



Put your learning in motion.

## Guide for graduate students



University  
of Victoria

Co-operative Education  
Program and Career Services

# What is UVic's Co-operative Education Program and Career Services (Co-op and Career)?

Co-op and Career is your resource for career development support. Whether you're a UVic student or an alumnus, we can provide the tools you'll need to put your learning in motion.

Join the [Co-op Program](#) and you'll:

- Alternate terms in school with paid work terms in jobs that relate to your degree
- Build an impressive résumé and a network of contacts in your field
- Graduate with relevant work experience, a co-op degree and real-world job skills

Connect with [Career Services](#) staff to:

- Improve your résumé writing and interview techniques
- Plan and manage your career path
- Find full-time, part-time, summer or casual work
- Discover volunteer positions, international opportunities and internships
- Search for career-related work after graduation
- Benefit from one-on-one career coaching

Attend a [Co-op and Career event](#) to:

- Meet employers and learn about career opportunities
- Practice your interview skills
- Polish your résumé
- Learn from alumni about the transition from classroom to career

Access [Co-op and Career resources](#) to:

- Plan your career path
- Explore your competencies
- Learn successful job search skills

Visit [www.uvic.ca/coopandcareer](http://www.uvic.ca/coopandcareer) for details.



## Our vision

UVic Co-op and Career develops graduates who achieve personal goals, excel in their chosen fields and contribute to community and society. We guide and support students as they develop competencies—knowledge, skills and attributes—that lead them to successful and rewarding careers.

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# The Co-operative Education Program

## About co-operative education

Co-operative education, or co-op, is a learning strategy that lets you alternate your academic studies with paid, relevant work experience in your field of study.

Depending on your program area, you'll complete two (master's) or three (doctoral) 4-month work terms over the course of your graduate degree. You'll enrich your academic studies by drawing on practical, real-world experience from your work terms.

## Graduate co-op at UVic

UVic is the largest provider of graduate co-op (master's and doctoral) in Canada. More than 10 per cent of all UVic graduate students participate in co-op, and one third of co-op graduates find permanent full-time employment with former work term employers.

Graduate co-op is available to students in all program areas who are pursuing thesis and non-thesis (or professional) degrees.

If you're interested in becoming a co-op student, contact the co-op program in your degree area (see back page) to decide if co-op is right for you. Your admission will be determined after consultation with your graduate adviser and department.

**NOTE:** Co-op is often available if you're pursuing a post-baccalaureate diploma or an additional undergraduate degree. For details about co-op opportunities related to these types of programs, email [coopinfo@uvic.ca](mailto:coopinfo@uvic.ca).

Oscar Bravo (MBA) worked for Woodwynn Farms, a local not-for-profit association based in Brentwood Bay, BC. The international student from Mexico researched and composed a solid business and marketing strategy for the NGO, which operates a therapeutic community for homeless and other marginalized individuals on 192 acres of farmland.

*"It was a great experience to contribute to a social project of this magnitude, working shoulder-to-shoulder with its founder and different community leaders."*



## The benefits of co-op

- Discover your interests and clarify your career goals by trying different jobs
- Benefit from one-on-one coaching from co-op coordinators
- Develop professional skills and competencies
- Explore job opportunities with employers in Canada and around the world
- Earn income to help finance your education
- Establish valuable contacts and connections in your field
- Graduate with relevant work experience and a great résumé

## Co-op employers

As a graduate co-op student, you'll have the opportunity to work for a wide range of employers, including the federal and provincial governments, private companies, not-for-profit organizations and the university. Co-op employers are located in Victoria, across Canada and around the world.

## Linking co-op to your graduate research

You can apply for jobs posted by employers or connect with your co-op coordinator to arrange funding for a job that is specific to your area of research. Students often arrange co-op work terms that are related to their final projects, theses or dissertations. If you're already working closely with a faculty member or industry partner on a joint endeavor that is contributing to your graduate research project, you may be able to count this as co-op work term. This arrangement would be at the discretion of your school or department and through consultation with your co-op coordinator and graduate adviser.



**Jennifer Baldwin** (computer science doctoral student) spent a work term with IBM's Extreme Blue program, which puts technical and business co-op students into teams of four and asks them to design, build and market a product in three months. Her term at IBM solidified her experience with Eclipse software, which is a big part of her PhD research.

