

# INTRODUCTION TO CO-OP

Presented by: Shannon Danson – FAS Co-op Coordinator



# AGENDA

- 1 Welcome & Intro about Co-op
- 2 Who is Co-op
- 3 What you need to know
- 4 Tips for Success
- 5 Meet Coordinators & Staff
- 6 Q&A



SFU

WELCOME TO FAS CO-OP!



1

Supervised  
work  
experience  
in your field

2

Gain  
technical  
experience

3

Min. **420  
work  
hours** (per  
term), paid

4

Complete  
min.  
**3 Co-ops**

5

Alternate  
between  
**work &  
study**  
semesters

6

Co-op terms  
=  
**4, 8 or 12  
months**

Your schedule will look like this if you work in **Fall 2021**

Seeking for Co-op is a **3-semester** process

Platforms: Canvas Courses & myExperience



# CO-OP TIMELINE

SUMMER 2021



BOL 1 /  
ENSC 105

Mandatory Workshops:  
Resume, Cover letter,  
Interview

Submit Cover Letter &  
Resume Review  
Assignment



FALL 2021



Apply to jobs on  
myExperience

Go to Interviews

Job Offer



SPRING 2022



Work

Site Visit

Work Term Report

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## CANVAS course

The screenshot shows a Canvas LMS interface for a course titled "SP21 FAS Co-op Prep Course to work FA21". The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, Canvas Spaces, and Help. The top navigation bar shows the course title and a hamburger menu. The main content area has a welcome message and a section titled "Co-op at a Glance" with three columns: PREP SEMESTER, SEEKING SEMESTER, and WORKING SEMESTER. The right sidebar contains buttons for "View Course Stream", "View Course Calendar", and "View Course Notifications", followed by a "To Do" list with various reminders and deadlines.

SP21 FAS Co-op Prep Course to work FA21

Spring 2021

Home

Announcements

Modules

Assignments

Bb Collaborate Ultra

Zoom

Welcome to the FAS Co-op Prep Course! FAS Co-op is an accredited program that focuses on skills transfer, employability, and career development. Based on an internationally recognized model of education, Co-operative Education alternates and integrates the student's studies with related full-time work semesters. Through your Co-op experience you will have an opportunity to start bridging the gap between your academic studies and career. We've created this preparatory pre-requisite course for you to learn to identify the skills needed to succeed in your career and allow you to be competitive in applying to Co-op jobs. This course is designed to prepare you to apply to co-op jobs next semester.

Co-op at a Glance

**PREP SEMESTER**  
By self enrolling in the Prep Canvas course you are letting us know your interest in applying to Co-op jobs next semester.  
  
For NEW students to the co-op program, the Prep semester is also when you complete the Co-op Prerequisites: 1) BOL 1 2) FAS Co-op Workshops.  
  
For ALL students (new and returning), you are to submit your updated resume and cover letter for review by your Co-op Coordinator

**SEEKING SEMESTER**  
Upon completing the Prep requirements in the previous semester, you then enter your Seeking semester the following term. This is where you apply to co-op jobs through the myExperience job portal and attend interviews to secure your co-op position.  
  
Your Co-op Coordinator and the Career Advisors are here to support you with providing feedback on your applications

**WORKING SEMESTER**  
Upon securing a co-op job, you then enter the workplace the semester following your Seeking semester.  
  
During your working semester, the Co-op office will meet with you and your supervisor half way through your work term to discuss your progress.  
  
At the end of the work term you are to submit a work term report. More information on this report is available on the myExperience job portal

View Course Stream

View Course Calendar

View Course Notifications

To Do

- FINAL REMINDER (NEW S... x  
Feb 1 at 12am |
- FINAL REMINDER: FAS Co... x  
Feb 2 at 9am |
- NEW Co-op Students: Co... x  
Feb 7 at 11:59pm |
- FAS Co-op Workshops - Re... x  
Feb 18 at 11:59pm |
- ALL STUDENTS: Resume a... x  
Feb 20 at 11:59pm |
- BOL 1 - Register by Februar... x  
Apr 23 at 11:59pm |
- Final Steps to Seek - Due A... x  
Apr 30 at 11:59pm |

SFU myExperience

CO-OPERATIVE EDUCATION CAREER AND VOLUNTEER SERVICES

Dashboard

Career

Volunteer

Exp. Learning (Co-op)

Logout

Welcome Jessie Lee

Search Postings

Book an Appointment

Register for an Event

Dashboard

Co-op

Documents

Posting / Applications

Interviews

Appointments

Event Registration

Overview

My Account

My Messages

Messages

New Messages 0

Your Upcoming Schedule

Monday, July 6, 2020

Time	Type	Name	Status	Conflicts	
11:00 AM to 12:00 PM	Appointment	Appointment with Stephanie Greaves (sgreavea)	Booked	0	<div>View</div> <div>Cancel</div>

SFU InterviewStream

Complete practice interviews online (24/7) and receive immediate feedback and insights - with SFU InterviewStream.

