



ARTS PHD CO-OP APPLICATION CHECKLIST 2021/2022

Submission Process

To apply for the Arts PhD Co-op Program, you must complete and submit the following applications documents by 4:00 pm on October 4, 2021. 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.
- If you were previously in the Undergraduate Arts Co-op Program, please email arts.co-op@ubc.ca before starting your online application.

Step 2: Submit your online application documents in Canvas:

- Self-enroll in the *Arts Co-op Application 2021/22 – Graduate* Canvas Course: <https://canvas.ubc.ca/enroll/KR366J>
- Submit the documents below by **4pm on October 4, 2021**.

a) A 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? What skills or experience do you bring that would be an asset to employers?
 - 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? Will Co-op 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>)

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.

Step 3: Sign up for an interview timeslot

- Interviews will be conducted via Zoom. To sign up for your interview, please complete the poll for your discipline:
 - English: <https://doodle.com/poll/fgba8zyfbctwg5i8>
 - History: <https://doodle.com/poll/gn293uacphexegy>
 - Philosophy: <https://doodle.com/poll/cucsubhdt8euidke>
 - Gender, Race, and Social Justice: <https://doodle.com/poll/hnzetgp5zyahuzrr>
 - Germanic Studies: please contact Letitia Henville at letitia.henville@ubc.ca



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; or, if you are in Year 4, you have received emailed permission from Letitia Henville to submit an application
- You have achieved candidacy or can reasonably expect to do so by June 2021
- You are in good academic standing
- You are available for a **60-minute videoconference interview** to take place between Tuesday Oct 12 and Thursday Oct 28.
- You are willing to complete and attend **six hours of mandatory pre-employment training** (a mix of synchronous and asynchronous work, to be scheduled for December 2021 and/or January 2022)

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. You will be asked to submit this schedule planner in advance of your interview.

This plan will be shared with the Graduate Director or Graduate Advisor in your department for their approval. However, 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 2020

Year 1	Sept-Dec (Fall 2020)	Jan-Apr (Winter 2021)	May-Aug (Summer 2021)
	Coursework	Coursework	Qualifying papers
Year 2	Sept-Dec (Fall 2021)	Jan-Apr (Winter 2022)	May-Aug (Summer 2022)
	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 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 <input type="checkbox"/> Co-op work term
Year 4	Sept-Dec (Fall 2023)	Jan-Apr (Winter 2024)	May-Aug (Summer 2024)
	<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 2024)	Jan-Apr (Winter 2025)	May-Aug (Summer 2025)
	<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 2019

Year 1	Sept-Dec (Fall 2019)	Jan-Apr (Winter 2020)	May-Aug (Summer 2020)
	Coursework	Coursework	Qualifying papers
Year 2	Sept-Dec (Fall 2020)	Jan-Apr (Winter 2021)	May-Aug (Summer 2021)
	Qualifying papers	Prospectus and candidacy	<input type="checkbox"/> Dissertation planning
Year 3	Sept-Dec (Fall 2021)	Jan-Apr (Winter 2022)	May-Aug (Summer 2022)
	<input type="checkbox"/> Dissertation	<input type="checkbox"/> Dissertation	<input type="checkbox"/> Dissertation <input type="checkbox"/> Co-op work term
	Apply for Co-op	Co-op Training	
Year 4	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 <input type="checkbox"/> Co-op work term
Year 5	Sept-Dec (Fall 2023)	Jan-Apr (Winter 2024)	May-Aug (Summer 2024)
	<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