### Academic credit

As a graduate student, you'll earn 3.0 units of credit for each co-op work term you complete. These credits won't replace the credits you need to complete your academic program—they'll go towards the "Co-op" designation you'll receive on your degree. They'll also give you full-time student status during your work term, so you'll continue to have access to student services like the UVic bus pass and health care coverage.

### Degree length

Co-op programs may increase the length of your master's or doctoral degree by up to 12 months, but you'll use this time to gain work experience that will put you ahead—co-op graduates traditionally find permanent employment faster and receive a higher salary than graduates who don't participate in co-op.

The timing of your work terms may be flexible. Normally, you'll complete some graduate course work before you start your first graduate co-op work term, and you'll be expected to complete your work terms before you finish the final component of your degree (dissertation, thesis, final oral defense or comprehensive exam). However, exceptions can be made at the discretion of your department or school.

**Ivan Rosell** (MBA) worked for the newly formed Integrated Land Management Bureau at the BC Ministry of Agriculture and Lands, where he developed a strategic business plan for the unit.

*"After this co-op term, I'm more prepared to start a career in any provincial government institution. I've developed a better sense of what to look for in a job."*



## The co-op process (from application to graduation)

Most UVic co-op programs are optional and require you to submit an application. Contact your co-op program as early as possible to learn about application requirements.

Once you've been accepted into a co-op program, you'll follow this process:

- 1) You'll attend workshops to help you fine-tune your résumé writing and job search techniques.
- 2) You'll discuss your job search goals with your coordinator and prepare to apply for jobs.
- 3) You'll apply for jobs posted online at [www.uvic.ca/coopandcareer/coopjobs](http://www.uvic.ca/coopandcareer/coopjobs) by submitting your cover letter and résumé.
- 4) If you're shortlisted by an employer, you'll be interviewed in person, over the phone or through Skype.
- 5) If you're the successful candidate, you'll receive a formal job offer. In most cases, you'll have 24 hours to accept or decline the offer.
- 6) Normally, your co-op coordinator will visit you and your employer at your workplace halfway through your work term. This work site visit is your chance to provide feedback and discuss how your work term is going with your coordinator.
- 7) At the end of your work term, you'll reflect on your experiences and record your competency development in a written work term report. You may also be asked to make an oral presentation. To learn more about the skills you'll develop during your co-op work term, visit [www.uvic.ca/coopandcareer/competencykit](http://www.uvic.ca/coopandcareer/competencykit).
- 8) If you successfully complete your co-op program requirements, you'll receive a "Co-op" designation on your parchment when you graduate.



### A co-op student schedule

Co-op work terms are scheduled like academic terms. You may complete between two (master's program) and three (doctoral program) four-month work terms with a variety of employers. Co-op will, on average, increase the length of your degree program by one year.

Work terms normally begin in January, May and September, but other options are possible. A typical graduate study/co-op work term schedule may look like this:

Year	Fall (Sept – Dec)	Spring (Jan – Apr)	Summer (May – Aug)
1	Study term	Study term	Study term
2	Work term	Study term	Work term
3	Study term		



**Fred Olayele** (economics) came from Ondo, Nigeria to attend UVic. He completed a co-op work term as a research analyst for the BC Ministry of Energy, Mines and Petroleum Resources.

Iris Lai (applied science master's student) participated in co-op while she completed her undergraduate and graduate degrees. Originally from China, she recently worked as a software engineering at Quester Tangent, where she programmed seabed classification software.

*"Co-op provides the opportunity to work for different companies and learn whether you'd like to pursue permanent work with them."*



### Costs

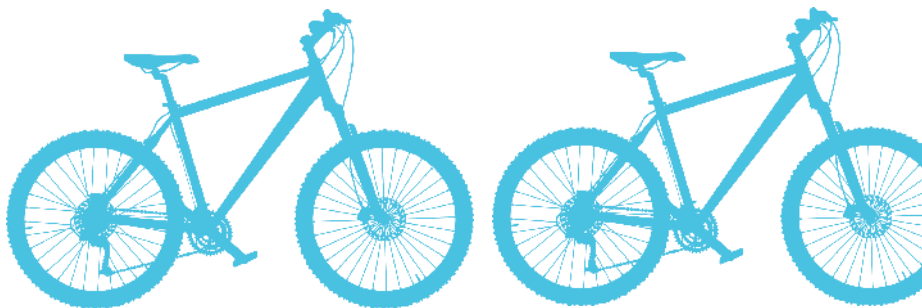
All co-op students pay a co-op program fee, which is similar to a tuition fee. This fee supports the operational costs of the co-op program and helps maintain the online job posting board. Your fee is due at the end of the first month of your work term.

