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

UNDERGRADUATE STUDENT APPLICATION FORM

All applicants must meet the following criteria:

1. Be registered in a Degree program (BA, BFA, BSc, BMus) at the University of Victoria in the Faculties of Humanities or Fine Arts
   or: be registered in the English Minor in Professional Writing
   or: be registered in the Fine Arts Minor in Professional Writing in Journalism and Publishing
   or: be registered in the Diploma Program in Intercultural Education and Training
   or: be registered in the Cultural Resource Management Program or the Intercultural Education Program

2. Have achieved at least a 5.0 GPA in a full course load in their previous term.

3. Be registered in a full-course load (at least 6 units of course work per term).

4. Submit this completed application form along with the following:
   - Cover letter (State your reasons for applying and what you hope to gain from the program.)
   - Resume
   - Unofficial UVic Transcripts (available from MyPage). If your most recent term was at another institution, please provide a copy of your transcript.

5. 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, you may submit it through the mail slot on 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)

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Student Number: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: ________________________</td>
<td>Citizenship: _______________________________</td>
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<tr>
<td>Email: ___________________________</td>
<td>Alternate Email: ____________________________</td>
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</tbody>
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### Section II: ACADEMIC INFORMATION

| Degree Major: __________ | ☐ BA ☐ BFA ☐ BMUS ☐ BSc | Secondary Major/Minor: ___________________________ |

Are you registered in any of the following programs:

- ☐ English Minor in Professional Writing
- ☐ Minor in Professional Writing in Journalism and Publishing
- ☐ Intercultural Education Program or Diploma
- ☐ Cultural Resource Management Program

#### Which program are you applying for?

- Humanities Co-op Designation (minimum 3 work terms)
- Humanities Work Experience Program (1 or 2 work terms)
- Fine Arts Co-op Designation (minimum 3 work terms)
- Fine Arts Work Experience Program (1 or 2 work terms)
- Continuing Studies Diploma Co-op Notation (1 work term)

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 or, in the case of minorities, to access (with student permission) positions which will qualify for equity employment funding. Aggregate statistical information is used by the Office of the Director of Cooperative Education. 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? _______________

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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.

| Date: ______________ | Signature: __________________________ |

**OFFICE USE ONLY**

Admit _________ Conditional Admit _________ Decline _________

Conditions: ___________________________

| Date: _________ | Initial: _________ |

*Last updated Jul 2016*