ubc science co-op

# INTRODUCTION TO CPSC/Math/Stat CO-OP
## Pre-Reading

# Learning Objectives

Expectations

Co-op Process

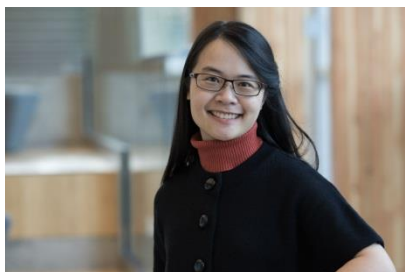International Students

Overview of Funding

Must Know

# Your Coordinators

## For BSc and BCS



### Constance Wun

- **Last names starting: A-H**
- 604-822-9640
- cwun@sciencecoop.ubc.ca



### Lindsay Ward

- **Last names starting: I-O**
- 604-827-5350
- lward@sciencecoop.ubc.ca



### Betty Cho

- **Last name starting: P-Z**
- 604-822-0933
- bcho@sciencecoop.ubc.ca

*All your appointments will be with your own Coordinator, unless they are out of office*

# Your Coordinators

## Girish Chandra

- **BA, BCom, Math/Stat**
- 604-827-3733
- girish@sciencecoop.ubc.ca

*All your appointments will be with your own Coordinator, unless they are out of office*

# Coordinators Play Multiple Roles!

**Resumes & Cover Letters Reviews**

**Interview Preparation**

*(Workshops & One-on-One's )*

**Develop Job Opportunities**

**Manage Job Offers**

**General Advising**

**Create Networking Opportunities**

**Maintain Employer Relationships**

**Site Visits**

**Advice on and Resolve Workplace Issues**

**Manage Work-terms**

# Co-op Process

# Co-Op Process: SCOPE Database

You will be managing most of your co-op experience through SCOPE

Familiarize yourself with it as early as possible!

https://scope.sciencecoop.ubc.ca

# SCOPE UBC SCIENCE CO-OP INFORMATION SYSTEM

- ## What can you do with SCOPE?

  - Book appointment with Coordinator

  - Manage job search

  - Upload relevant documents

  - Sign up for interviews and events

  - Update personal contact information

  - Update work term contact information

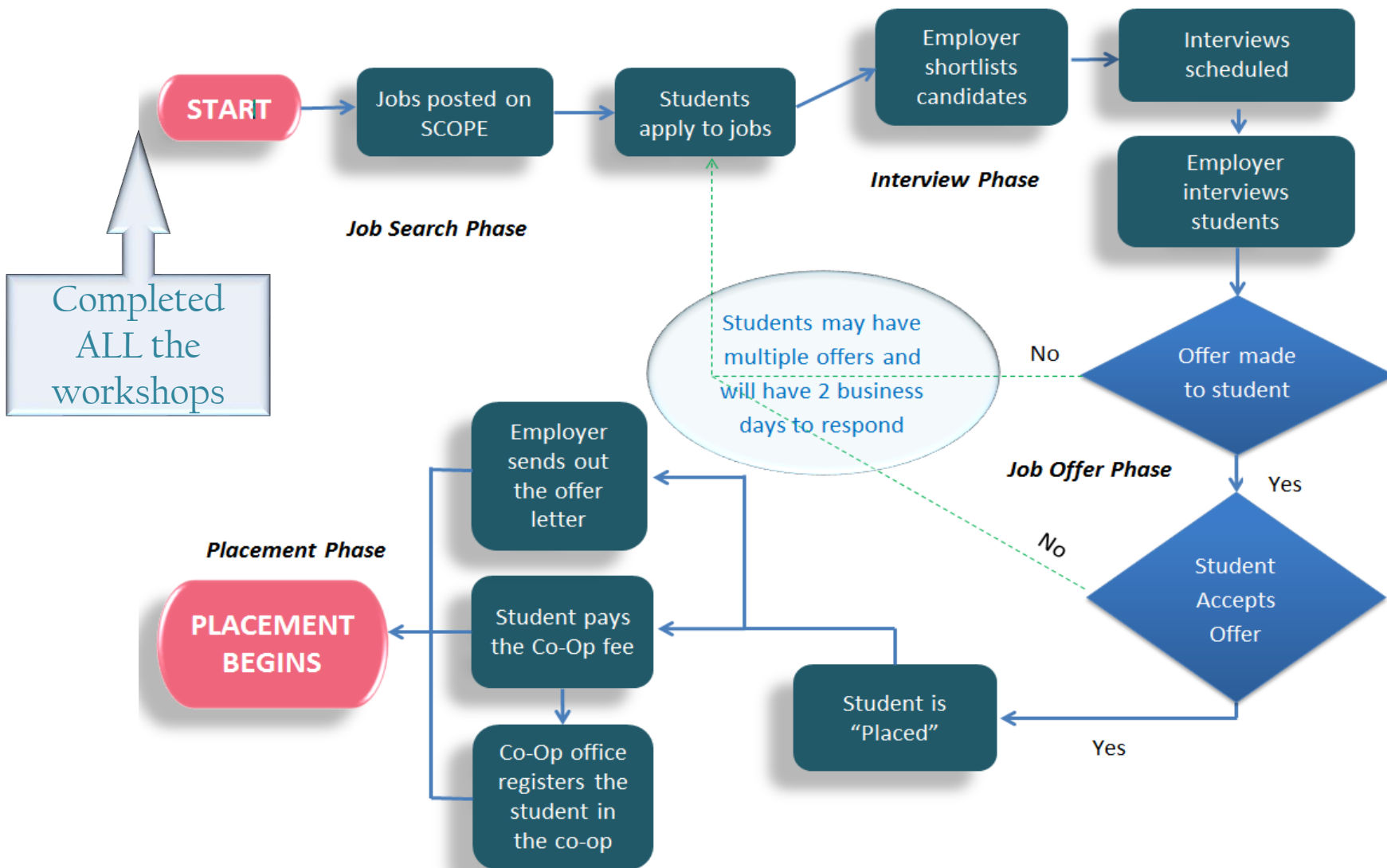  - Complete co-op work term requirements

