



## CO-OP Procedures and Policies

# Before starting co-op:

- ✓ Complete academic portion successfully – No Attendance / Grades /Payment issues
- ✓ Update SIN Number on your student profile - **Mandatory**
- ✓ Have BOTH valid Study and Work Permits throughout your program duration
  - ✓ *If you only have a Study Permit, you must apply for a Work Permit, you will only be allowed to work part time until Work Permit is received*
- ✓ *If you are unemployed, you must inform us as soon as possible (at least 3 months before starting your co-op)*



# During Co-op portion

You are still a SELC Student



Study portion  
of your program



Co-op portion  
of your program



\*\*You must complete your Academic and Co-op portion in order to graduate  
and receive your graduation documents\*\*

# Examples of acceptable jobs in the field of studies

Business Foundations & Business Administration	Hospitality Management	International Business Communications
<ul style="list-style-type: none"> <li>• Shift Supervisors,</li> <li>• Managers Trainees</li> <li>• Account Representatives</li> <li>• Office Supervisors</li> <li>• Assistant Manager</li> <li>• Administration Supervisor</li> <li>• Event Planner / Coordinator</li> <li>• Assistant Sales Manager</li> <li>• General Office Support Workers</li> <li>• Receptionist</li> <li>• Retail Sales</li> </ul>	<ul style="list-style-type: none"> <li>• Banquet Server</li> <li>• Cocktail Server</li> <li>• Food and Beverage Server</li> <li>• Room Service Server</li> <li>• Bartender</li> <li>• Cafe Barista</li> <li>• Dining Room Supervisors</li> <li>• Greeter</li> <li>• Hospitality Coordinator</li> <li>• Host/Hostess</li> </ul>	<ul style="list-style-type: none"> <li>• Hotel Manager</li> <li>• Hotel General Manager</li> <li>• Supervisor</li> <li>• Bell Hop</li> <li>• Hotel Receptionist</li> <li>• Concierge</li> <li>• Front Desk Agent</li> <li>• Housekeeping Cleaner</li> <li>• Building Maintenance</li> <li>• Maintenance Supervisor</li> <li>• Transportation Ticket Agent</li> <li>• Reservation Agent</li> <li>• Travel Clerk</li> <li>• Tour Guide</li> </ul>



***Your job must be related to your program learning objectives and field of studies.***  
**You should always double check if your current position is accepted for co-op or not.**



# Examples of acceptable jobs

Digital Marketing	Business Hospitality	Supply Chain Management Specialist	Supply Chain Transportation & Logistics	Live-in Caregiver (Child Care)
<ul style="list-style-type: none"> <li>Digital Marketing Specialist</li> <li>Detail Media Buyer</li> <li>Email Marketer</li> <li>Marketing Coordinator</li> <li>Social Media Specialist</li> <li>Content Strategist</li> <li>Digital Marketing Analyst</li> <li>Product Marketing Analyst</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Researcher</li> <li>Pollster/Market Researcher</li> <li>Retail Assistant</li> <li>Sales Person</li> <li>Administration Assistant or Receptionist</li> <li>Data Entry Clerks</li> <li>Sales/Marketing Assistant</li> <li>Call Centre Representatives</li> <li>Accounting Clerks/Assistants</li> <li>Human Resources Assistants</li> <li>Event Staff</li> <li>Hotel administration or clerks</li> <li>Restaurant administration, hostess or clerk</li> </ul>	<ul style="list-style-type: none"> <li>Freight Traffic Coordinator</li> <li>Inventory Management Officer</li> <li>Material Control Coordinator</li> <li>Ocean Freight Coordinator</li> <li>Parts Shipping Manager</li> <li>Purchasing and Inventory Management Coordinator</li> <li>Procurement Manager</li> </ul>	<ul style="list-style-type: none"> <li>Material Coordinator</li> <li>Material Estimator</li> <li>Production Controller</li> <li>Order Clerk</li> <li>Scheduling Clerk</li> <li>Material Checker</li> <li>Shipping Control Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Babysitter</li> <li>Babysitter- Fitness center</li> <li>Childcare provider - Private home</li> <li>Foster Parent</li> <li>Live-in caregiver, Childcare</li> <li>Nanny</li> <li>Parent's helper</li> </ul>



