

# FEAS CO-OP & INTERNSHIP PROGRAM ENROLMENT ORIENTATION

October 3rd, 2023 | 1:00PM

# Welcome!



**Meliza Yao Li**  
Co-op Program Specialist  
[meliza.yaoli@torontomu.ca](mailto:meliza.yaoli@torontomu.ca)



**Danyal Hasan**  
Co-op Event Coordinator  
[feascoopevents@torontomu.ca](mailto:feascoopevents@torontomu.ca)

# LAND ACKNOWLEDGEMENT

Toronto is in the 'Dish With One Spoon Territory'. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas, and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship, and respect.

Chi Miigwetch!



# EVENT AGENDA

- Welcome Remarks from Associate Dean
- Team Introduction & Program Overview
- Program Statistics
- FEAS Co-op - Information, Resources & Policies
- Timeline Overview
- Recruitment
- Resources
- Q&A
- Closing Remarks

# WELCOME REMARKS



**Dr. Medhat Shehata**  
*Associate Dean, Teaching & Outreach*

# FEAS Co-op Office Team



**Husam Olabi,**  
Senior Manager, FEAS Co-op  
[husam.olabi@torontomu.ca](mailto:husam.olabi@torontomu.ca)  
[LinkedIn](#)



**Ashton Jila**  
Partnership Specialist  
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**Nushin Raihan**  
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**Renata Indar**  
Co-op Program Administrator  
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[LinkedIn](#)



**Gulsen Baysal**  
Career Development Specialist  
[gulsen.baysal@torontomu.ca](mailto:gulsen.baysal@torontomu.ca)  
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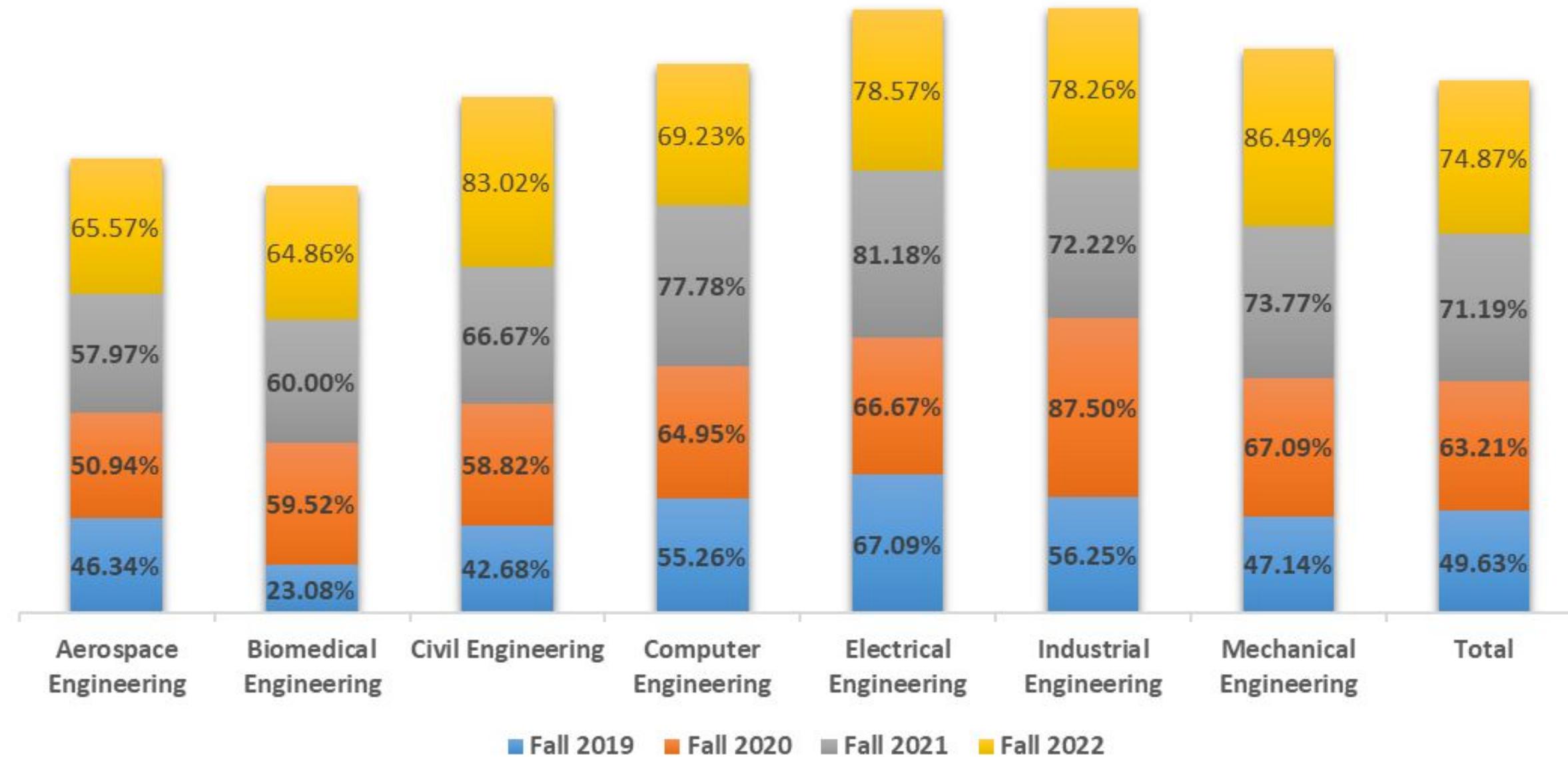


