterprises
- Parks Canada
- Policy Reporter
- RBC Financial Group
- SAP
- Science World
- Transport Canada
- UBC Centre for Student Involvement and Careers
- UBC Learning Exchange
- Union Gospel Mission
- US Consulate General Vancouver
- Vancouver Airport Authority
- Vancouver International Fringe Festival
- Vancouver Queer Festival
- Western Economic Diversification Canada
**Types of Work to Expect**

Arts Co-op students work in a wide range of positions within the private, public, and non-profit sectors. Employers hire co-op students based on their skill set and career interests; your major is only one of many factors. So the choice is really up to you, your interests, and current skill set! Co-op students can expect a range of work over 3 work terms, such as:

- Arts Administration
- Business & Development Analysis
- Communications & Social Media
- Curatorial Assistance
- Data Analysis
- Digital Media Production
- Editing & Writing
- Educational Programming
- Environmental Assessment
- Event Coordination
- Financial & Investment Analysis
- Fundraising
- Gallery & Museum Tours
- GIS
- Graphic Design
- Language Translation
- Marketing
- Office Administration
- Policy Analysis
- Program Administration
- Project Management
- Proposal Writing
- Public Relations
- Research Services
- Social Service Delivery
- Survey Design & Analysis
- Technical Writing
- Web Design

**Finding Co-op Work in the Program**

Landing a co-op position is a competitive process, just like it is in the "real world." With the training and support we provide, students have a high rate of success in securing co-op jobs. This is particularly true for those who work hard and persist, as you can expect to apply to 20-30 jobs and attend multiple interviews to obtain your first co-op position. Each student is responsible for applying for opportunities that employers post with us through a password-protected website. From there employers select students to shortlist, interview and make an offer to.

**Typical Co-op Wage Structure**

The average Arts Co-op wage is between $14.60 – 21.00 per hour, but varies greatly depending on the sector:

- Non-profit organizations - $14.60 (current BC minimum wage) - $18.00
- Private business - $14.60 - $21.00 (wages can be higher in the high-tech sector, but are not the average)
- Government - $16 - $24 (senior co-op students will earn more than junior co-op students)

Wages are based on current labour market realities and are determined by the employer.

**Fees Associated with Co-op (2020/21 Academic Year, subject to change based on UBC Senate guidelines)**

There is a one-time co-op workshop and administration fee of $256.75 due when you join the program. In addition, each time you participate in a Co-op Search or Work Term, you are registered in a Co-op Search Term and Work Term course (ARTC) and pay the course tuition fees, which currently have a combined total of $790.00. Registration in the ARTC course maintains your full-time student status with the university and is mandatory. You will receive 3-credits per co-op (ARTC) course; however, ARTC courses DO NOT count towards your academic degree requirements. Therefore, co-op students usually complete 138 credits in order to receive a degree with a co-op designation, which consists of 120 academic credits, plus 18 non-academic co-op credits.

**Typical Academic/Co-op Work Schedule**

Each student is in charge of determining their work/academic plan. However, there are guidelines you need to follow:

- Complete 3 required co-op work terms; there are options for additional work terms with special permission.
- Complete at least one work term during the fall or winter terms; you cannot work during summer only.
- Complete no more than 2 consecutive work terms.
- End your degree on an academic term.
- Complete a co-op work term within the first year of being in the Co-op Program - summer or fall of 2021.
- Whenever possible, complete one co-op work term before going on exchange.

During the COVID-19 pandemic, we will be flexible with the above guidelines as needed. If you are admitted, you can discuss your work/study sequence with your coordinator and explore alternative options.

**Eligibility**

To apply for Arts Co-op in September 2020 for the 2020/2021 academic year, you must:

- Be a registered full-time student in a BA, BMus, BFA, BIE, or BMS degree program
- Have completed at least 21 credits at the time of application and, as of May 2021, have at least 21 credits remaining to complete.
- 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 include an explanation related to your grades in your application.