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:
   - Four 75-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

Spring Term: Friday, January 18, 2019

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. We collect this information mostly so we can best support you in accessing opportunities and in securing any necessary accommodations. The Office of the Director of Co-operative Education may also use the information anonymously for statistical purposes. Information about individuals will not be released without the student’s permission in writing.

I am....

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

If you require special assistance or accommodation, please let us know how we can support you: ________________

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 Nov 2018