# Co-op Process

It is important for you to know the various stages of the co-op process:

1.  **Workshops**: prepare for the job search process

2.  **Job Search**: update resumes, customize cover letters, apply for jobs

3.  **Job Interviews**: prepare for interviews (may miss classes at times)

4.  **Job Offers**: understand the guidelines and rules around offers

5.  **Transition to workplace**: know what it means to work in a professional environment

6.  **During the work term**: know about site visits, forms to complete etc.

7.  **Completing the work term**: evaluations, assignments etc.

# The Co-op Process

ubc science co-op

**START**

Jobs posted on SCOPE

Students apply to jobs

Employer shortlists candidates

Interviews scheduled

*Interview Phase*

*Job Search Phase*

Employer interviews students

Completed ALL the workshops

Students may have multiple offers and will have 2 business days to respond

No

Offer made to student

Employer sends out the offer letter

*Placement Phase*

**PLACEMENT BEGINS**

Student pays the Co-Op fee

Co-Op office registers the student in the co-op

*Job Offer Phase*

Yes

No

Student Accepts Offer

Student is "Placed"

Yes

- To be **released** to see job postings, you need to do the following on SCOPE:

  1. Read and accept the **Terms and Conditions** for each co-op work term

  2. Declare your **Intention**

  3. Indicate how many months you are available up to

SCOPE UBC SCIENCE CO-OP
INFORMATION SYSTEM

- You will be creating a **Job Portfolio** for EACH job you apply for

- Order of documents of a regular application portfolio is

  (System will automatically put your documents in order):

  1. Summary sheet

  2. Cover Letter (mandatory unless otherwise specified)

  3. Resume

  4. Transcript

**IMPORTANT**: Refer to *Scope User Guide* on SCOPE under Student Resources (there are other helpful links there).

https://sciencecoop.ubc.ca/students

# Job Application and Application Portfolio

- Submit application package by 9 a.m. Pacific Time
  - Review your documents after upload; remove blank pages
  - Can edit before 9 a.m. of closing date (by deleting old portfolio and setting up a new one);
  - Applications are sent out only on the deadline date, not before

- Co-op office will system-generate UBC transcripts
  - If you add/drop course after the transcript is generated, copy-and-paste from SSC using IE and upload as "Transcript – Others".
  - Upload other tertiary institutions' transcripts as "Transcript – Others"