***Your job must be related to your program learning objectives and field of studies.***  
**You should always double check if your current position is accepted for co-op or not.**



# Examples of non-acceptable jobs

Business Foundations	Hospitality Management	International Business Communication	Digital Marketing	Business Hospitality
<ul style="list-style-type: none"><li>• Labour</li><li>• Cleaning jobs</li><li>• Housekeeping</li><li>• Nanny</li><li>• Caregiver</li><li>• Teacher</li><li>• Driver</li><li>• BOH (Cook/Dishwasher)</li></ul>	<ul style="list-style-type: none"><li>• Labour</li><li>• Nanny</li><li>• Caregiver</li><li>• Teacher</li><li>• Casino Dealer</li><li>• Driver</li><li>• Admin Assistant* <i>(*except in hotel, tourism and restaurant fields)</i></li></ul>	<ul style="list-style-type: none"><li>• Nanny</li><li>• Caregiver</li><li>• Teacher</li><li>• Casino Dealer</li><li>• Driver</li></ul>	<ul style="list-style-type: none"><li>• Labour</li><li>• Nanny</li><li>• Caregiver</li><li>• Teacher</li><li>• Casino Dealer</li><li>• Driver</li></ul>	<ul style="list-style-type: none"><li>• Labour</li><li>• Nanny</li><li>• Caregiver</li><li>• Teacher</li><li>• Casino Dealer</li><li>• Driver</li></ul>



**Other jobs might fit in this category, so please contact us as soon as possible, so we can inform you if your job is approved or not for your co-op.**



# How many working hours do I need to complete?



Program	Co-op hours
Business Foundations Co-op	480
Hospitality Management Co-op	480
Business Administration Co-op	960
Tourism and Hotel Management Co-op	960
International Business Communications	360
Supply Chain Management Specialist Co-op	960
Supply Chain Transportation & Logistics Co-op	480
Live-in Caregiver (Child Care)	680
Business & Hospitality Foundations Co-op	336
Digital Marketing Fundamentals (Co-op)	480
Digital Marketing Specialist (Co-op)	960
Post Graduate Nursing Diploma	850

- You can have a full - time job to complete your program required hours (*40 hours per week max*)
- You can have two part time jobs to complete your program required hours

# What documents do I need to submit?

During your co-op period you will have to submit 4 documents:

1. Work Experience Agreement Form – **by the start date of your co-op**
2. Monthly Report – **at the end of each month during your co-op period length**
3. Student Evaluation Form – **at the end date of your co-op**
4. Employer Evaluation Form - **at the end date of your co-op**



