**Engineering and Computer Science Co-op – Frequently Asked Questions**

**How many students are in Engineering and Computer Science Co-op?**

Typically, there are about 2,700 students in our program. All engineering undergraduate students are required to complete the co-op program as part of their academics. Computer science students have an optional co-op program. Graduate students also have an optional co-op program.

**What do co-op staff members do?**

The **associate director** has overall responsibility for managing the Engineering and Computer Science Co-op Program.

The **co-op coordinators** are involved in job development, work site visits, work term report grading, and co-op student advising.

The **career educator** helps students explore career options, coaches students on EIT and PEng planning, suggests resources for job searches, and provides resume, cover letter and interview assistance.

The **employment development officers** develop employment opportunities for co-op and career students.

The **placement coordinators** process co-op work term eligibility forms, provide documents required for co-op work permit applications, and plan co-op and career events.

The **co-op assistants** provide administrative support for the program, including posting jobs, scheduling interviews, extending job offers and updating student records.

To contact a staff member for Engineering and Computer Science Co-op, click [here](#).

**Who is my co-op coordinator?**

This information is available on the co-op tab of your account in our [Co-op and Career Portal](#). A list of coordinators is also posted [on our website here](#) or outside the co-op office in the Engineering Computer Science building, room ECS 204.

**How do I book an appointment with my coordinator?**

You can book an appointment with your coordinator using the appointments tab in the [Co-op and Career Portal](#) or by sending them an email.
How will the co-op office contact me?

Email is the primary form of contact used by the co-op. We will email you at whichever email address you have specified as your preferred email on your UVic MyPage account. Please make sure your contact information is up-to-date and that you are checking your email regularly.

Where can I find information about workshops and employer information sessions?

Upcoming co-op events and employer information sessions are promoted on the events tab of Co-op and Career Portal. You can register to attend these events in the portal.

Are there any career fairs?

The co-op office is pleased to offer two main career fairs – the Work Experience & Career Fair in September/October, and the Hi-Tech Co-op & Career Fair in February.

The Work Experience & Career Fair features over 50 organizations from a wide range of fields that cater to all academic programs.

The Hi-Tech Co-op & Career Fair caters specifically to engineering and computer science students and features 40 employers.

How many work terms do I need to complete?

Engineering undergraduate students need to receive credit for at least four work terms in order to complete the co-op program.

Computer science undergraduate students need to receive credit for at least four work terms in order to complete the co-op program, or at least two work terms in order to complete the work experience program.

The minimum number of work terms graduate students need to complete varies based on program.

You can complete more than the required number of work terms with permission from your coordinator.

Do I have to pay a co-op fee for additional work terms?

Yes. Co-op tuition fee amounts are outlined on here.

How long are work terms?

Work terms can be a minimum of 12 weeks and a maximum of 16 weeks.
How are work terms scheduled?

Co-op work terms for engineering undergraduate students are integrated with academic studies as prescribed by the Faculty of Engineering. Deviations from your academic schedule can be accommodated with assistance from your academic advisor.

Co-op work terms for computer science and graduate students do not follow a set schedule.

What percentage of students get a work term?

Since January 2006, 80-90% of eligible students actively looking for work are able to secure a work term. Students who are unsuccessful in their job search have the option to take classes instead.

Is getting a work term guaranteed?

Getting a work term is not guaranteed. Finding a job is a competitive process and employers make hiring decisions based on your competencies and suitability for the position.

It’s the co-op office’s responsibility to provide you with job search tools, techniques and coaching to help you find a suitable work term that meets co-op requirements. Please see your co-op coordinator for assistance.

How much will I get paid on my work term?

Salaries for work terms are determined by employers. Salary ranges are often based on your academic level and number of work terms completed. Average salaries by program can be found here.

Can I get credit for a work term I completed with a previous co-op program or institution, or for prior work experience outside of school?

Yes. You can transfer and/or challenge a work term. More information about these processes will be given to you when you enter the program.

Do I need to complete any pre-requisite courses before a work term?

If you’re an engineering undergraduate student, yes. Consult the calendar for the pre-requisite courses associated with each work term code – ENGR 001, ENGR 002, ENGR 003 and ENGR 004.

Can I work internationally?

Yes. Information about international co-op opportunities can be found here or by contacting our international coordinator.
How do I look for a co-op job?

You are encouraged to use various strategies in your co-op job search, including applying for co-op jobs listed in the Co-op and Career Portal, seeking advice from your co-op coordinator, conducting your own job search through employer websites and networking with family and friends.

How do I gain access to co-op jobs in Learning in Motion?

All students must accept the Co-op Terms & Conditions before gaining access to co-op jobs. You can accept the Terms & Conditions online through the Co-op and Career Portal by following the instructions here.

Students must also submit a Co-op Jobs Access Form every time you would like to do a co-op job search. The Co-op Jobs Access Form is available online here.

If I want to conduct my own job search, how do I get started?

If you are planning to conduct your own job search, talk to your co-op coordinator for tips on where to start looking and what type of companies to contact.

Can I apply for a co-op job that is looking for a student in a different academic program or a higher academic year?

You can apply to any job you believe you are qualified for.

I’m an international student. How do I become legally eligible to work in Canada?

International co-op students must have a co-op work permit to work legally as a co-op student in Canada. Before you apply for your co-op work permit through Citizenship and Immigration Canada, you will need to request a co-op letter from the co-op office.

Is there contact from the co-op office during my work term?

Students on work terms are assigned a work site visit coordinator, who will be your main point of contact during your work term. Your work site visit coordinator may be different from your co-op coordinator depending on where your work term is located.
Can I take a course during my work term?

In order to take a course during your work term, you must obtain written permission from the person supervising you at your co-op employer. This written permission should be forwarded to the Engineering and Computer Science Co-op associate director with the details of the course.

Please note that students must have a sessional GPA equal to or greater than 4.0 in order to be granted permission to take a course during a work term.

Do co-op work terms affect my student loans?

If you secure a work term and have student loans, it is your responsibility to inform Student Awards and Financial Aid. Failure to do so may result in repercussions that may affect your loans.

How do I opt in or out of the UVSS extended health and dental insurance plan?

The plan is administered by the UVSS. Contact the SUB Info Booth for information.

How do I opt in or out of the UVSS bus pass?

You can contact the SUB Info Booth for information about that too.

If I am on a work term in Victoria and am living in UVic Residence, do I need to move out?

Students registered on co-op work terms are considered full-time students and are eligible to live in residence.

Is there help for finding housing for work terms outside of Victoria, or subletting my housing in Victoria while I am away on a work term?

Your coordinator may be able to refer you to available housing sites. Your co-op employer or fellow students may also have suggestions. Ultimately, you are responsible for organizing your own housing.

If I am doing a work term beyond the required minimum, do I have to register it?

If you found the work term through our placement process, yes. If you found the work term outside our placement process and the employer hasn’t posted a similar job in the Co-op and Career Portal, no.

Does the co-op program welcome student feedback?

Certainly! We ask for feedback at the end of each work term. We also meet with the Engineering Students’ Society to discuss feedback raised to them by students. This FAQ sheet is one result of such a meeting!