- Delete old documents only **after** you have finished a work term

# Work Term Requirements

| You are Placed! | You are Working | You complete the work term | Final Step |
|---|---|---|---|
|  |  |  |  |
| Co-op office registers you in Co-op course

Pay $100 deposit for registration | Coordinator's Site Visit
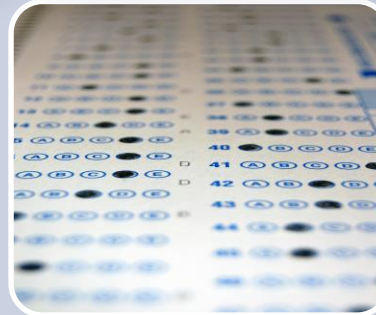
Complete the site-visit form on SCOPE | Student evaluation

Employer Evaluation (satisfactory+) | Work Term Assignment:

Reflective Exercise (term 1 only), report or presentation (satisfactory+) |

# Overview of Funding

# Overview of Subsidies and Funding

- Find out what subsidies and funding you could be eligible for
  - Know about this before approaching (new) employers on your own

- Subsidies are available to encourage and support employers in hiring Co-op students.
  - NSERC
  - BC Tech Grant
  - SWILP

- Other funding could be available directly to students
  - Example: Science Co-op International Work Term Grant

# NSERC Funding

- **N**atural **S**ciences and **E**ngineering **R**esearch **C**ouncil of Canada
- Funding for (a) academic research in universities (the USRA) or (b) at NSERC eligible companies (the Experience Award)
- $4500 for a full 16-week period towards your salary
- www.nserc.gc.ca

# Eligibility

- Canadian Citizen or Landed Immigrant
- Cumulative B- (68%) average
- Cannot already have a Master or PhD in Science or Engineering
- **Up to 2 NSERC awards per fiscal year** (April 1 – March 31);

# NSERC Funding: USRA vs Industrial

**USRA**

- For research positions in universities across Canada. Each department/university has its own deadline

- For the CS Dept, the deadline is usually in Feb. Apply through Guiliana Villegas; announced through departmental emails

- While you don't have to identify a professor/research project when you apply, your chance of getting NSERC USRA will increase if you take the initiative to network with the professor whom you'd like to work with

**Industrial (the Experience Award)**

- Companies may indicate in their job postings that you need to be NSERC eligible

- Once "Placed", ask the CS Co-op's program assistant for application instructions and an NSERC-eligible transcript. **You don't need the official transcript.**

- Fill out application online AND send reference number to employer for employer to complete their part

# NSERC Funding

**Eligibility**

- NSERC is from Apr – Mar
  - You can have upto 2 NSERC awards per year and a maximum of 3 during your academic standing.

- **BCom students don't qualify** because less than 50% of your degree is in natural sciences/Math

- **BCS students --- use only grades from BCS degree**

- **Students who have started/completed a Masters/PhD degree in Science and Engineering don't qualify.**

# BC Innovation Council (BCIC) Tech Grant

- A grant to encourage companies to hire WT1 students

- Companies who have not hired co-ops in the past 5 years can apply for the grant to hire non-WT1 students

- A job offer may be contingent on the approval of co-op grant

- International students qualify for this grant

- http://www.bcic.ca/techworks

# Science Co-op Int'l Work Term Grant

- Started as a one-year pilot project for 2015/16 academic year. Continuing until otherwise announced.

- Objective: To encourage students to avail themselves of international work term/internship opportunities to enhance experiential learning and broaden their global outlook.

- Provided to students with an international work term (including the U.S.A.) if:
  - Relocation assistance is not paid by the employer
  - Students' monthly salary is less than CDN$1400

- Application through Scope (after you are placed)

- More info at https://sciencecoop.ubc.ca/students/international

# Setting the Expectations

# Expectations of You

**Attend all Workshops**

- Complete all pre-reading and quiz 2 days before workshop
- Email **in advance** if you can't attend and provide a valid reason
- Success in Co-op = Workshop participation rate

**Be positive and flexible**

- Positive attitude is very important; maintain it throughout the job search period
- Communicate constantly with your Coordinator
- Follow all instructions and keep your Coordinator updated