**Important: All co-op documents submissions must be done through the Student Portal**

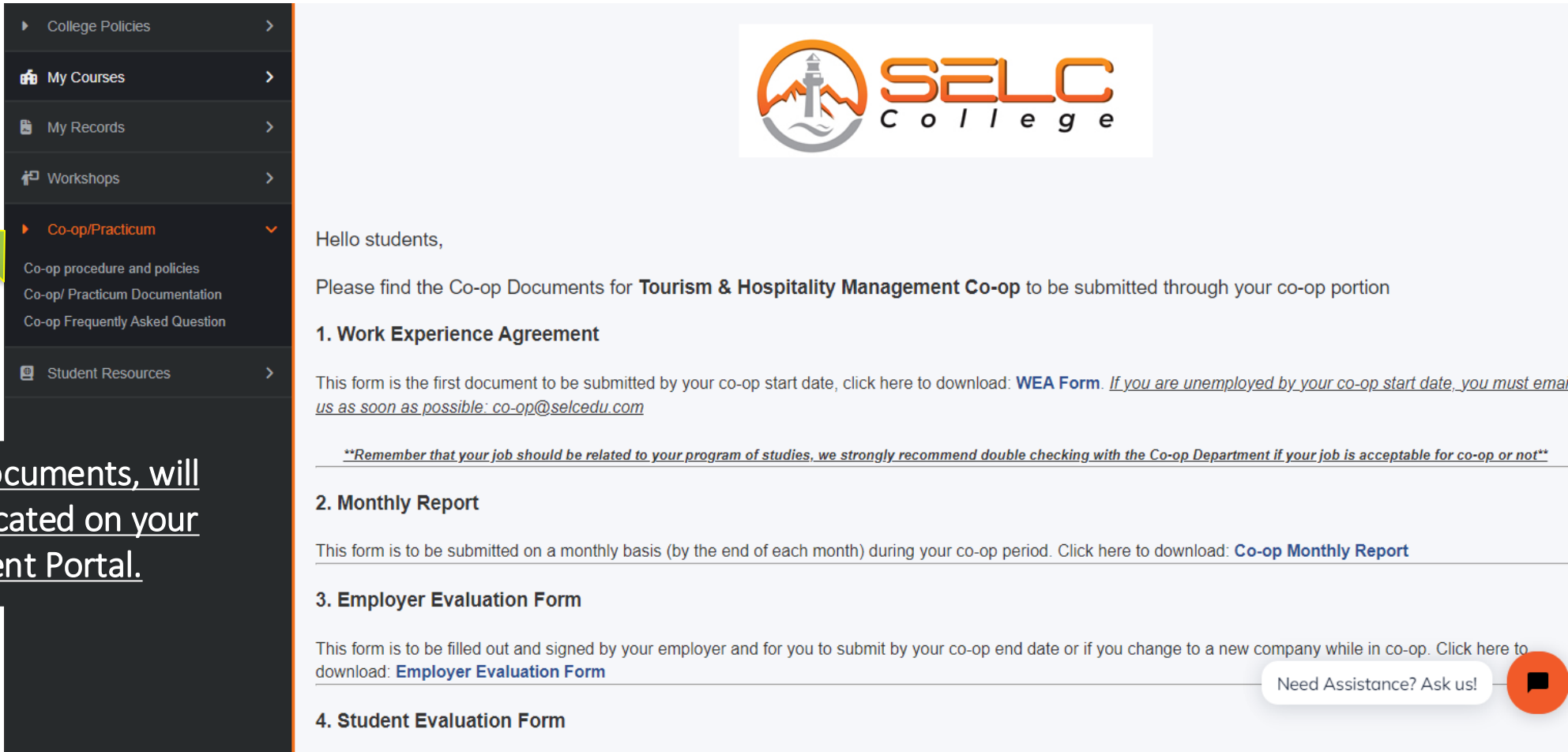
**[www.myselcedu.com](http://www.myselcedu.com)**





# Where can I find the co-op documents?

- All the co-op documents can be located on your student portal: [www.myselfedu.com](http://www.myselfedu.com)



The screenshot shows the SELC student portal interface. On the left is a dark sidebar with a menu. A green arrow points to the 'Co-op/Practicum' option, which is expanded to show sub-items: 'Co-op procedure and policies', 'Co-op/ Practicum Documentation', and 'Co-op Frequently Asked Question'. The main content area features the SELC logo at the top, followed by a greeting 'Hello students,' and instructions to find co-op documents for 'Tourism & Hospitality Management Co-op'. It lists four documents: 1. Work Experience Agreement, 2. Monthly Report, 3. Employer Evaluation Form, and 4. Student Evaluation Form. Each item includes a brief description and a link to download the form. A note at the bottom right says 'Need Assistance? Ask us!' with a chat icon.

