

Information for co-op applicants





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Please read the following CAREFULLY before you submit your co-op application. Incomplete applications or applications not meeting these guidelines will NOT be considered.

How Co-op Works

The Co-op Coordinator works with local, regional, national and international employers to develop challenging, career-related positions for co-op students. Prior to the start of each work term, the Co-op Coordinator posts positions while students seek additional jobs independently. Students apply for jobs and employers select applicants they wish to interview and potentially hire.

- Co-op students must follow the course curriculum outlined in the UBC calendar for their degree program. **The credits earned in the Co-op Program cannot be applied to the academic credits required to complete your degree.** Being a co-op student will extend your degree program by one year.
- Co-op students must commit to completing five work terms. Each work term is 4 months in length. Co-op students are required to complete an assignment for each work term.
- During work terms, students are supervised, evaluated and paid directly by the employer. The salary is at the discretion of the employer and will vary with the level and type of work performed.
- Successful completion of a work term depends on a satisfactory evaluation of both work performance and the work term assignment. Failure to complete a co-op work term or the required work term assignment and documents will result in a failing grade. Students who fail a work term will be expelled from the Co-op Program.

Advantages of Co-op

As a co-op student you will gain:

- The opportunity to refine your career goals by integrating learning in the classroom with relevant work experience, while completing your degree;
- Awareness of specializations in your field through a variety of work experiences;
- Access to special career orientation events, such as workshops on interview skills, resume writing and job seeking skills, as well as individual career advice;
- Valuable contacts which, combined with your co-op work experience, will improve your chances of finding career-related employment when you graduate.



Co-op Program Prerequisites

Co-op applicants must:

- Have a minimum grade point average of 64% in required first year courses taken at UBC;
- Be enrolled in the second year of a Faculty of Forestry degree program at UBC;
- Have completed the first year of a Faculty of Forestry degree program at UBC; or have the appropriate transfer credits;
- Demonstrate good communication skills and possess a responsible, mature attitude;
- Demonstrate leadership, time management and teamwork skills;
- Demonstrate an interest in forestry and/or conservation;
- Be flexible and willing to accept a co-op work term outside of the Lower Mainland;
- Have a valid e-mail account (UBC Alumni email preferred) and check e-mail daily.

To remain enrolled in the Co-op Program students must:

- Maintain a minimum grade point average of 68%;
- Attend all co-op workshops and events;
- Successfully complete the mandatory field camps;
- Successfully complete all co-op work terms.

Co-op Fees

Co-op students are required to enroll in a co-op course for each four-month work term. They must also attend mandatory co-op workshops, Co-op Presentation Nights and networking events.

- The Fee for each co-op work term is \$730.50 payable to the Registrar. The Co-op Coordinator will register students for the appropriate work term for all degree programs except Wood Products Processing (who must register themselves in the corresponding co-op course). Students in all programs are expected to pay their tuition according to the registration and fee payment dates set out in the UBC Calendar.
- The Fee for the co-op workshops is \$237.50. Preferred method of payment is by cheque made payable to "UBC Faculty of Forestry".

The fees listed above are in effect as of May 2016. All fees are subject to change.



Forestry Co-op Program Maps

Co-op students take courses and participate in work terms according to one of the following schedules. Please note that there is some flexibility with these program maps with prior permission from your Co-op Coordinator.

Forestry (Forest Resources Management & Forest Operations)

Year	Term 1 Sept-Dec	Term 2 Jan-Apr	Summer May-Aug
1	Academic 1	Academic 2	
2	Academic 3	Academic 4	Co-op 1 Fall Camp
3	Academic 5	Co-op 2	Co-op 3
4	Co-op 4	Academic 6 Spring Camp	Co-op 5
5	Academic 7	Academic 8	

Natural Resources Conservation and Urban Forestry

Year	Term 1 Sept-Dec	Term 2 Jan-Apr	Summer May-Aug
1	Academic 1	Academic 2	
2	Academic 3	Academic 4	Co-op 1
3	Academic 5	Academic 6	Co-op 2
4	Academic 7	Co-op 3	Co-op 4
5	Co-op 5	Academic 8	

Forest Sciences

Year	Term 1 Sept-Dec	Term 2 Jan-Apr	Summer May-Aug
1	Academic 1	Academic 2	
2	Academic 3	Academic 4	Co-op 1 Fall Camp
3	Academic 5	Academic 6	Co-op 2
4	Academic 7	Co-op 3	Co-op 4
5	Co-op 5	Academic 8	

Wood Products Processing

Year	Term 1 Sept-Dec	Term 2 Jan-Apr	Summer May-Aug
1	Basic Sciences		
2	Wood & Material Science		Maching Skills Co-op 1
3	Manufacturing Basics	Co-op 2	Co-op 3
4	Advanced Manufacturing		Co-op 4
5	Co-op 5	Specialization	

Please note: 3+2 and transfer student may have a reduced number of work terms to complete, for details speak with a Co-op Coordinator

Application Process

The co-op application process is similar to the job application process; students are evaluated based on grades, written submissions, skills and experience and interviews. Applications to the Co-op Program are made through the [Co-op Website](#).