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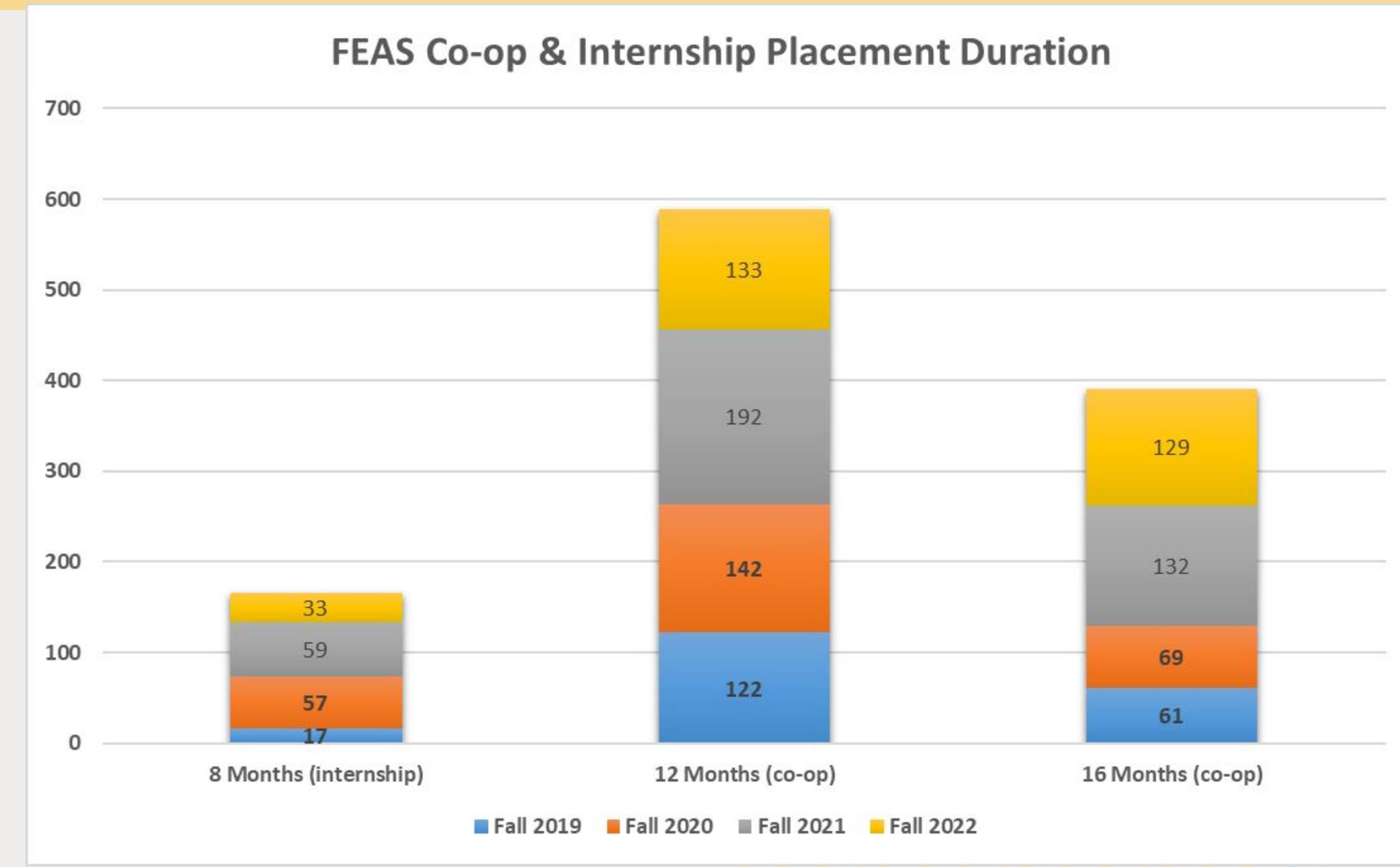
# Program Statistics