College Policies >

My Courses >

My Records >

Workshops >

**Co-op/Practicum** ▾

- Co-op procedure and policies
- Co-op/ Practicum Documentation
- Co-op Frequently Asked Question

Student Resources >

**SELC**  
College

Hello students,

Please find the Co-op Documents for **Tourism & Hospitality Management Co-op** to be submitted through your co-op portion

**1. Work Experience Agreement**

This form is the first document to be submitted by your co-op start date, click here to download: [WEA Form](#). *If you are unemployed by your co-op start date, you must email us as soon as possible: [co-op@selfedu.com](mailto:co-op@selfedu.com)*

*\*\*Remember that your job should be related to your program of studies, we strongly recommend double checking with the Co-op Department if your job is acceptable for co-op or not\*\**

**2. Monthly Report**

This form is to be submitted on a monthly basis (by the end of each month) during your co-op period. Click here to download: [Co-op Monthly Report](#)

**3. Employer Evaluation Form**

This form is to be filled out and signed by your employer and for you to submit by your co-op end date or if you change to a new company while in co-op. Click here to download: [Employer Evaluation Form](#)

**4. Student Evaluation Form**

Need Assistance? Ask us!

All documents, will  
be located on your  
Student Portal.



# How to submit Co-op Documents?

1. Go to [myselfedu.com](https://myselfedu.com) and log into your student account
2. Go to **My Records** Tab and then click on **Required Tasks**
3. Click on **the document field you want to upload**

The screenshot displays the SELC Student Portal interface. On the left is a dark sidebar with navigation options: 'My Profile / Settings', 'College Policies', 'My Courses', 'My Records' (highlighted with a blue arrow), 'Final Marks / Grades', 'Accomplishments', 'Program Plan', 'Required Tasks (0)' (highlighted with a blue box), 'Tax Documents / Forms', 'Financial Statements', and 'Workshops'. The main content area shows the 'Required Tasks' page with a breadcrumb 'Home → Required Tasks'. Below the title, there are tabs for 'PENDING TASKS' and 'COMPLETED TASKS'. A table lists tasks with their names, requested dates, and a 'REVIEW' link.

TASK NAME	DATE REQUESTED	
<a href="#">EMPLOYER EVALUATION</a>	Feb. 24, 2022 (Thu.)	<a href="#">REVIEW</a>
<a href="#">Monthly Report</a>	Feb. 23, 2022 (Wed.)	<a href="#">REVIEW</a>
<a href="#">Student Feedback Evaluation - Co-op</a>	Feb. 24, 2022 (Thu.)	<a href="#">REVIEW</a>
<a href="#">Work Experience Document</a>	Feb. 23, 2022 (Wed.)	<a href="#">REVIEW</a>

***All co-op documents must be submitted through your Student Portal,  
no documents will be accepted by email.***

# What to do after submitting co-op documents?

- It's your responsibility to always double check whether your documents have been approved or not.
- If they are **declined**, you will find them on **Pending Tasks** tab with a little **note /comment**
- If they are **approved**, you will find them on **Completed Tasks** Tab

NAVIGATION

MY PROFILE / SETTINGS

COLLEGE POLICIES

MY COURSES

MY RECORDS

Final Marks / Grades

Accomplishments

Program Plan

Required Tasks (3)