For more information come to the Co-op Information Session held on September 15th in FSC 1005 from 2:00-3:00 and September 16th in the CAWP Caserom from 12:00-1:00.

Applications

Submitted applications consist of **an online application form**:

- 1 Please complete the application form in its entirety.
Be sure to include a valid e-mail address.
- 2 Applicants must read and understand the **Terms and Conditions** prior to signing;

Co-op Application Deadline:

4:00pm Wednesday, September 30, 2016

Incomplete and/or late applications will not be assessed.

Apply now at –

www.forestry.ubc.ca/students/co-op/

Interviews

Co-op intake interviews may be conducted after an initial screening of the submitted applications. This interview helps to determine your suitability for the Co-op Program, your commitment to the Co-op Program and your verbal communication skills. We thank all those who apply however only those selected for further consideration will be contacted for an interview.

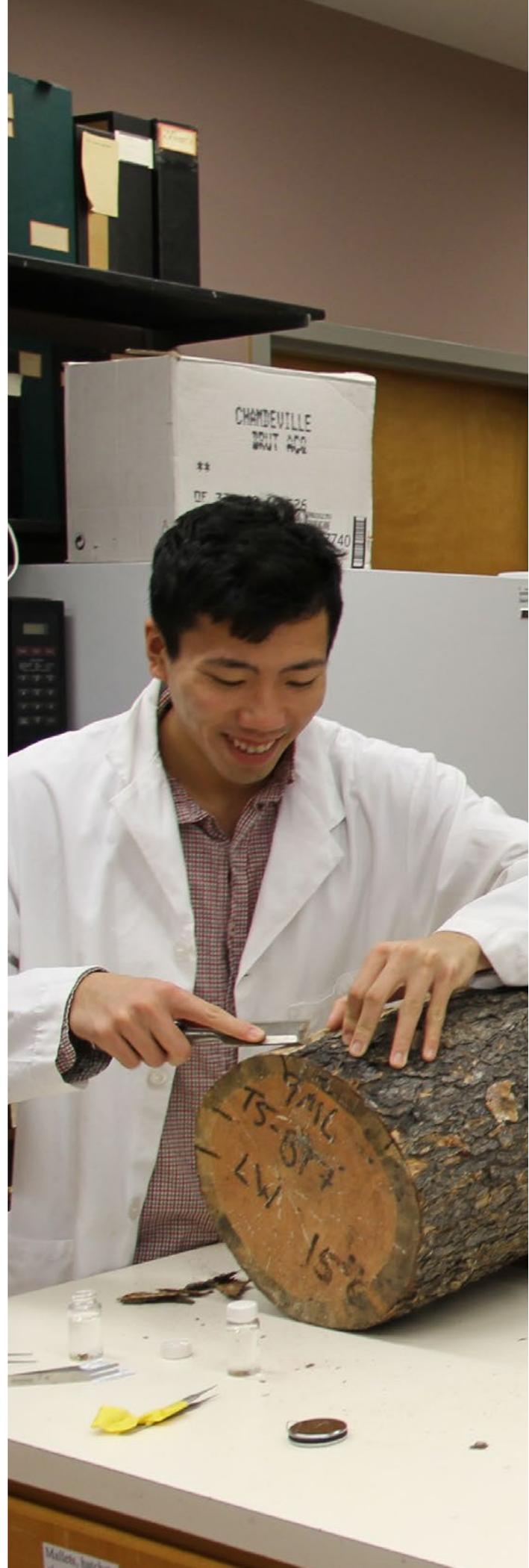
Assessment of Applications and Beginning Co-op

Final assessment of co-op applications will be based on the application, the interview and the student's grade point average. Students will be notified of their acceptance in writing.

Students may be accepted into the Co-op Program but will not be allowed to apply for any positions or go out on any work terms until they have:

- Signed the Co-op Terms and Conditions and agree to complete the required co-op work terms, assignments, and related forms;
- Paid the \$237.50 co-op workshop fee;
- Participated in the mandatory co-op workshops,
- Fulfilled any English language requirements.

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Contacts



Forestry, Forest Sciences, Natural Resources Conservation,
& Urban Forestry programs:

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Wood Products Processing program:

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