ENGLISH Grads
CO-OP INFO SESSION

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Arts, Environment and Accounting
Co-operative Education & Career Action (CECA)
Topics for Today

- Co-op education at UW
- Co-op employment process
- Your questions
Top 5 Questions

1. Will I get a job?
2. How much will I earn at work?
3. When does the process begin?
4. How many jobs may I apply for?
5. When will I know I have a job?
Just what is Co-op at UW?

- Integrated employment
- Work place test drive
- Competitive
- Deadline driven
- Opportunity to build your network
Co-op Partners

- Students
- Faculty & Staff
- Employers

WATERLOO CO-OPERATIVE EDUCATION
How many U/G students are in co-op?

17,391 U/G co-op students at UW

- 1046 Applied Health Sciences
- 1746 Science
- 4269 Mathematics
- 1373 Environment
- 2376 Arts
- 6581 Engineering

ARBUS and Departmental English = 86
How many Grad students are in co-op?

~136 Grad co-op students at UW

- Arts: 119
- Science: 0
- Mathematics: 14
- Engineering: 3
- Applied Health Sciences: 0
- Economics: 28
- English: 15
- Political Science: 2
- Public Service: 76

WATERLOO CO-OPERATIVE EDUCATION
What Will CECA Do for You

• Advertise many, varied job opportunities
• Develop and nurture employer relationships
• Operate the employment process:
  – jobs ads, résumé packages, interviews, rankings
• Support you and the employers during both school and work terms
• Monitor quality and success of work terms
Many Staff Members to Support You

• 60+ Field Staff
  – Student Advisors, Account Managers & Business Developers
  – based geographically

• 6 Career Advisors
  – scheduled appointments (in-person or by phone) or drop-in
  – located in the Centre for Career Action (TC)

• 4 Faculty Relations Managers
  – program oversight and strategic initiatives with faculty

• 40+ admin., marketing, and support staff

• 15-18 co-op students per term
## Facts & Figures: Co-op Employment Process

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many active applications are you allowed in the employment process?</td>
<td>50</td>
</tr>
<tr>
<td>How many students will be available for employment in the S2014 term?</td>
<td>~ 6,000</td>
</tr>
<tr>
<td>How many résumé packages are sent to employers each term?</td>
<td>~ 150,000</td>
</tr>
<tr>
<td>Total estimated earnings by Waterloo co-op students in 2011/12</td>
<td>~ $189 M</td>
</tr>
</tbody>
</table>
What Employers Will Provide for You

• A welcoming, safe and challenging work place

• Accessible and effective supervision

• Competitive compensation – you are paid for your work (no unpaid whenever possible)

• Fair and honest performance feedback
Who Will Hire You?

• ~4,500 active employers each term
• ~75% in the private sector
  – business, industry, consulting, manufacturing, etc.
• ~25% in the public sector
  – various levels of government, education, health care, etc.
• GTA, Ottawa, K/W, London
• ~60 different countries
What Will We Expect of You

• Participate actively in the employment process – professional and enthusiastic
• Commit to the employment process and its final result
• Be open; communicate on any issues related to co-op
• Abide by deadlines and regulations
Advantages of Co-op

• employment test drive
  - experience interviewing for jobs
  - knowledge through doing (e.g., “hands-on” experience, communication with supervisors and fellow employees, etc.)
  - opportunities for networking
  - receive valuable feedback from employers about your skill development

• earn income to help fund your schooling
• cultivate a résumé that will attract future employers
Possible Challenges in Co-op

• Applications
  - apply as broadly as possible
  - refrain from limiting your search to employers engaged in your particular research area of interest

• Your competition
  - classmates with previous co-op experience
  - senior undergraduates (ARBUS and Departmental English co-op)

• Interviews – not getting any

• Sequence changing - check with you program advisor

• Demands on your time
  - it’s been likened to adding an extra course to your timetable
  - interviews possibly during class time; time management is essential

• Additional costs - co-op fee (assessed on the work term), extra moving expenses, business attire, etc.
Professional Development (PD601)

Co-opWORKS
Co-op Survival Skills
Résumé Writing
Employer/Student Perspectives
Work Report Writing
Interview Skills & Techniques
Critical Incidents in the Workplace
Workplace Safety: Know the Issues
Job Search Strategies
Career Planning Resources
Employer Directories
Print & Computer Resources
Educational Opportunities
Academic/Work Term Sequence

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Fall</td>
</tr>
<tr>
<td>Winter</td>
<td>Winter</td>
</tr>
<tr>
<td>Spring</td>
<td>Spring</td>
</tr>
<tr>
<td>5A</td>
<td>WT1</td>
</tr>
<tr>
<td>5B</td>
<td>WT2</td>
</tr>
<tr>
<td>WT1</td>
<td>6A</td>
</tr>
<tr>
<td>WT2</td>
<td>6B</td>
</tr>
</tbody>
</table>

- Double work term should be with the same employer whenever possible (i.e., it can be a challenge to seek employment on-campus when you’re away on a work term)
- Some flexibility to alter this sequence; confer with your program advisor
% Employment Results

Literary Studies
Rhetoric & Communication Design
Experimental Digital Media

WATERLOO CO-OPERATIVE EDUCATION
On average, a co-op student earned $12,351 during the work term.