Tax Documents / Forms

Financial Statements

REQUEST FORMS

WORKSHOPS

CO-OP DOCUMENTS

STUDENT RESOURCES

Home → Required Tasks

REQUIRED TASKS

PENDING TASKS | COMPLETED TASKS

TASK NAME	DATE REQUESTED	
<u>WORK PERMIT</u>	Aug. 18, 2022 (Thu.)	<a href="#">REVIEW</a>
<u>Monthly Report - August</u> Note / Comment: The file submitted is not Monthly Report	Aug. 4, 2022 (Thu.)	<a href="#">REVIEW</a>
<u>Monthly Report - December</u> Submitted - Pending Review	Dec. 4, 2022 (Sun.)	<a href="#">REVIEW</a>
<u>Monthly Report - January</u> Submitted - Pending Review	Jan. 30, 2023 (Mon.)	<a href="#">REVIEW</a>
<u>Monthly Report - November</u> Submitted - Pending Review	Nov. 4, 2022 (Fri.)	<a href="#">REVIEW</a>
<u>Monthly Report - October</u> Submitted - Pending Review	Oct. 4, 2022 (Tue.)	<a href="#">REVIEW</a>
<u>Monthly Report - September</u> Submitted - Pending Review	Sep. 4, 2022 (Sun.)	<a href="#">REVIEW</a>
Note / Comment: Please submit August report		
<u>Work Experience Agreement</u> Note / Comment: Your co-op dates are incorrect, please refer to the information below and revise and submit your form accordingly, thanks!: Co-op start date:28-Mar-22 Co-op end date:24-Mar-23	Mar. 28, 2022 (Mon.)	<a href="#">REVIEW</a>



# Starting Co-op

1. Your co-op start date is already assigned, based on your program duration and cannot be changed
- Submit your Work **Experience Agreement (WEA) Form**, which is a 3-parties agreement between Student, College and a workplace, to agree and acknowledge the student's job placement that is registered for their Co-op program
- The form must be filled out completely (pages 1, 2 and 6). If a field is left blank, we won't be able to accept it
- Get handwritten or digital signature from supervisor
  - *(We won't accept typed names as signatures, but if this applies to your case, please provide and ID as proof.)*
- If you are unemployed, you don't need to submit this, but you must inform us about your status immediately so we can assist you accordingly
- If you change your job during your co-op, you must submit a new Work Experience Agreement for the new workplace and get an approval from us



## Work Experience Agreement

SELC College  
100 & 120, 1155 West Pender St.  
Vancouver, BC

College Name and Location

Don't write anything here

Placement Coordinator's Name

Write your company's name here

Host Organization

Write your supervisor's name here

Host Supervisor's Name

Student's Name

Student Number

Business Foundation 400

Program Name

Work Experience Duration

Hours: 960

Work Experience Start Date: Write your co-op start date info

Work Experience End Date: Write your co-op end date info

Position Title: Sales Associate



# During co-op

## 2. Once your job has been approved you must:

- Submit a **Monthly Report** on the last day of each month or within the next 15 days during your co-op period.
  - *You have 15 days after the month finishes to submit your report, if you exceed those days you will have to pay a \$100 CAD late submission fee.*

### Example:

1. If you start your co-op on January , you must submit your First Monthly report (January) by January 31st or February 15th at the latest. *If you submit it after the 15 of February, you will pay \$100 late submission fee.*
  2. Your second report (February) must be submitted by February 28th or March 15<sup>th</sup> at the latest.
- Upload it on your Student Portal: [www.myselfedu.com](http://www.myselfedu.com)



# How to fill out my Monthly Report?

- This form will provide us with feedback regarding your working hours and the quality of your work experience
- You must fill out all the required fields for us to accept it
- You must record the hours worked each month on the field “Hours worked this month” and **keep adding your hours** in the “Total hours worked since the start of co-op” section from previous reports:



## Co-op Monthly Report

Student Name:	Laura	Student ID:	22011428	Program:	Business Hospitality
Host Company Name:	Uvanu				
Month:	January	Hours worked this month:	80	Total hours worked since the start of the co-op:	80

Please indicate the extent to which you agree with the following statements in relation to your co-op work experience this month: 1= Needs Improvement 2= Marginal 3=Average 4=Good 5=Excellent

	1	2	3	4	5
THINK ABOUT YOUR CURRENT JOB...					
I take pride in my work and there was progress in terms of my work performance this month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I frequently challenge myself to perform better.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I use my time effectively and I am able to prioritize my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I frequently share relevant information with my peers so that our team can benefit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I approach challenges with fresh eyes and look for out-of-the-box solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is there anything that we can get involved in and help you regarding your co-op?

I'm okay, thank you!




