



**UNIVERSITY OF CALGARY**  
FACULTY OF SCIENCE

# **Student Handbook**

## Co-operative Education & Internship Program

# Congratulations and Welcome to the Faculty of Science Cooperative Education and Internship Program!

The Cooperative Education and Internship Program is designed to integrate work experience with academic learning to enhance your degree. Students gain practical experience, develop a network of contacts, and obtain a better understanding of careers in their field. This program allows students the opportunity to apply knowledge and skills acquired in the classroom in a practical work environment, enriching both the academic and employment portions of their University career.



**This handbook will guide you through the Faculty of Science Cooperative Education and Internship Program. In this handbook you will find information including:**

- Your **Next Steps** now that you have been admitted to the program
- **Preparing for a Work Term**
- **Additional Considerations** for taking part in a Work Term
- Strategies for **Success in the Workplace**
- Academic requirements while **On a Work Term**
- Strategies for **Successfully Completing a Work Term**
- **Restrictions and Responsibilities** that you need to be aware of
- Details regarding **Withdrawals**
- The **Co-op/Internship Designation**
- **The Science Co-op & Internship Team**

## NEXT STEPS

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1. Pay the \$50 acceptance fee through your myUofC Student Centre.
2. If you are an international student, apply for a free Co-op Work Term Permit and attend a [Centre for International Student and Study Abroad \(CISSA\)](#) session on Co-op Work Permits.
3. Update your resume and cover letter. Resources are available through [Career Services](#) and the Faculty of Science - Co-op & Internship - Pre-Work Term Preparation [D2L Shell](#). Once updated, book an appointment with Career Services to ensure that these documents meet industry standards.
4. You have been granted access to the Faculty of Science Co-op & Internship job board on [CareerLink](#). As a Co-op/Internship student, you must actively search and apply to relevant Co-op/Internship positions. To increase your chances of securing a placement, utilize CareerLink and external job boards to apply to positions that meet Co-op and Internship work term standards (35-40 hours per week, 4, 8, 12, or 16-months in length, paid, within a professional environment including a team, and degree-relevant work).
5. While the Science Co-op & Internship Team encourages students to utilize external job boards such as LinkedIn, Monster, Indeed, etc. to increase their chances of securing a placement, it is important to note that not all positions posted on these platforms will meet the requirements of a Co-op or Internship Work Term. As such, we ask that before you apply for such jobs, you send a copy of the job description to [uscreception@ucalgary.ca](mailto:uscreception@ucalgary.ca) so that the Co-op & Internship Coordinator and an appropriate faculty member may vet the position to determine its eligibility and relevance.
6. Upon securing an interview, you are encouraged to review the interview tips and resources that Career Services offers. Students who are interested in gaining more experience in interviewing can request a Mock Interview with [Career Services](#).
7. When you have secured a position, you must:
  - Notify the Co-op & Internship team by emailing a copy of your signed offer letter to [uscreception@ucalgary.ca](mailto:uscreception@ucalgary.ca).
  - Create a Work Term Record on [CareerLink](#) and email [uscreception@ucalgary.ca](mailto:uscreception@ucalgary.ca) to notify the team that your Work Term Record is complete.
  - The Co-op and Internship team will then register you for the appropriate COOP/INTE course.
  - You will be added to the D2L course "Faculty of Science – Co-op & Internship – Work Term Placement".
  - Book a **Transition to the Workplace** meeting with your Co-op & Internship Coordinator. You will not be registered into your designated COOP/INTE course until you book this meeting. You can book this meeting via [CareerLink](#).

## PREPARING FOR A WORK TERM

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- International students should immediately apply for a (free) [Co-op work term permit](#) and attend a [Centre for International Students and Study Abroad](#) (CISSA) session on Co-op work permits.
- If your work term is international, it is necessary to visit CISSA and complete the appropriate workshops and instructions to fulfill the University of Calgary's traveler registration requirements.
- If you secure a position that requires travel and you will not be receiving compensation from your employer, you may consider applying to the [IDEAs Fund](#). The IDEAs fund provides financial support to eligible undergraduate science students who engage in innovation, leadership, and educational and professional development. The IDEAs fund can cover many things such as transportation, conference or registration fees, accommodations, etc. Contact the [USC](#) for more information.
- Be sure to update CareerLink to include your current contact information.