# Program Stats - Student Placements

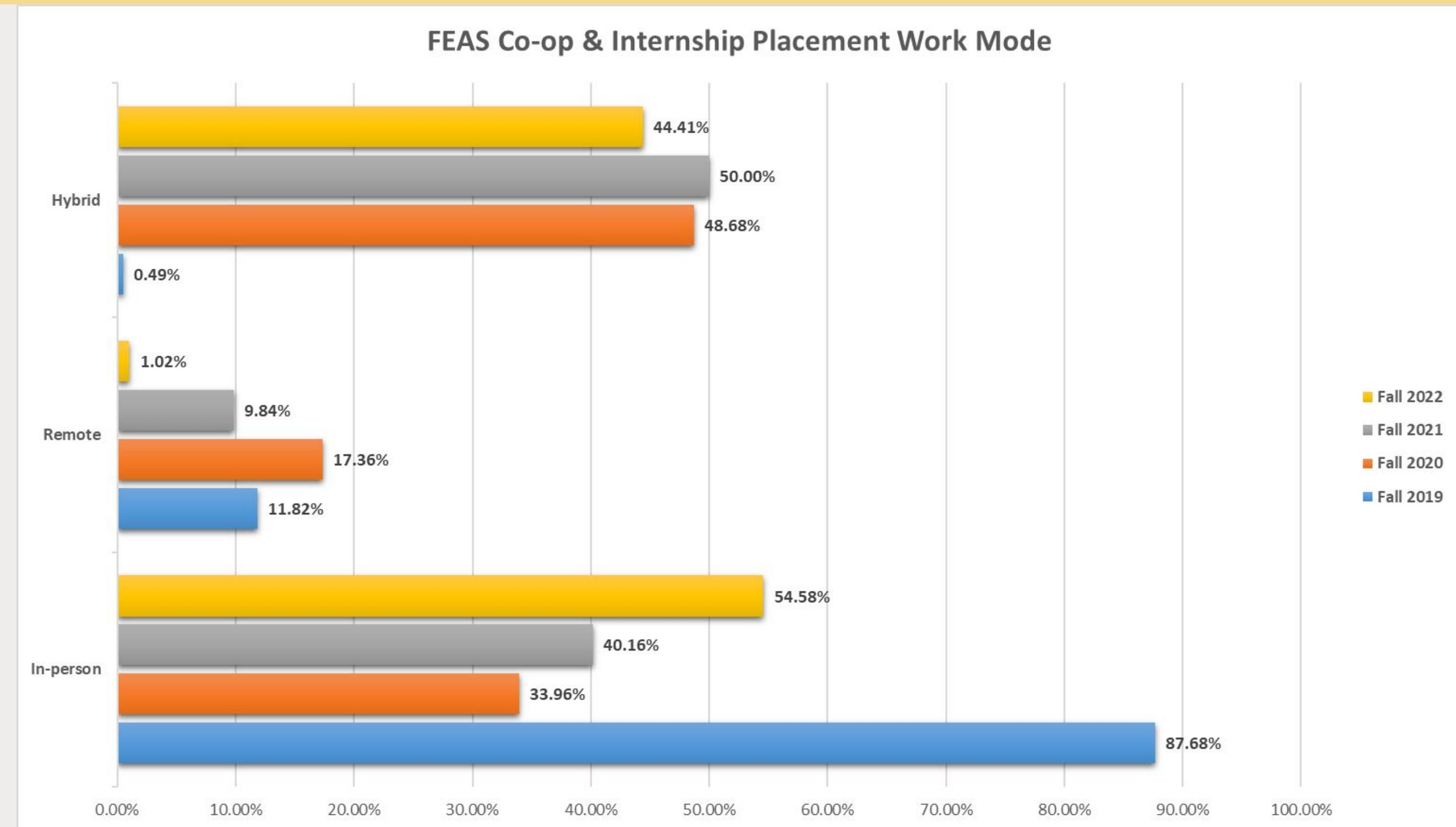
## FEAS Co-op & Internship Placements



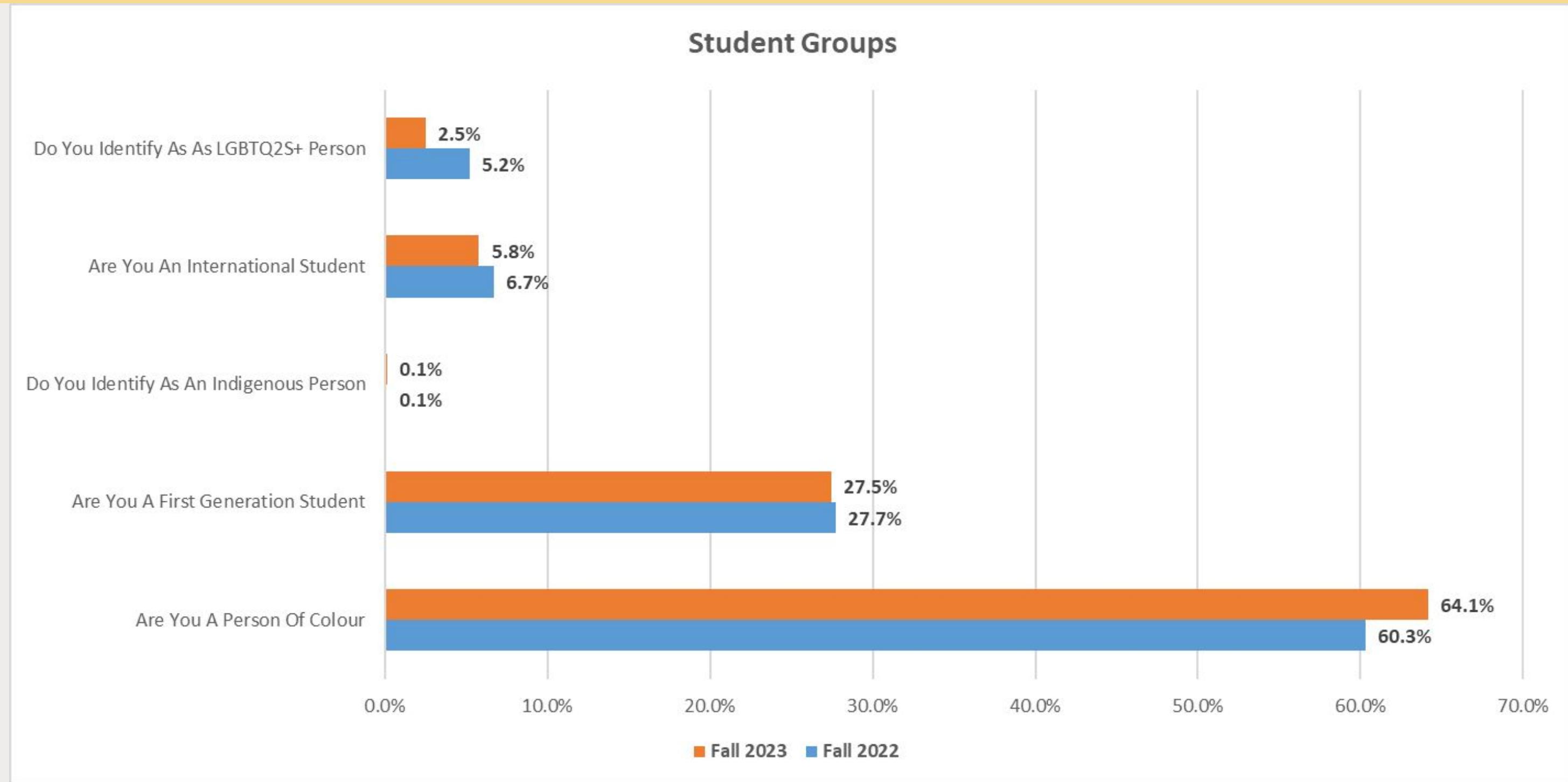
# Program Stats - Placement Duration



# Program Stats - Work Mode



# Program Stats - Student Diversity



# Program Overview

# CO-OP & INTERNSHIP PLACEMENTS

|   | FEAS Co-op                     | FEAS Internship   |
|---|--------------------------------|---|
| <b>Placement duration</b>                                     | 12 and 16 months (consecutive) | 8 months (consecutive)  |
| <b>Placement start date</b>                                   |                                | Anytime between May and September   |
| <b>Access to student support and resources?</b>               |                                | Yes   |
| <b>Access to career education and support?</b>                |                                | Yes   |
| <b>Academic reporting</b>                                     |                                | Yes   |
| <b>Academic recognition and credit on transcript?</b>         |                                | Yes   |
| <b>Gaining valuable and rewarding engineering experience?</b> |                                | Yes   |
| <b>Getting paid while on placement?</b>                       |                                | Yes   |
| <b>Co-op designation as part of degree name?</b>              | Yes                            | No  |
| <b>OSAP recognition and interest-free status</b>              | Yes                            | No<br><i>(No loan repayment until the end of the six months grace period)</i> |