# How to fill out my Monthly Report?

## Example

- 1 First report:** if you worked 80 hours on your first month of co-op, record 80 hours in **both sections** (“Hours Worked this month” field and the “Total hours worked since the start of co-op field” ).
- 2 Second report:** if you worked 160 hours on your second month of co-op, record 160 hours in “Hours Worked this month” field and add your previous hours from the first report plus the hours worked this month =240 hours in “total hours” field ( **80hr recorded in your total hours from your previous report + 160 hours worked this month**).

Co-op Monthly Report

Student Name:	Laura	Student ID:	22011428	Program:	Business Hospitality
Host Company Name:	Uvanu				
Month:	January	Hours worked this month:	80	Total hours worked since the start of the co-op:	80

1

Co-op Monthly Report

Student Name:	Laura	Student ID:	22011428	Program:	Business Hospitality
Host Company Name:	Uvanu				
Month:	February	Hours worked this month:	160	Total hours worked since the start of the co-op:	240

2

# Finishing your Co-op

## 3. Once you reach your co-op end date you should submit:

- Last monthly report - must reflect a completion of required hours
- Employer Evaluation Form – filled out and signed by your employer (*we don't accept typed names as signatures*)
- Student Evaluation Forms - filled out and signed by you



You must complete your required hours and submit all of your final documents in order to graduate

- *You have 1 week after your co-op ends to submit these documents, late submission will result in a \$100 penalty fee*





# Employer Evaluation Form



- This form will provide us with feedback regarding your performance at your workplace during your co-op period
- The form must be filled out and signed by your employer only
- Signature must be handwritten or a digital, we won't accept typed names as signature
- Submit this form on your Student Portal by your co-op end date or if you change to a new workplace

**EMPLOYER EVALUATION**

*This evaluation form is a mandatory document for students to graduate. It is used to facilitate the student's professional growth. Please provide as much information as possible and review this with the student.*

Student	Student ID number
Company	Position
Supervisor	Supervisor Position
Phone Number	Email

**OVERALL WORK ETHIC/WORK PERFORMANCE (check appropriate column)**

1= Needs Improvement    2= Marginal    3=Average    4=Good    5=Excellent    NA= Not Applicable

	1	2	3	4	5	NA
Accepted and followed directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worked effectively with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Took initiative in starting tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated competency in skills required for position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learned new skills efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed assigned tasks on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worked independently when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicated effectively: Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Made appropriate job-related decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated professional work ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Comments regarding student's progress and work performance: (use additional paper if necessary)

Supervisor's NameDate

Signature(Signature must be handwritten or digitally signed)

Fernando R.Dec-23th-2021

SignatureDate

SignatureDec 24th 2021



# Student Evaluation Form



- This form will provide us with your feedback regarding your experience at your workplace during your co-op period

- The form must be filled out and signed by you

- The form contains 5 pages, and you must answer all of the information requested and submit all pages on your student portal

- Submit this form on your Student Portal by your co-op end date or if you changed your workplace

SELC Co-op Student Feedback Evaluation	
Host Company Name:	Student Name:
Supervisor Name:	Student ID Number:
Supervisor Position:	Student Position:
Work start date: (During co-op)	Last day of work: (During co-op)

## \* Points to be remembered \*

- Please provide a check mark in one rating box for each evaluation point.
- Comments are optional on each behavior unless evaluated as "Strongly Disagree" rating.
- The student should provide summary comments/recommendations on areas of disagreement.
- Constructive dialogue and use of specific examples are encouraged when answering questions.
- Space is provided on the last page of the evaluation for comments.

## Evaluation for International Student only

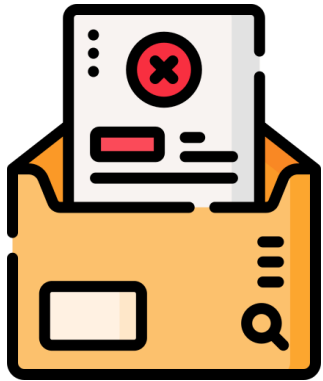
### Language / Communication: International Students Please Complete This Section

	(5) = Strongly Agree	(4) = Agree	(3) = Neutral	(2) = Disagree	(1) = Strongly Disagree
My workplace offers many opportunities to converse in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel more confident while conversing in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My verbal English communication skills have improved during co-op	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My written English communication skills have improved during co-op	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Co-op policies:

## You might get dismissed from the program if...



- If you miss 3 co-op documents submissions and fail to answer our 3 warning emails.

