Humanities and Fine Arts (HUFA)
Co-op & Work Experience Programs

GRADUATE STUDENT APPLICATION FORM

All applicants must meet the following criteria:

1. Be registered in a degree program (MA, MFA, PhD) at the University of Victoria in the Faculties of Humanities or Fine Arts.

2. Submit this application form along with the following:
   - Cover letter (State your reasons for applying and what you hope to gain from the program.)
   - Resume
   - Copy of your unofficial Transcript (current degree only)

3. Complete satisfactorily the Work Term Preparation Seminars.

   Co-op students are expected to successfully complete a seminar series prior to undertaking their first work term. The following topics will be covered: Co-op program expectations, job seeking strategies (i.e. resume, cover letter, interviewing, networking), competencies self-assessment, developing learning objectives, reflective learning, and transferring skills to the workplace. Students will complete:
   - six 50-minute sessions in person
   - a 25-minute mock interview (includes application process & feedback)
   - an in-person eligibility meeting
   - related online readings and assignments

   Check with your Co-op Coordinator for the program schedule.

Please submit your complete application package to the HUFA Co-op Office in Clearihue D128. If the office is closed, please drop it through the mail slot in the door.

APPLICATION DEADLINE:

Fall Term: Friday, September 23, 2016
Spring Term: Friday, January 13, 2017

HUFA OFFICE CONTACT INFORMATION: hufacoop@uvic.ca 250.721.8841
Section I: PERSONAL INFORMATION (Please print)

Name: __________________________ Student Number: __________________________
Telephone: __________________________ Citizenship: __________________________
Email: __________________________ Alternate Email: __________________________

Section II: ACADEMIC INFORMATION

Degree Program: __________________________
Current Year of Study: __________________________

Which program are you applying for?

Co-op Designation (MA: minimum 2 work terms, PhD: minimum 3 work terms): Humanities □ Fine Arts □

Work Experience Program (1 work term): Humanities □ Fine Arts □

Completing the following information is voluntary. The information will be used for statistical purposes only or, in the case of disability, to secure any special assistance that is required. The Office of the Director of Co-operative Education uses aggregate statistical information. Information about individuals will not be released without the student’s permission in writing.

I am....

Gender: __________ □ of First Nations, Metis or Inuit ancestry

I require special assistance by reason of a disability: □ Yes □ No
If “yes”, what special assistance is required? __________________________

HOW DID YOU HEAR ABOUT THE HUMANITIES AND FINE ARTS CO-OP PROGRAM? __________________________

By signing below, you acknowledge that the information provided in this application is true and that YOU AGREE TO CHECK YOUR EMAIL ACCOUNT REGULARLY and REPLY PROMPTLY.

Please note, you require a signature from EITHER your Graduate Supervisor OR from your Graduate Advisor (if a Supervisor has not yet been determined).

Student Signature: __________________________ Date: __________________________

Grad. Supervisor/: __________________________ Date: __________
Advisor (please print) __________________________ (please sign)

OFFICE USE ONLY

Admit ________ Conditional Admit ________ Decline ________

Conditions: __________________________

Date: ________ Initial: __________

Last updated Jul 2016