# ELIGIBILITY CRITERIA

- Be a full-time 3rd year engineering student
- You must be starting your 3rd year in September 2023
- Clear academic standing
- cGPA 1.67+
- Completion of second-year courses (Semesters 1 - 4)



# Co-op Fee Breakdown

- The fee, per work term, is \$683.00 for students who enrol in the FEAS Co-op & Internship Program in September 2023, and who will be starting their placement between May and September 2024.
- The total fee will vary depending on the number of work terms completed.

|  | Work<br>Term 1* | Work<br>Term 2 | Work<br>Term 3 | Work<br>Term 4 | Total<br>Fee |
|--|-----------------|----------------|----------------|----------------|--------------|
| <b>Internship<br/>Placement<br/>(8<br/>months)</b> | \$683           | \$683          | --             | --             | \$1,366      |
| <b>Co-op<br/>Placement<br/>(12<br/>months)</b>     | \$683           | \$683          | \$683          | --             | \$2,049      |
| <b>Co-op<br/>Placement<br/>(16<br/>months)</b>     | \$683           | \$683          | \$683          | \$683          | \$2,732      |

# Conditional Offer & Student Agreement Reminders

## 3. Accepting Work Placement Offers

- I will accept or decline offers of Work Placement within 48hrs (unless otherwise stated); if I choose to decline an offer I must notify the FEAS Co-op Office prior to contacting the employer. If I do not respond to offers sent from the FEAS Co-op Office within 48hrs, the FEAS Co-op Office will decline on my behalf.
- Upon accepting an offer for a Work Placement, be it verbal or written, I will honour my co-op/internship employment contract and its entire duration, whether it's for 8 months, or 12 months, or 16 months. Breach of an employment contract will lead to an immediate withdrawal from the Program.
- Upon receiving my Work Placement offer letter, I will provide the FEAS Co-op Office with my co-op employment details as requested.
- I accept and affirm that I shall not attend other interviews once I have formally accepted a Work Placement offer (written or verbal). I also accept and affirm that immediately following my formal acceptance of a Work Placement offer I shall inform the FEAS Co-op Office about that. I shall therefore refrain from searching and/or interviewing for other Work Placements.

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# Conditional Offer & Student Agreement Reminders

## 7. Withdrawal/Termination/Early Resignation from the Program/Work Placement

- I will not voluntarily withdraw from the Program while employed on a Work Placement. In case of an event where I need to terminate my Work Placement, I must inform the FEAS Co-op Office **prior** to taking any action;
- I understand that I will receive a failing grade should my Work Placement be terminated with cause, including unapproved early resignation from the work placement.
- I understand that I must honour my co-op/internship employment contract, including any accepted additional work term(s), and that I will receive a failing grade if I resign, without approval from FEAS Co-op, before the end of the contract period.
- I understand that if I do not secure an approved Work Placement by August 30, 2024, I will be withdrawn from the Program and return to complete my fourth year courses.

