

Co-op Quick Start Guide

This quick start guide is intended to help you navigate your next steps as you get started in the Co-op Program. Please also refer to the **Co-op Student Agreement**, the **University of Calgary Calendar regulations**, and the **Haskayne Co-op Student Handbook** as you work through these next steps.

Step 1

- **Orientation** - Complete orientation in order to be granted access to the Co-op job board - watch your inbox for more info! Admission to Co-op is finalized upon completion of orientation.
- **For INTERNATIONAL students** - Apply for your co-op work permit ASAP; processing times can be lengthy, and you should not start looking for work until you know when your co-op work permit will be approved.
- **Co-op Registration Fee** - You will be charged a one-time non-refundable \$50.00 fee for co-op program registration. This fee will be added to your next term's tuition/fees and is payable through normal methods.

Step 2

- **Prepare for the job search** - Use the tools in Elevate to review and work on updating your resume and cover letter, and practice your interview skills. If you need more in-depth assistance, book an appointment through Elevate with a Career Development Specialist (not a co-op program appointment).
- **Review the Co-op Student Handbook** - Read through the Co-op Student Handbook linked on our website - the handbook has a lot of in-depth information about the program and how to be successful!

Step 3

- **Prepare for your first work term** - Don't forget to make sure you take the following courses before your first work term - the content in these courses will help set you up for success! Mandatory before first work term: ACCT 217, MGMT 217, SGMA 217, ENTI 317; recommended before first work term: one senior level commerce course related to the job/industry. We also strongly recommend students attend at least 2 career events in this next term (Job Fair, Info Session, Coffee Chats on and off campus etc.). Whether in-person or virtual, this is a wonderful opportunity to practice engaging and standing out in a networking setting.

Step 4

- **Search for jobs** - There are many places to look for a work term placement, as mentioned in the orientation video.
- **Register your work term on Elevate** - Once you've signed a job offer, register your work term in Elevate. We check regularly for work term submissions to review and approve. Once approved, you'll receive an email about registering in COOP 523 for your work term. If we have questions or concerns about your work term placement, we will contact you.

Step 5

- **Register for COOP 523** - Once we've approved your work term on Elevate, we'll email you with instructions to register in COOP 523 for your work term. Registration in this course is mandatory and is how you earn credit for your work term. COOP 523 has tuition/fees (less than a regular course) and is payable through normal methods. Please ensure you keep up with the deliverables for this course, and monitor your UCalgary email for communication from our team.