Upcoming Events / Workshops

Monday, June 29, 2020

01:30 PM - 03:20 PM

Co-op Events Calendar

BPK & HSCI Co-op Interview and Portfolio Workshop

Registration Required

Bb Collaborate

View

Tuesday, June 30, 2020

10:30 AM - 12:20 PM

Co-op Events Calendar

BPK & HSCI Co-op Interview and Portfolio Workshop

Registration Required

Bb Collaborate

View

Monday, July 6, 2020

08:00 AM -

Co-op Events Calendar

BOL I (One): Session 10: July 6 - July 22

Registration Required

https://canvas.sfu.ca/

View

Tuesday, July 7, 2020

ALL DAY

Co-op Events Calendar

BOL I (One): Session 10: July 6 - July 22

Registration Required

https://canvas.sfu.ca/

View

Wednesday, July 8, 2020

ALL DAY

Co-op Events Calendar

BOL I (One): Session 10: July 6 - July 22

View

javascript:void(0);

## WORKSHOP SIGN-UP

Resume, Cover Letter and  
Interview

Guest Speakers (FASTalks)

## INTERNATIONAL STUDENT

Apply for Co-op  
Work Permit

\***Very Important** Deadline  
for this

\*Recommend you apply  
**NOW**



## RESUME AND COVER LETTER REVIEW ASSIGNMENT

**Important** Deadline for  
this



Your Co-op Coordinator will review your submission and provide you with **feedback**.

## Document Status



### **Released**

Competitive Documents



### **Conditional for Release**

Documents are OK but need to make some updates



### **Not Released**

Your documents needs a lot of work and you will need to work with the Co-op Student Advisor to make improvements



SFU

## SAMPLE OF FAS EMPLOYERS

... or find your own  
self-directed co-op



**BALLARD**<sup>®</sup>



**Microsemi**



**CHANGE**  
HEALTHCARE



**TESLA**

**IBM**

**AVIGILON**<sup>™</sup>  
a Motorola Solutions Company



**NETGEAR**







multinational software corporation that makes enterprise software to manage business operations & customer relations.

### Positions

- Developer: Full Stack, Web, Software, Agile, Analytics
- Technical Project Coordinator
- Engineering: Security, DevOps, Cloud
- QA
- Product Support
- IT Technical Consultant
- Project Manager / Software Tester



**LOCAL**

Lower Mainland

**DOMESTIC**

BC & Across Canada

**INTERNATIONAL**

Spain, Germany,  
Hong Kong, and US  
(Seattle, New York,  
Silicon Valley)

**REMOTE**

What is the Job Really Like?

- 1 Labour Market Research
- 2 Talk to your Co-op Coordinator or Student Advisor
  - Student Interview Feedback
  - Senior Student Point of View Forms
  - Alumni/Employer Point of View Forms
- 3 Search profiles on Online Learning Community - [www.sfu.ca/olc](http://www.sfu.ca/olc)
- 4 FASTalks Workshop series
- 5 Resource Library on Canvas – Launched Sep 2020