- Co-op program fee for Canadian students (graduate): \$612
- Co-op program fee for international students (graduate): \$726.24

(Fees accurate as of August 2010)

### Salaries

Co-op salaries vary depending on your academic field and level of expertise. The average monthly salary for graduate co-op students is more than \$3,200.



## Career Services

### What is Career Services?

What does it take to build a career? Smart planning, support when you need it, and a passion to do what you love. At Career Services, you'll find resources and individualized help to explore your options and navigate your career.

### Job postings

Co-op and Career posts a wide range of job opportunities at [www.uvic.ca/coopandcareer/jobs](http://www.uvic.ca/coopandcareer/jobs), where you can find:

- full-time jobs
- part-time jobs
- casual work
- summer jobs
- volunteer positions
- internship opportunities
- jobs with Canadian and international employers

**Archana Shejwalker** (earth and ocean sciences) trained as a geologist in Goa, India, before she decided to come to UVic to pursue her PhD in igneous petrology.

*"At every step of my academic journey, I've been encouraged and motivated to be the best I can be. I appreciate that support is available if I need it."*



### One-on-one career coaching

Looking for some career advice? Drop by your Co-op and Career office (see below) for a 15-minute session with one of our career educators. They can help you develop skills to plan and manage your career. After your first session, you can book longer appointments for more in-depth coaching.

Faculty	Drop-in office location	Contact information
Business	Business and Economics Building, room 112	250-721-6087   <a href="mailto:bco@uvic.ca">bco@uvic.ca</a>
Engineering	Engineering and Computer Science Building, room 210	250-472-5825   <a href="mailto:ecareers@uvic.ca">ecareers@uvic.ca</a>
Law (this office is administered by the Faculty of Law and not by Co-op and Career)	Fraser Building, room 140	250-721-8790   <a href="mailto:careerof@uvic.ca">careerof@uvic.ca</a>
All other faculties	Campus Services Building, room 110	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>

### Resource library

Stop by room 110 of the Campus Services Building (next to the UVic Bookstore) to explore our career resource library. You'll find information to help you search for a job, research and plan your career path, write standout résumés and cover letters, polish your interview skills and more.

For details about our career support services, visit [www.uvic.ca/coopandcareer](http://www.uvic.ca/coopandcareer).



# Co-op and Career events

## About Co-op and Career events

Co-op and Career offers year-round events to help you connect with employers and boost your job search skills. You can learn more about the following events at [www.uvic.ca/coopandcareer/events](http://www.uvic.ca/coopandcareer/events).

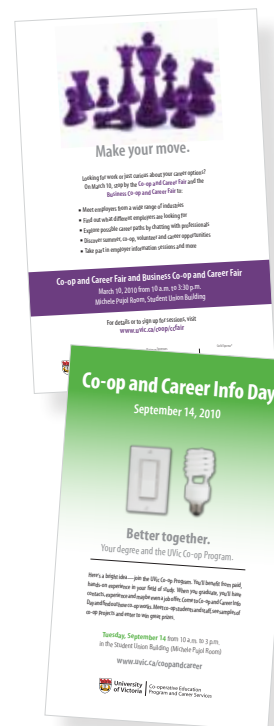
## Meet employers

### Co-op and Career fairs

Want to network with potential employers? Attend one of our on-campus fairs and you'll meet representatives from a wide range of organizations. Some employers hold on-site interviews and host information sessions during our fairs. For dates, exhibitor lists, and tips on how to prepare for these fairs, visit [www.uvic.ca/coopandcareer/events](http://www.uvic.ca/coopandcareer/events).

### Employer information sessions

Wondering what it's like to work for a particular organization? Check out an on-campus employer information session to learn about the work cultures and job prospects at different companies. Don't forget to bring your résumé!



