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
The number of credits have been adjusted for the 2020/2021 intake to reflect the impact that the COVID-19 pandemic has had on students. Normally, students are required to have completed at least 27 credits at the time of application and, as of the following May, have at least 27 credits remaining to complete their degrees.

### 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
- 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.

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