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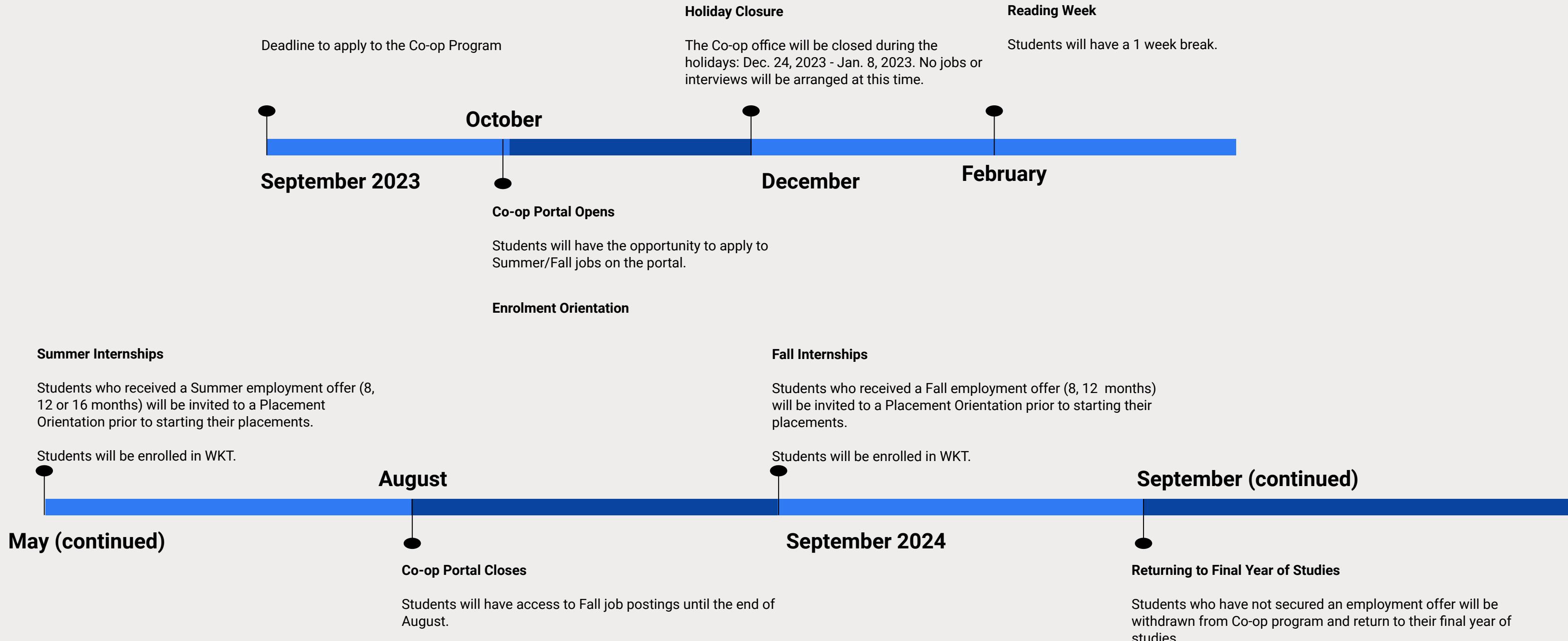
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# TIMELINES



# Academic Requirements

## 1. Missing Third-year Courses:

- Participation in the FEAS Co-op & Internship Program will add about one year to student's program plan
- Upon the completion of their co-op/internship placement, students would have two years before graduation if they are missing one or more of the third year courses

## 2. WKT Course Enrolment

- You should be enrolled in a WKT Course by our team in the Spring, Summer, and Fall semester

## 3. Pay Co-op Fee

## 4. Complete a work term report

- To receive credit on your transcript after your placement, you must complete Interim Reports and a Final Report that is submitted to your Faculty Advisor

## 5. Your student account should not have any holds. It is your responsibility to clear any holds.

Failure to do so could result in withdrawal from the co-op program.

# INTERNATIONAL STUDENTS - WORK PERMIT

If you are an international student, you must have a valid co-op work permit, study permit, and a Social Insurance Number (SIN), and provide the hiring employer with copies of proof of eligibility to work in Canada.

***For support to get a co-op work permit please contact:***

*Yun Kyng Woo, International Student Advisor.*

- Email: [y1woo@torontomu.ca](mailto:y1woo@torontomu.ca)
- General inbox: [issask@torontomu.ca](mailto:issask@torontomu.ca)

# COMMUNICATIONS

## Announcements & Updates

- D2L Course Shell
- Monthly Newsletter
  - *Weekly Job Features Newsletter to be shared in W2024*
- TMU E-mail

## Jobs, Interviews, Offers

- TMU E-mail
- Phone (including voicemail)



# CO-OP FACULTY ADVISORS

\*contact for academic inquiries, i.e. missing courses & work term reports



## Aerospace Engineering

Dr. Paul Walsh, [paul.walsh@torontomu.ca](mailto:paul.walsh@torontomu.ca)



## Civil Engineering

Dr. Darko Joksimovic, [darkoj@torontomu.ca](mailto:darkoj@torontomu.ca)



## Biomedical, Computer & Electrical Engineering

Dr. Amirnaser Yazdani, [yazdani@torontomu.ca](mailto:yazdani@torontomu.ca)



## Industrial Engineering

Dr. Mohamed Wahab Mohamed Ismail, [wahab@torontomu.ca](mailto:wahab@torontomu.ca)



## Mechanical Engineering

Dr. Donatus Oguamanam, [doguaman@torontomu.ca](mailto:doguaman@torontomu.ca)

# DEPARTMENT CONTACTS

\*contact for work term course (WKT) & academic accommodations

## Aerospace Engineering

Heejin Kim

[heejin1.kim@torontomu.ca](mailto:heejin1.kim@torontomu.ca)

## Biomedical, Computer & Electrical Engineering

Yvonne Cordwell

[ecbinternship@torontomu.ca](mailto:ecbinternship@torontomu.ca)