**Your STATUS will be notified to Immigration and your Work Permit won't be valid anymore**

**\*\*If you would like to re-enroll in your co-op course, fees will apply.**

# Co-op policies:

- Throughout your co-op term, you must stay in constant contact with the Co-op department. This includes answering emails and phone calls, and ensuring your contact information is up to date on your student portal
- Contact your Co-op Coordinator as soon as possible if you stop receiving enough working hours or shifts
- Submit your Co-op documentation within the given deadlines
- Inform your Co-op coordinator if you intend to change your current job to a new one. Provide job position and duties and wait to hear back whether your job is approved or not for co-op
- **Your Co-op will end when you complete the required hours according to your program regardless of your original end date**
- You have 15 days after the month ends to submit your report too. If you exceed those 15 days, you will have to pay a **late submission fee**



# Co-op policies:

- If you have 2 jobs for co-op, you must submit a **separate set of co-op documents for each of them**
  - You must check your email during your co-op period and respond within 24 hours as this will be our main communication channel. Make sure to check spam/junk mail too
  - If your document needs to be revised and you exceed the deadline to resubmit it, you will have to pay a \$100 late submission fee
  - **If you have an outstanding balance, we won't be able to start counting your hours until payment is done**
  - **If you are in the process or received a confirmation of LMIA or other type of Visa you must inform us as soon as possible, as this will impact your co-op program**
  - If you decide to leave Canada during co-op, you must inform us
  - If you lose your job, you must let us know as soon as possible
  - If you are unemployed, you won't be charged any late submission fee, but
- 
- you must be in touch with us



# Study and Work Permit

- To start Co-op you must hold a Study and Work Permit, both should cover your whole program duration
- If you don't have a work permit you must apply for it as soon as possible, otherwise you won't be allowed to start your co-op
- If your permits expires before your program end date you must:
  1. Apply for an extension (both Study and Work Permit) prior to their expiration date
  2. Provide us with a copy of your Extension Application Letter - *without receiving this you won't be allowed to keep continuing your program*
  3. Provide us with Extension Approval Letter - when received
  4. Provide us with a copy of your new permits - when received (without receiving your new permits we won't be able to process your graduation documents and your status will be marked as incomplete until we receive them)



# Co-op Department contact information



**Laura Lopez**

**[co-op@selcedu.com](mailto:co-op@selcedu.com)**

- Hospitality Management Co-op
- Tourism and Hotel Management Co-op
- International Business Communication
- Supply Chain Management Co-op
- Supply Chain Transportation and Logistics Co-op
- Live In Caregiver (Childcare)
- Business and Hospitality Co-op



**Anugrah Kallianpur**

**[Anugrah.k@selcedu.com](mailto:Anugrah.k@selcedu.com)**

- Business Foundations Co-op
- Business Administration (Co-op)
- Digital Marketing Fundamentals (Co-op)
- Digital Marketing Specialist (Co-op)
- Post Graduate Nursing
- Community Support Worker

# Job Placement Information



**Uday Kakkar**

Employer Relations & Student Placement  
Specialist

[uday.k@selcedu.com](mailto:uday.k@selcedu.com)

How to get assistance with job placement?

**Step one:** Provide a copy of your resume

**Step two:** Confirm your email address and phone number information

- Once this information is provided you will be getting an email communication from our Employer Relations & Student Placement Specialist in the coming days or weeks regarding your placement.
- If you have a desired placement, kindly provide the contact information of that organization to Uday so he can make the necessary arrangements for your placement.
- *Note: it is always student's responsibility to respond on a timely manner.*