## Get support

### Co-op and Career Info Day

Learn everything there is to know about our programs and services at this annual September event. It's a great way to connect with Co-op and Career staff, check out the famous Co-op Photo Contest, and meet current co-op students and alumni.

### Career development workshops

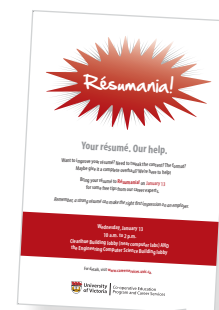
We offer regular workshops to help you fine-tune your work search skills and research your career options. Topics include "Introduction to interviewing", "Identifying and researching career options", "Applying to graduate school", "Résumé writing," and "Preparing for graduation".

### Résumania

This free event happens several times a year. It's the perfect opportunity to consult with an expert and get quick feedback on your résumé.

### "What can you do with your degree?" sessions

Wondering what to do after graduation? Look for our next "What can you do with your degree?" session, where you'll meet alumni from your program area and hear about their transitions from university to the workplace.



# Co-op and Career resources

## About Co-op and Career resources

As a UVic student, you have access to unique Co-op and Career resources that will help you explore your career options. We've organized these resources into three kits, which make up the Co-op and Career foundations.



**1) Your journey kit:** Use this kit to plan and research your career path. Journey kit resources help you match your interests with the right job, set career goals and navigate the road after graduation.



**2) Your competency kit:** Use the resources in this kit to develop and practice “competencies”, which include the knowledge, skills and attributes that will help you succeed in any career. Co-op and Career’s ten core competencies are:

- personal management
- communication
- managing information
- research and analysis
- project, task and organizational skills
- teamwork
- commitment to quality
- professional behaviour
- social responsibility
- continuous learning



**3) Your tool kit:** This is where you'll find resources to help you write strong résumés and cover letters, ace your interviews and master the art of the job search.

To learn more about these resources, visit [www.uvic.ca/coopandcareer/resources](http://www.uvic.ca/coopandcareer/resources).

# Find us on campus

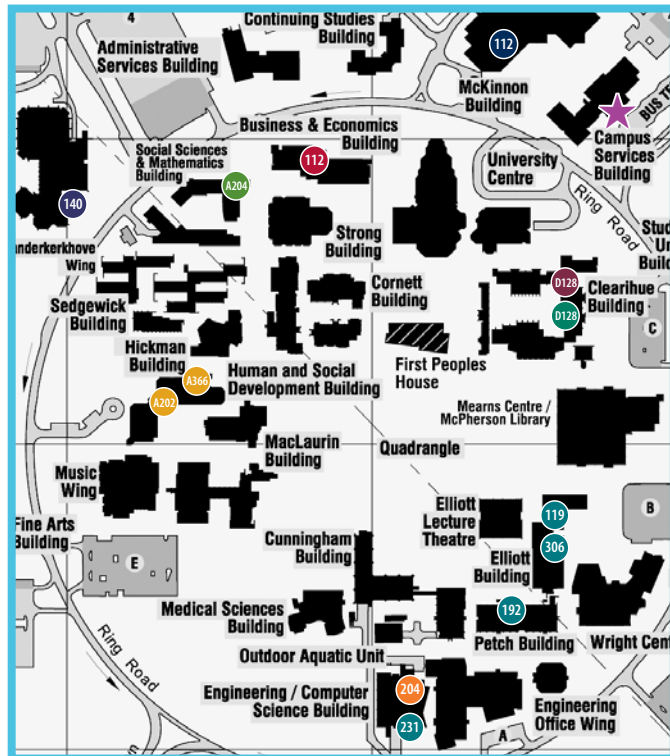
## Co-op offices

Looking for your co-op office? Just match your faculty or program with its corresponding dot on the campus map below.

## Career offices

Your career office depends on your faculty. Business (Business and Economics Building, room 112), Engineering (Engineering and Computer Science, room 204) and Law (Fraser Building, room 140) have individual career offices. The career office for all other faculties is located in the Campus Services Building ★.