## Civil Engineering

Dianne Mendoca

[civil@torontomu.ca](mailto:civil@torontomu.ca)

## Industrial & Mechanical Engineering

Shirley Dacanay

[mieiip@torontomu.ca](mailto:mieiip@torontomu.ca)

# TOP HIRING EMPLOYERS

**AECON**



**BOMBARDIER  
SERVICES**



**ONTARIO POWER  
GENERATION**

Toronto  
Metropolitan  
University

Faculty of Engineering  
& Architectural  
Science

**FEAS  
Co-op**



**AMD**

**Bell  
Mobility**

**Celestica™**



**Collins Aerospace**

**EllisDon**

**HONDA**

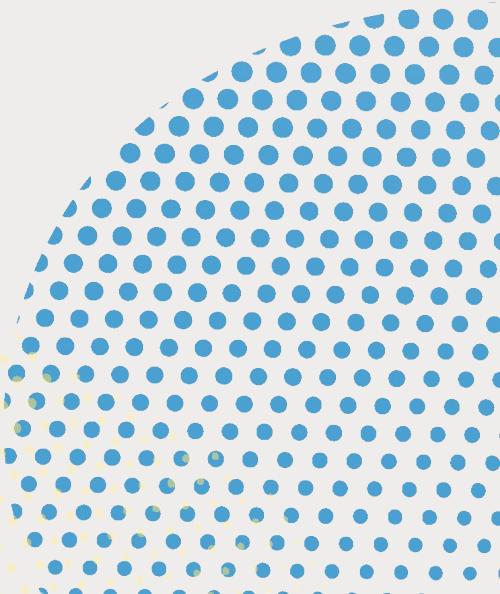


**IBM**

**Region of Peel  
Working for you**

**SAFRAN**  
AEROSPACE · DEFENCE · SECURITY

**TORONTO  
HYDRO**



# AVERAGE SALARY

**On average co-op students earn around \$49,000 per year. This salary information is based on the historical salary average reported by students and employers and is intended to be a guide only.**

# CAREER SUPPORT

Career Development Specialist dedicated for FEAS Co-op students

- Career development workshops
- 1-1 appointments for tailored advising
- Drop-in sessions to address common questions
- Resources on FEAS co-op course shell
- Check-in meetings and more



# CAREER SUPPORT

## Skills aimed to be improved:

- Job search skills (i.e. job application materials and interviewing skills)
- Self-awareness through self-exploration
- Self-management
- Relationship building
- Communication skills:
  - Articulating your skills effectively
  - Professionalism
  - Demonstrating confidence
  - Managing challenging situations

# CAREER SUPPORT

## Career Development Program Components

### **Mandatory Programming\*:**

- **Resume & Cover letter Writing Module**  
Date/Time: Tue, October 10 | 6:00 - 7:15 pm [Register Here](#)  
Thu, October 12 | 12:30 - 13:45 pm [Register Here](#) (in person)
- **Job Search & Networking Strategies Module**  
Date/Time: Tue, October 17 | 6:00 - 7:15 pm [Register Here](#)  
Thu, October 19 | 5:00 - 6:15 pm [Register Here](#) (in person)
- **Interview Coaching Module**  
Date/Time: Tue, October 31 | 6:00 - 7:15 pm [Register Here](#)  
Wed, November 1 | 2:15 - 3:30 pm [Register Here](#) (in person)

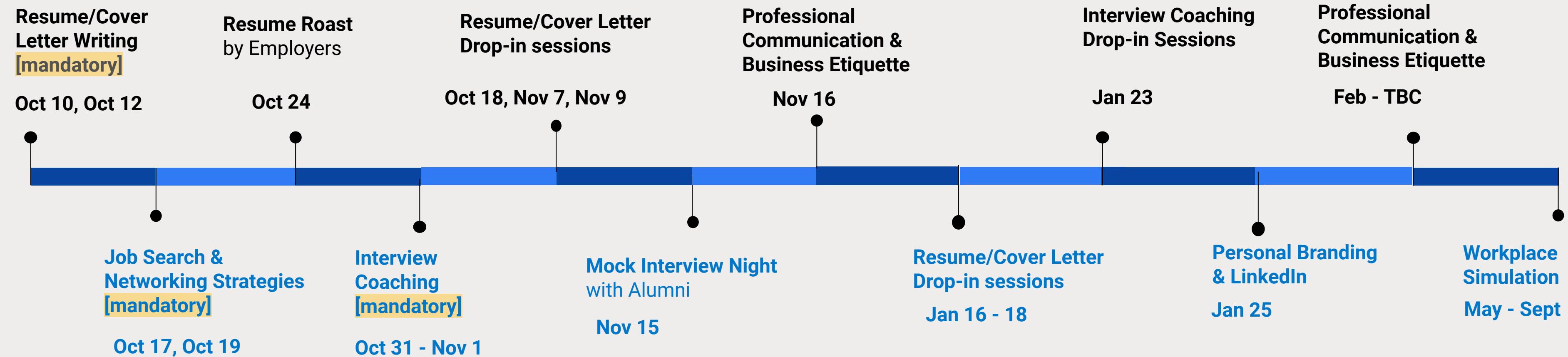
*\*Students who completed Career Pathways Program in the Summer 2023 are excluded from the mandatory programming.*

