Co-op Criteria*

- **Type of work**: needs to be relevant to your program.
- **Work Period**: a minimum of 12 weeks at 35 hours per week (a total of at least 420 hours).
- **Paid work**: at least minimum wage.
- **Employer Awareness**: the employment is a 4-month or 8-month period.
- **International Students**: must possess a valid co-op work permit to be legally eligible to work in Canada during their registered co-op/internship.

**WHAT DOES A CO-OP SCHEDULE LOOK LIKE?**

**BCom**

I. You MUST complete 3 semesters of paid work experience to satisfy the BCom degree requirements.

II. You have the option to apply for credit for your FIRST work term through the “Work Term Challenge” or “Transfer” process using previous work experience. Click here for more details. (You can only “Challenge” your first work term.)

**MBA**

I. If you have less than 3 years full-time professional work experience on entering the program, a co-op term is mandatory. For those with three years or more of experience, co-op is optional.

II. The MBA co-op period occurs in summer and spring.

**MGB**

I. You MUST complete at least 300 hours of work with an organization that normally (1) has an international component linking two or more regions of the world, or (2) is located in any region of the world, provided that it is not the student’s "home" region or country.

II. The internship period occurs after students complete the first three program modules.

**WHAT ABOUT THE CO-OP FEE?**

* As a BCom student, you will pay your co-op fee on an installment plan, with one installment per term. If you are pre-admitted to the BCom program, you’ll start paying the fee when you have official Second Year status. For MBA/MGB students, your Co-op Fee is separate and in addition to your academic course fee payments. This fee is not a placement fee.

* This fee supports the operational costs of the program, the department, and its services including tuition for COM204, MBA502, MGB502, each of the registered work term courses, access to Co-op Coordinators, workshops on various career related and job search skills, Learning in Motion (co-op and career portal), career fairs, networking and job development events, and other activities that facilitate employment opportunities.

**WORK TERM PROCESS**

1. Preparation + 2. Job Search + 3. Registration

Turn the page to learn about the work term process.
**What is the work term process?**

### Phase 1: Preparation
- Introduction to Professional Practice (COM204, MBA502, MBG502)
- **Events and workshops** e.g. Employer Information Sessions, Resumania, Career Fairs, etc.
- Individual meetings with your Co-op Coordinator
- **Help and Resources** (LIM, Co-op and career website, job postings)

### Phase 2: Job Search
- Use the skills and resources you gained in Introduction to Professional Practice
- Apply for co-op jobs
- Obtain a job offer**
  1. **LIM Assisted Job Offer**
     - Notify your Coordinator and follow directions from the co-op office.
  2. **Non LIM Offer**
     - Notify your Coordinator and provide the employment details

### Phase 3: Registration
- Get registered in your work term (The co-op office does this for you once they approve your position).
  - If the offer came via LIM, the co-op office will ensure registration occurs.
  - If the offer was received outside of LIM, the co-op office cannot register you until you provide all the necessary information. The easiest way to do this is to have **this form** completed by you or your employer; the co-op office will also accept an email offer or offer letter (forwarded to your coordinator) as long as all necessary details are included.

**WHAT DO YOU NEED TO COMPLETE DURING YOUR WORK TERM?**

In order to receive a COM grade on your work term, all the following **MUST** be completed:

1) Successful completion of the Work Term Report (or alternative)
2) Competency Assessments in LIM (A. Learning Objectives, B. Mid term C. Final evaluation)
3) Check-in meeting (Work site visit) with your Co-op Coordinator and Supervisor:
   - In Victoria: Expect the co-op office to schedule a site visit with you and your supervisor
   - Outside Victoria: Students will book an appointment with their Coordinator through LIM after consulting with their supervisor. Instructions for booking this work site meeting will be distributed to you on your work term.

**What should you do if you are terminated or are having difficulties on a work term?**

1. To avoid a failing grade, DO NOT quit without approval of your Coordinator
2. Get in touch with your Co-op Coordinator immediately and provide details

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**CONTACT US**

- Phone: 250-721-6063
- Email: busicoop@uvic.ca
- Web: uvic.ca/coopandcareers
- Co-op Portal: learninginmotion.uvic.ca

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**If you are having trouble finding/landing a co-op job, speak with your Coordinator**