**Be Professional**

- Professional email writing and voicemail
- Do your research but seek help if needed
- Student handbook: http://sciencecoop.ubc.ca/students

# Co-Op Expectations of You

- Before applying for jobs: Have resume and cover letter reviews and mock interview at least once

- When Applying for jobs: Ensure top quality applications, tailored for each job

- Average of 10+ applications / week for first 3 weeks
  - *Otherwise, risk not being recommended to the CS Dept for course registration in case you cannot find a work term placement*

- Network to find your own position (talk to the Coordinator first)

- Check email at least 2 times a day

- Subject Line: include one topic at a time + informative

- Include **#student number** in **every email communication**

# Must Know

# Social Insurance Number (SIN)

- You will need a SIN to work in Canada
  - Must have whether you are a **Canadian Citizen**, a **Permanent Resident** or an **International Student**

- Apply for your SIN **NOW**, even before you secure a work term placement

- Check Service Canada website for details: https://www.canada.ca/en/employment-social-development/services/sin.html

# To-Do

- Save your Coordinator's and the office phone numbers

    **Constance**: 604-822-9640
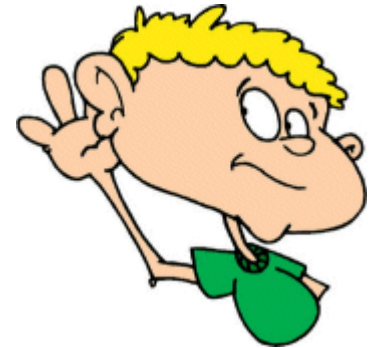
    **Lindsay:** 604-827-5350          **Program Assistant**: 604-822-8844

    **Girish**: 604-827-3077          **Main Office**: 604-822-9677

    **Betty**: 604-822-0933

- Email your Coordinator and update record in Scope dual citizenship or are under 18 years old

- Submit Co-op workshop fee online

# Email Correspondence - IMPORTANT

- Put the Science Co-op domain (*@sciencecoop.ubc.ca*) in your safe sender list
  - *Otherwise, you risk missing important emails, such as not receiving interview notification or job offers*

- Consider using an alternate account, such as alumni.ubc.ca
  Update your **Email ID in SSC** (SCOPE uses your SSC email ID)

- Must have current contact phone numbers and address in SCOPE (needed for offer letter)

# International Students

# International Students

- You will need a co-op work permit; you cannot work without the permit

- You will need a Social Insurance Number (SIN) to start working

- Don't wait till the last minute. Apply for your work permit and SIN as early as possible.

- Follow instructions from the Co-op office

- You can only have 4 work terms

# International Students



- If you have **dual citizenship,** update it in Scope under "My Account"

**U.S. citizens** with federal student loans cannot work in the U.S.A, but can work in Canada with co-op work visa
- U.S. citizens without the federal student loans are not affected

# Working Outside of Canada

*Students who are working outside of Canada must complete the Safety Abroad Registry and Pre-departure Learning Modules before leaving.*

**Working in the States**

- Most students will need a J-1 visa

- Students younger than 18 years old and need a J-1 visa, please contact your Coordinator as there can be challenges with applying for the J-1 visa

**Working in Germany**

- Canadians must mail passport as express post to Ottawa to apply

- Students from Australia New Zealand, Japan, Korea, Israel and USA can apply after arrival in Germany

- Non-Canadians need to go in person to Ottawa to apply (at your own cost)

# Working Outside of Canada

**Working in Japan**

- Attend info session held in Sep/Oct the previous year for a work term in the following summer

- The Co-op Japan program will coordinate the visa application

- Visit http://thecoopjapanprogram.com for more information

**Go Global: Working in other countries**

- Go Global has job and research opportunities around the world

- Visit http://students.ubc.ca/about/go-global for more information

*If you are interested in international co-op work terms, speak with your Coordinator*

# Relocation

- Moving away can be a personal and professional opportunity to grow

- Many jobs located outside of BC – Alberta, Ontario, Silicon Valley, Germany

- Co-op Japan accepts applications in Sep/Oct for 4-12 month placements for the following year's summer work term

- Be adventurous and challenge yourself to these out-of-town opportunities

# What next?

- Make sure to complete the Quiz for this module

- Complete the resume and cover letter modules on Connect