## ADDITIONAL CONSIDERATIONS

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On a work term, you are considered a **full-time student**. However, you may need to contact several areas to inform them of your status and to determine any additional requirements.



- **Enrollment Services:** To opt in for the **UPASS**. Enrollment Services may be contacted in-person (MB 117), by phone (403.210.7625), or by email at [esdocs@ucalgary.ca](mailto:esdocs@ucalgary.ca).
- **Student Awards and Financial Aid:** To delay loan repayments for work terms over six months and to determine if there will be any delays with scholarships or awards. Awards and Financial Aid may be contacted by phone at **403.220.7625**.
- **Students Union Health and Dental Plan:** To opt out or add dependents. Contact their office by phone at **403.220.3906** or email at [uofcplan@gallivan.ca](mailto:uofcplan@gallivan.ca).
- **Alberta Health Care Plan:** To update information, call **310.0000** then **780.427.1432**.
- **Revenue Canada Agency:** For details and clarification on your specific circumstance you need to know to file taxes, tuition and educational claims. Contact them by phone at **1.800.959.8281**.
- **Parking Services:** To inform them that you will be off campus, and to avoid losing your spot. Contact them by phone at **403.220.6771**.

# SUCCESS IN THE WORKPLACE

## PREPARE

Make sure that you are clear on where and when to arrive on your first day as well as to whom you will be reporting. On your first day make sure to bring a notebook to take notes and schedule meetings, as well as any other additional materials/information requested.

## TRAINING AND DEVELOPMENT

If you do not receive a formal orientation or training period, it is up to you to orient yourself. Communicate with your supervisor; ask questions for clarification on expectations and responsibilities if you are not clear.

In addition, you are strongly encouraged to develop a social network through coworkers and other Co-op/Internship students who may be working in the area.

## DRESS STANDARDS

Appearing professional in your dress and grooming can help you gain acceptance from colleagues and clients. Ask your supervisor about appropriate business attire. Some organizations encourage professional business attire while others allow casual business dress. If you are unsure, dress for the position to which you aspire. Some companies will have a casual Friday, be sure you are clear on what is acceptable as business casual.

## MANAGE YOUR EXPECTATIONS

Each work term is as different as each student. Be prepared for a steep learning curve and realize that you will need time to learn and acclimatize to your new environment. Transitioning from student to employee and back to student can be difficult. Be realistic and appreciate that this may be challenging.



## ON A WORK TERM

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Full details regarding work term requirements and course outlines are available on the D2L course "Faculty of Science – Co-op & Internship – Work Term Placement." This includes detailed assignment guidelines.

- Complete a **Work Term Record** at the beginning of each new work term outlining the details of your current term and contact information for you and your supervisor.
- Create **Learning Objectives** that focus your learning towards achieving certain outcomes. Three Learning Objectives will be due one month into each work term. Learning Objectives are submitted through CareerLink under your Work Term Record. Examples of acceptable Learning Objectives can be found on D2L under Content > Assignment Guidelines > Learning Objectives Examples. **NOTE:** Learning Objectives are not required in fourth Work Term.

- **Site Visits**

Site Visits provide an opportunity for the Co-op and Internship Coordinator, the student, and the employer to meet and ensure the success of the placement. Site Visit Assessments ensure the continuing development and success of the student.

**First work term:** Your coordinator will meet you and your supervisor in-person (if possible) approximately halfway through your work term to discuss the progress of your term. Prior to your Site Visit a link to a pre-Site Visit assessment form will be sent out to employers and students via email.

**Second work term:** If you are continuing with the same employer, a formal in-person Site Visit will not be completed. Instead you will be required to complete a Site Visit Assessment. A link to this assessment form will be sent to employers and students via email mid-way through the work term.

**NOTE:** If you secure a placement with a new employer for your Second work term, you will then follow the First work term Site Visit process (see above).

**Third work term:** If you are continuing with the same employer, a formal in-person Site Visit will not be completed. Instead you will be required to complete a Site Visit Assessment. A link to this assessment form will be sent to employers and students via email mid-way through the work term.

**NOTE:** If you secure a placement with a new employer for your Third work term, you will then follow the First work term Site Visit process (see above).

