THE CO-OP DEPARMENT IS HERE TO SUPPORT YOU

CO-OPERATIVE EDUCATION PROGRAM

STUDY	CO-OP

Embrace the process

Co-op is an educational component of a program. So the whole experience of learning the necessary job market intelligence, going through the online job application, being excited about having an interview, taking some rejections and finally being hired; are all part of your valuable learning. That's what co-op education is all about.

HOW DO I GET THE SUPPORT?

>>>> Attend **Career Foundations** Workshops

- A set of 6 workshops
- **MANDATORY** to join ⏰
- Must keep **80%** attendance
- Must submit all tasks ☑

- **BF 100/GCC/IBC:** must join in the **1st** term
- **BF 200/HM1Y:** must join by the **2nd** term
- **BF 400/HM2Y:** must join by the **3rd** term

Where can I find the co-op documents?

www.myselcedu.com

HOME | ✉ E-MAIL / MESSAGES

≡ **NAVIGATION**

MY PROFILE / SETTINGS
MY COURSES
MY RECORDS
REQUEST FORMS
CO-OP WORKSHOP
CO-OP DOCUMENTS
STUDENT RESOURCES

GENERAL CONTACT

(604) 639-9075

info@selcedu.com

ADMINISTRATION

Systems Manager

Karen Delgado
karen.d@selcedu.com
Contact for:
• Moodle technical issues.

STAFF DIRECTORY

WORK EXPERIENCE (Co-op / Praticum)

Work Experience Manager

Busra Uygun
busra.u@selcedu.com

Contact for:

• Resume revision
• Mock Interview
• Job Search

3 CO-OP PROCESS

Start job search a minimum 3 months prior to your Co-op.

	Term 1						Term 2						Term 3					
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		Career Foundations																
							One to one meetings											
									Job Application & Interviews								

WHAT KIND OF SUPPORT DO I GET?

1. Career Foundations → vani.w@selcedu.com

2. One-to-one meetings

3. Resume & Cover Letter revision

4. Mock interview → busra.u@selcedu.com

5. Monitor job application

6. Developing employer relations

7. Job matching

8. Co-op compliance administration → co-op@selcedu.com

Job Application List

No	Company Name	Position	Method of Application	Application Date	Status	Follow up	Contact Person	Contact info	Note
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
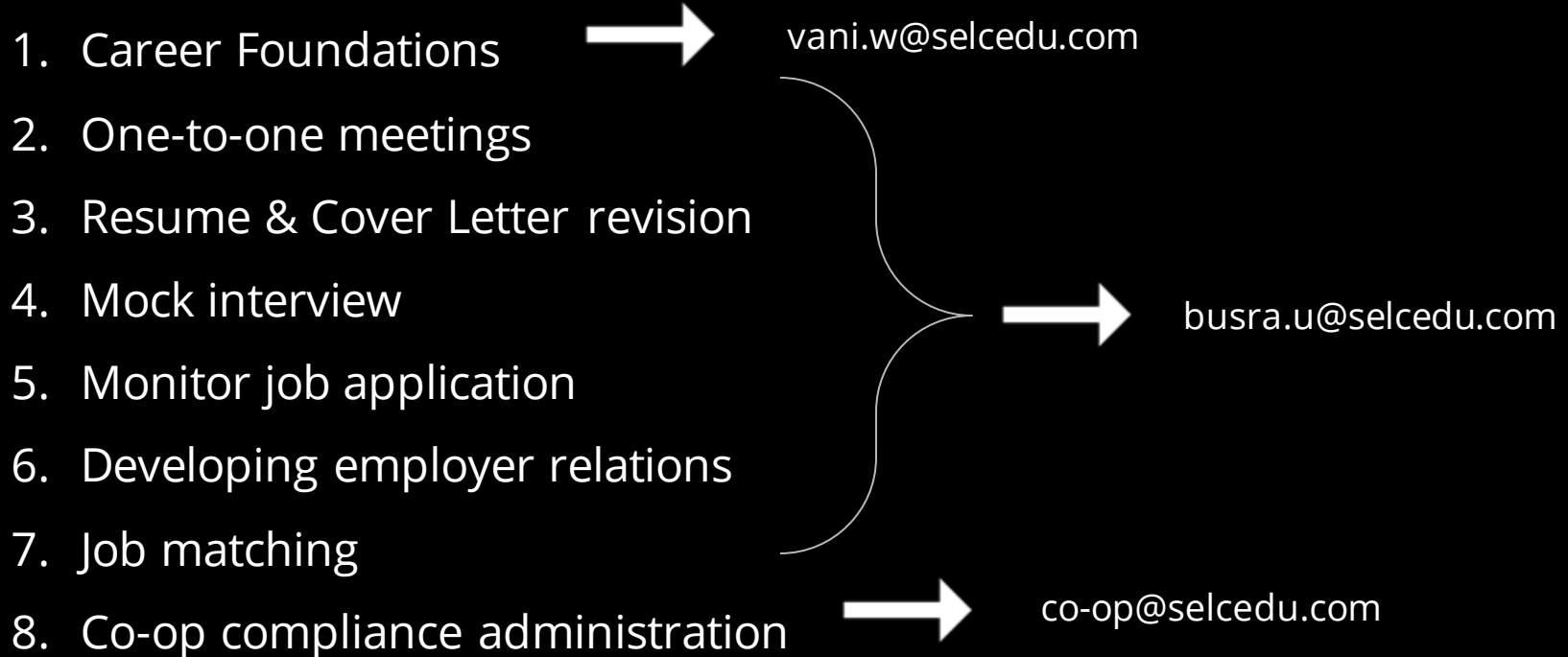
Company List

No	Company Name	Position	Source	Job Description	Note
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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CAREER SERVICES

www.selcedu.com

Group by SELC College

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SELC - Career Services

Follow

JOBS THAT ARE NOT ACCEPTED

Your job needs to be related to the field of your study.

BF Program
Labour work
Cleaning jobs
Dishwasher jobs
Housekeeping jobs
Nanny jobs
Caregiver jobs
Teaching jobs
Covid sanitizer jobs
Driver jobs

HOS
Labour work
Nanny jobs
Caregiver jobs
Teaching jobs
Covid sanitizer jobs
Window cleaning jobs
Driver jobs

Work Placement Agreement

- The Work Placement Agreement is a three-party contract between the college, you and your employer.
- If you are working for more than one employer, you will need to do the agreement process more than once.

During Co-op (by the 15th of the next month)

Monthly Report

You are required to submit a monthly report every month during your co-op as long as you have a job.

After Co-op

Student Evaluation Form

Host Evaluation Form

Co-op Documents

- If a student is late on <u>3 submissions</u>, they will be considered unsuccessful in the program and will be <u>disenrolled</u>.

- Late submission on co-op documents or the final evaluation will require an additional administration fee. Please see policies on Selc website for more details or talk to Laura or Syleen

REQUIREMENTS?

✓ Attend **Career Foundations**

✓ Have valid **Study & Work Permit** throughout the program

✓ Reply to ALL **emails** within 24 hours

✓ Submit ALL the **requirements:** late submission fee applied

Looking forward to working with you!