UNDERGRADUATE APPLICATION CHECKLIST 2020/2021

To Apply for the Arts Co-op Program:

☐ Step 1: Complete Application Form Part 1: [https://ubc.ca1.qualtrics.com/jfe/form/SV_8uoZv2D2bnJjie1](https://ubc.ca1.qualtrics.com/jfe/form/SV_8uoZv2D2bnJjie1) and submit email confirmation in Canvas

- In the application, you can use the ← arrow to review and change your answers. You can pause and your responses will be saved in your browser for one week.
- Once you submit the online application, responses cannot be revised.
- You will receive an email confirmation containing your responses. Convert the email to PDF and upload it to the corresponding submission tab on the course homepage in the Arts Co-op Undergraduate Application Canvas Course: [https://canvas.ubc.ca/enroll/9L8Y66](https://canvas.ubc.ca/enroll/9L8Y66)

☐ Step 2: Complete Application Form Part 2: [https://ubc.ca1.qualtrics.com/jfe/form/SV_555lKk65H2TEMZL](https://ubc.ca1.qualtrics.com/jfe/form/SV_555lKk65H2TEMZL) and submit email confirmation in Canvas

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- We strongly recommend that you review the following prompts and prepare your responses before starting the application:
  - 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)
  - 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 for ideas. (max 1200 characters)
  - 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)
  - Describe a situation where you were close to giving up. How did you overcome this? (max 1200 characters)
  - Details for up to 3 awards/scholarships
  - Details for up to 5 paid work experiences
  - Details for up to 7 volunteer/extracurricular experiences
  - Details for other personal projects or information you wish to share with us

- Tip for the sections on Paid Work Experience, Volunteer/Extracurricular Experience, and Other Information:
  - Accomplishment statements refer to the duties and tasks you have done in your role. These statements can be copied directly from your resume.
  - For guidance on writing strong accomplishment statements, we encourage you to use the resources at Centre for Student Involvement and Careers (CSI&C).

☐ Step 3: Record a video response and submit in Canvas

- 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 (STARR Formula)
- 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.

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 an example of an important goal you had to set in a work or volunteer position, and describe 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.
- Begin your video by stating the question you are answering and then proceed with your answer.
- 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. However, do ensure that your environment is free of distractions and that you are dressed appropriately.

**Evaluation Criteria for Steps 2-3:** We are looking for thoughtful responses communicated through professional business language. You will be evaluated on content (you address all points listed above), coherence of writing, and correctness of mechanics (grammar/spelling).

☐ **Step 4: Copies of unofficial, up-to-date transcript(s) if required:**
  - Only if you are a transfer student and/or applying with a GPA below 72%
  - UBCO students do not need to include transcripts if your GPA is above 72%
  - Include grades for all post-secondary courses, from any institutions attended for your current degree.

**Deadlne for all document submissions in UBC Canvas:**
4:00 pm PDT on Monday, September 28, 2020
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 21 credits at the time of application, AND as of May 2021, have at least 21 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 October 5th, 6th or 7th, 2020
- An in-person interview between October 19th to 30th, 2020
- Two mandatory pre-employment training conferences:
  - November 14, 2020
  - January 16, 2021

Intended Work Terms Sequence 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:
  - 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.
- 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.
- During COVID pandemic times, 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.

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<th>Term 1: Fall 2020 Sept - Dec</th>
<th>Term 2: Winter 2021 Jan – Apr</th>
<th>Summer 2021 May - Aug</th>
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