**Fourth work term:** No Site Visit Assessment required.

- Submit a **Work Term Report** at the end of work terms one, two, and three. The format and content of each work term will depend on which work term you are completing.  
**NOTE:** A Work Term Report is not required in fourth Work Term.



## SUCCESSFULLY ENDING A WORK TERM

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You want to finish the work term on the best possible terms to ensure a positive reference and continued placement opportunities for the Co-op/Internship program.

To accomplish this:

- Arrange an exit interview with your supervisor to exchange feedback and discuss if you may use your supervisor as a reference for future jobs.
- Leave your work in a state that another employee can take over.
- Ask for permission to use present work as samples for work or writing initiatives.
- Discuss opportunities for future employment, if appropriate.
- Thank your supervisor for the opportunity and the experience.



## RESTRICTIONS AND RESPONSIBILITIES

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- All email correspondence must be done through your UCalgary email address.
- Computer Science Internship students must complete their 12 or 16 months of work experience consecutively, while Actuarial Science, Applied Chemistry, and Ecology Co-op students have the option of alternating between academic and work terms.
- You may register in one academic course (3 units) per semester while on a work term, as long as it does not interfere with your work schedule.
- Notify your Co-op & Internship team ([uscreception@ucalgary.ca](mailto:uscreception@ucalgary.ca)) and update your **Work Term Record** in CareerLink if your Co-op or Internship position is extended for an additional term with the same company.
- As a Co-op/Internship student you are representing the University of Calgary at your workplace. You must remember that your Co-op or Internship position is not only a relationship between the employer and yourself, but the university as well.
- After completing your final work term, **you must return to the University of Calgary for at least one full-time academic term** (defined as 9 units or more in an academic term).
- You **cannot participate in more than 16-months' worth of work experience** within the Science Co-op & Internship Program. If your employer extends your contract beyond the 16 month program restriction, agreements/contracts must be made outside of the Co-op/Internship program.
- **Telecommuting:** Telecommuting positions are granted only under rare circumstances and are reviewed on a case-by-case basis in close consultation with faculty.

## WITHDRAWALS

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- Once you are on a work term, permission to withdraw before completion of the term is only granted in cases of serious health issues or family emergencies. To request permission for withdrawal contact the Co-op and Internship team ([uscreception@ucalgary.ca](mailto:uscreception@ucalgary.ca)).
- Withdrawal without permission on a work term will result in an F in your COOP/INTE course and you will not be eligible to continue in the Co-op/Internship program.
- There is no penalty associated with withdrawing from the program **between work terms**. Contact the Co-op & Internship team ([uscreception@ucalgary.ca](mailto:uscreception@ucalgary.ca)) to have the Co-op/Internship component removed from your program, a permanent notation of withdrawal from the Co-op/Internship Program will be recorded on your student record.
- Please refer to the academic calendar regarding details for [withdrawal policies](#).

## THE CO-OP/INTERNSHIP DESIGNATION

- The Co-op/Internship designation requires successful completion of three work terms, in addition to your program's academic course requirements. Fulfilling your Co-op/ Internship designation adds a minimum of one year to your degree.
- A fourth work term is optional and allows you additional experience without the cost of the course or completion of a work term report.
- Maintaining your admission [GPA](#) is a requirement while in the Co-op/Internship Program.



## ASSISTANCE FROM THE SCIENCE CO-OP & INTERNSHIP TEAM

- The Science Co-op & Internship Team is available to help you with all areas of job search. They can be reached at [uscreception@ucalgary.ca](mailto:uscreception@ucalgary.ca).
- The Science Co-op & Internship Team will send important information and deadlines to your ucalgary.ca email address throughout the year. Please check your email regularly to successfully manage deadlines and program requirements.
- While on your first work term the Science Co-op & Internship Team will arrange a **Site Visit** and will offer support for any workplace issues or concerns.
- In cases of emergencies contact the Science Co-op & Internship Team ([uscreception@ucalgary.ca](mailto:uscreception@ucalgary.ca)) for assistance.

For a more detailed guide regarding Co-op and Internship standards, requirements and restrictions, please refer to the Co-operative Education section of the [University of Calgary's Academic Calendar](#) as well as the [Co-operative Education and Work-Integrated Learning Canada \(CEWIL\)](#) website.