- |  |                                 |                                |
|--|---------------------------------|--------------------------------|
| ★ Career Services  | 119 Earth and Ocean Sciences    | 140 Law                        |
| 192 Biochemistry/Microbiology  | 112 Education                   | 204 Mathematics and Statistics |
| 231 Biology (will return to Cunningham 105 after renovations are complete) | 204 Engineering                 | 119 Physics and Astronomy      |
| 112 Business   | D128 Fine Arts                  | A366 Public Administration     |
| 306 Chemistry  | A202 Health Information Science | A204 Social Sciences           |
|  | D128 Humanities                 |                                |



## Contact us

Looking for more information? Visit us online at [www.uvic.ca/coopandcareer](http://www.uvic.ca/coopandcareer) or find your program of interest below for contact details (graduate-level programs are listed in blue). You can also connect with us on Facebook at [www.facebook.com/uviccoopandcareer](http://www.facebook.com/uviccoopandcareer), on Twitter @uviccoopcareer, and on Youtube at [www.youtube.com/user/uviccoopandcareer](http://www.youtube.com/user/uviccoopandcareer).



FACULTIES AND PROGRAMS	CO-OP PROGRAM CONTACT	CAREER SERVICES CONTACT
<b>Business</b>		
Commerce, MBA	250-721-6054   <a href="mailto:bccc@uvic.ca">bccc@uvic.ca</a>	250-721-6087   <a href="mailto:bco@uvic.ca">bco@uvic.ca</a>
<b>Education</b>		
Kinesiology, Recreation and Health Education, <a href="#">Coaching Studies</a> , <a href="#">Graduate Studies in Education</a>	250-472-4944   <a href="mailto:ephecoop@uvic.ca">ephecoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
<b>Engineering</b>		
Computer Engineering, Computer Science, Electrical Engineering, Mechanical Engineering, Software Engineering	250-472-5800   <a href="mailto:engrcoop@uvic.ca">engrcoop@uvic.ca</a>	250-472-5800   <a href="mailto:engrcoop@uvic.ca">engrcoop@uvic.ca</a>
<b>Fine Arts</b>		
History in Art, Music, Theatre, Visual Arts, Writing	250-721-8841   <a href="mailto:hfpwcoop@uvic.ca">hfpwcoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
<b>Human and Social Development</b>		
Health Information Science	250-721-6458   <a href="mailto:hiscoop@uvic.ca">hiscoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
<a href="#">Child and Youth Care</a> , <a href="#">Dispute Resolution</a> , <a href="#">Studies in Policy and Practice</a> , <a href="#">Public Administration</a>	250-721-8061   <a href="mailto:spacoop@uvic.ca">spacoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
<b>Humanities</b>		
English, French, Germanic and Slavic Studies, Greek and Roman Studies, Hispanic and Italian Studies, History, Linguistics, Medieval Studies, Pacific and Asian Studies, Philosophy, Women's Studies	250-721-8841   <a href="mailto:hfpwcoop@uvic.ca">hfpwcoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
<b>Law</b>		
Law	250-721-8195   <a href="mailto:lawcoop@uvic.ca">lawcoop@uvic.ca</a>	250-721-8790   <a href="mailto:careerof@uvic.ca">careerof@uvic.ca</a>
<b>Science</b>		
Biochemistry/Microbiology	250-472-4800   <a href="mailto:bcmbsec@uvic.ca">bcmbsec@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
Biology	250-721-8637   <a href="mailto:bico@uvic.ca">bico@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
Chemistry	250-721-6122   <a href="mailto:chemcoop@uvic.ca">chemcoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
Earth and Ocean Sciences	250-721-6122   <a href="mailto:seoscoop@uvic.ca">seoscoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
Mathematics and Statistics	250-472-5800   <a href="mailto:engrcoop@uvic.ca">engrcoop@uvic.ca</a>	250-472-5825   <a href="mailto:ecareers@uvic.ca">ecareers@uvic.ca</a>
Physics and Astronomy	250-721-6122   <a href="mailto:physcoop@uvic.ca">physcoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>
<b>Social Sciences</b>		
Anthropology, Economics, Environmental Studies, Geography, Political Science, Psychology, Sociology	250-721-8689   <a href="mailto:sscoop@uvic.ca">sscoop@uvic.ca</a>	250-721-8421   <a href="mailto:careers@uvic.ca">careers@uvic.ca</a>