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:

   - 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, you may submit it through the mail slot on the door.

APPLICATION DEADLINE

Fall Term: Friday, September 21, 2018

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

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<tr>
<th>Name: ___________________________</th>
<th>Student Number: ___________________________</th>
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<td>Telephone: ______________________</td>
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### Section II: ACADEMIC INFORMATION

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<th>Degree Major: ___________</th>
<th>□ BA □ BFA □ BMUS □ BSc</th>
<th>Secondary Major/Minor: __________________________</th>
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Are you registered in any of the following programs:

- □ English Minor in Professional Writing
- □ Intercultural Education Program or Diploma
- □ Minor in Professional Writing in Journalism and Publishing
- □ 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*. 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.**

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