### **Optional Programming:**

- Career Development Workshops:
  - Resume Roast, Mock Interview Night, Personal Branding and LinkedIn, etc.
- Career Advising Drop-in sessions and 1:1 Appointments

# CAREER SUPPORT

## TIMELINE | Career Development Modules



# JOB SEARCH USING ORBIS & APPLICATION PROCESS

Steps to the job application process:

## 1. Use the Co-op Portal to apply for roles

- a. Have your resume, cover letter and transcript ready for the job(s) you plan on applying for
- b. Be sure to use your TMU student email address when applying for jobs or when communicating with employers
- c. Navigating the Co-op Portal

## 2. Attend all scheduled interviews

- a. Upon receiving an automated email interview invitation, you will need to confirm your acceptance by logging into the portal and selecting the "Accept" option.
- b. Employers can also send interview requests separately
- c. Students have **24 hours** to respond to interviews requests. FEAS Coop must be informed if an interview is declined.

## 3. Accept job offer

- a. Students have **24 hours** to accept/decline any job offer unless stated otherwise by employer
- b. FEAS Coop ([feascoop@torontomu.ca](mailto:feascoop@torontomu.ca)) must be notified on the confirmed offer
- c. Students are **not permitted** to apply for other roles or attend other interviews after accepting an offer (verbally/written)

# FINANCIAL AID & OSAP:

- Toronto Metropolitan University's Student Financial Assistance
- Toronto Metropolitan University Student Awards

■ Have questions about financial aid or OSAP?

Connect with ServiceHub or email [finaid@torontomu.ca](mailto:finaid@torontomu.ca)



# Questions?

# CLOSING REMARKS

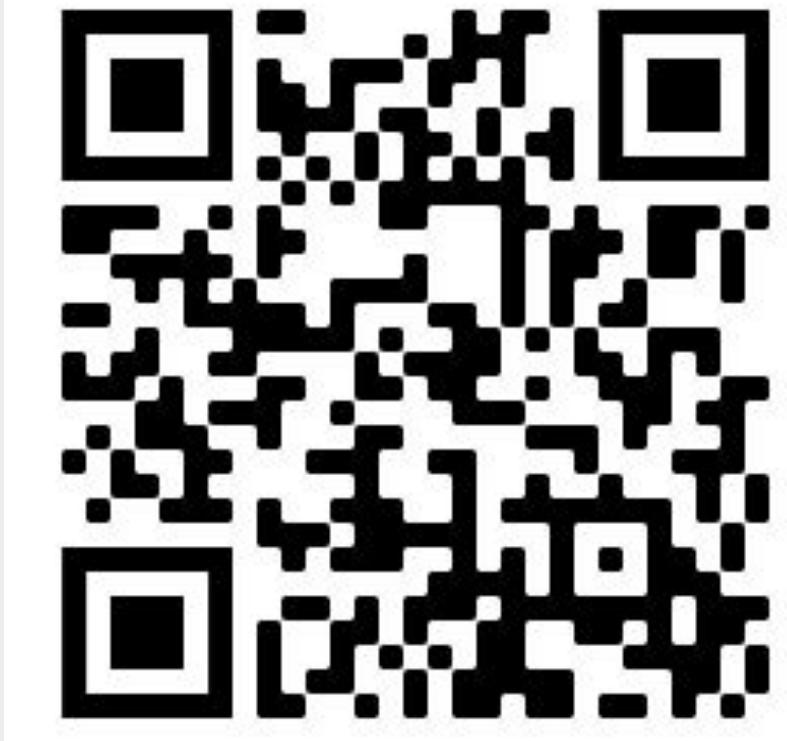
Thank you for your participation & engagement!

**General Inquiries:**

[feascoop@torontomu.ca](mailto:feascoop@torontomu.ca)

**Co-op Inquiries & Advising Appointments**

<https://calendly.com/feascoop-enrolled>



Scan to provide feedback!