2019 FAS CO-OP STATS FOR

SPRING, SUMMER AND FALL: **3307** jobs posted on myExperience

**1699** newly hired students

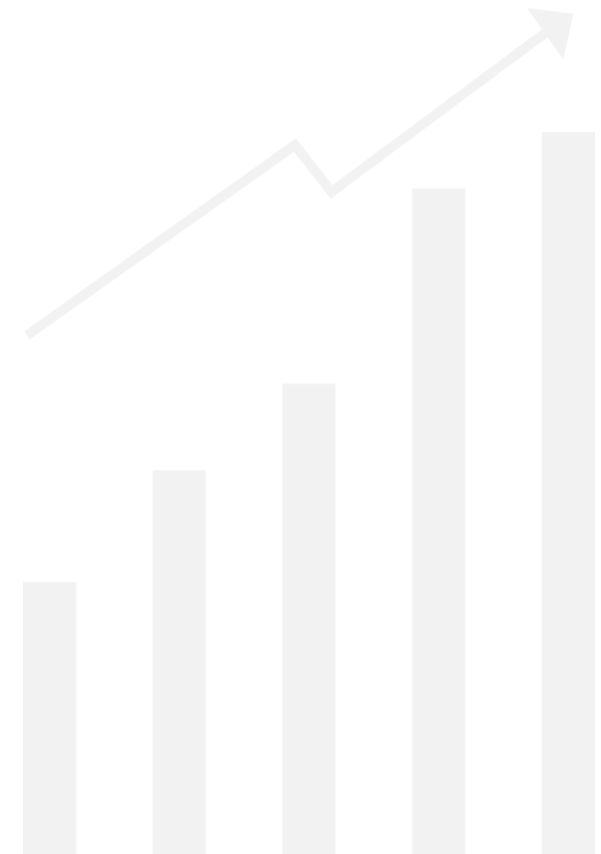
**3216** students apply to seek

FAS JOBS POSTED PER TERM: **1000+**

(You have access to view all co-op job postings on myExperience)

SUMMER 2019: **500+ Placements**

SUMMER 2020: **350+ Placements**



Keep eyes and ears open for Virtual Events and opportunities to learn!



Info Session



Hackathons



Hiring Events



Employer / Industry Info Sessions



Clubs



Personal Projects





Make the most of your academic career and have fun while you learn!

### List of FAS clubs

- Robot Soccer
- SFU Surge
- Coffee and Code Workshop
- SFU Aerospace
- Women in Comp. Science (WICS)
- CSSS Hackathons
- SFU Satellite Design
- Women in Clean Tech
- Team Guardian (Drones)
- Student Societies
- Team Phantom (electric Cars)
- Computer Science Student Society (CSSS)
- SFU Rocketry
- Association for Computer Machinery (WICS)



1

Complete the  
**Prep Course  
Checklist**

2

Take time to **review** the  
Prep Course Modules and  
apply what you have  
learned in **workshops**

3

Review the **Student  
Expectation slides**

4

Complete  
**requirements and  
assignments**

5

Stay **Connected**  
and be **Involved**

**Co-op Advisor**

Mary Samy

**Co-op Coordinators**

Chelsea Hunter (A-D)

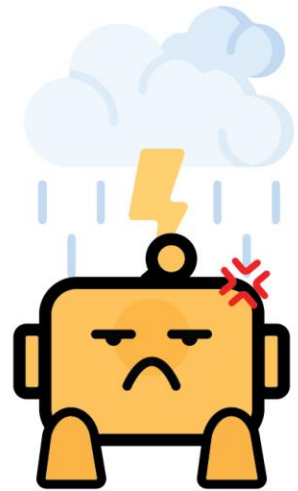
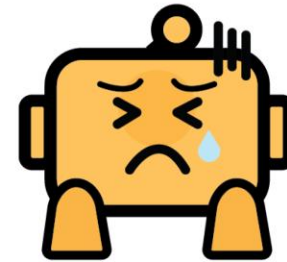
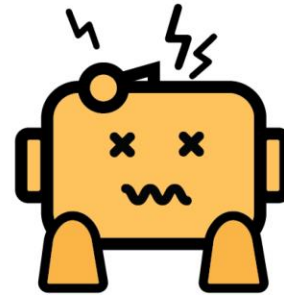
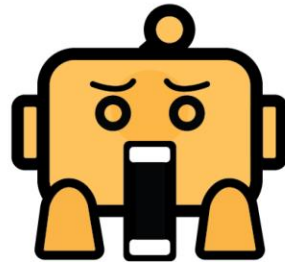
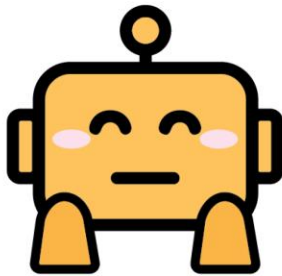
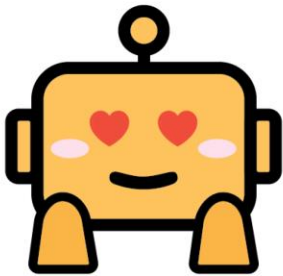
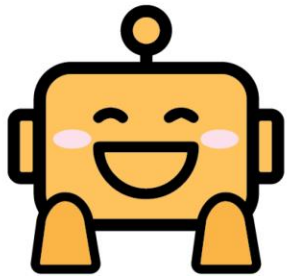
Jacqueline Craig (E-K)

Shannon Danson (L-N)

Cristina Eftenaru (O-S)

Andrew Jenkins (T-Z)

Use the pencil and draw a circle on how you are feeling



I GOT THIS,  
I AM READY FOR CO-OP!!

DOING WHAT I HAVE TO

NERVOUS/CONFUSED  
CALL **911** LOL

**THANK YOU!**

**QUESTIONS?**