# Examples of Grad English Work Terms

<table>
<thead>
<tr>
<th>Employer</th>
<th>Job Title</th>
<th>Location</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerotek Inc.</td>
<td>Recruiter</td>
<td>Kitchener</td>
<td>LS</td>
</tr>
<tr>
<td>Book 4 Time</td>
<td>Junior Analyst</td>
<td>Richmond Hill</td>
<td>RCD</td>
</tr>
<tr>
<td>Desire2Learn</td>
<td>Technical Writer</td>
<td>Kitchener</td>
<td>RCD</td>
</tr>
<tr>
<td>Indigo Books &amp; Music Inc.</td>
<td>Customer Solutions Business Analyst</td>
<td>Toronto</td>
<td>XDM</td>
</tr>
<tr>
<td>Mercer</td>
<td>Technical Writer</td>
<td>Toronto</td>
<td>RCD</td>
</tr>
<tr>
<td>Ontario Ministry of Government Services</td>
<td>Project Analyst</td>
<td>Toronto</td>
<td>LS</td>
</tr>
<tr>
<td>Quarry Integrated Communications</td>
<td>Junior Marketing Writer / Proofreader</td>
<td>St. Jacob’s</td>
<td>LS</td>
</tr>
<tr>
<td>Research in Motion (RIM)</td>
<td>Communications Co-ordinator</td>
<td>Waterloo</td>
<td>RCD</td>
</tr>
<tr>
<td>Rockwell Automation</td>
<td>IT Technical Writer</td>
<td>Cambridge</td>
<td>LS / XDM</td>
</tr>
<tr>
<td>Sybase (A SAP Company)</td>
<td>Technical Writer</td>
<td>Waterloo</td>
<td>RCD</td>
</tr>
<tr>
<td>Seneca College of Applied Arts &amp; Technology</td>
<td>English Tutor</td>
<td>Toronto</td>
<td>RCD</td>
</tr>
<tr>
<td>Teledyne DALSA</td>
<td>Web Communications Specialist</td>
<td>Waterloo</td>
<td>XDM</td>
</tr>
<tr>
<td>University of Waterloo Co-operative Education &amp; Career Action</td>
<td>Media Publications Associate</td>
<td>Waterloo</td>
<td>LS</td>
</tr>
<tr>
<td>University of Waterloo Centre for Teaching Excellence</td>
<td>Special Projects Assistant</td>
<td>Waterloo</td>
<td>LS</td>
</tr>
<tr>
<td>University of Waterloo Conrad Centre for Business, Entrepreneurship &amp; Technology</td>
<td>Communications and Marketing Assistant</td>
<td>Waterloo</td>
<td>LS / RCD</td>
</tr>
<tr>
<td>University of Waterloo Office of the VP Academic &amp; Provost</td>
<td>Communications Associate</td>
<td>Waterloo</td>
<td>RCD</td>
</tr>
</tbody>
</table>
Your Strategy for Success

Flexibility

Flexibility

Flexibility!

WATERLOO CO-OPERATIVE EDUCATION
Applications

• Not nearly enough ... or none at all!
• Your citizenship status
• Geographical limitations
• Include a cover letter
  – what better way to display your writing skills!
• Much like life, there are no guarantees!
Interviews On-Campus

• Too many to handle
  – you must attend all interviews you receive so manage your applications accordingly

• Inappropriate conduct
  – nullifying yourself during an interview
  – poor manners / business etiquette
  – asking employers how they plan to rank you

• Failure to attend, period.
Employment Match
(It’s a commitment.)

• ‘Cold Feet Syndrome’
  – never thought you would be matched and now you are!?!?

• Unauthorized contact with employers
  – calling/emailing employers to ask to be relieved of your employment match

• Backing out of your commitment
Things to Remember

- PD 601 in W2014
- Job postings begin on January 18, 2014
- Interviews begin January 27, 2014; no interviews during reading week (main match end of Feb/early Mar)
- Treat the co-op employment process like one of your courses
- Review co-op policies and procedures regularly
- uWaterloo email account is the official one for our emails
- satisfactorily completed work terms and work reports required for the co-op designation
‘Homework’ Assignment

Craft and polish your résumé BEFORE you return to classes on Monday, January 6th, 2014

• Step-by-step process for creating a résumé may be found on the Centre for Career Action (CCA) website: http://careeraction.uwaterloo.ca/

• Once you’ve completed the exercise, you may book an appointment with a Career Advisor in CCA to have your résumé critiqued

• Your finished version can simply be uploaded to JobMine in January 2014 and you’re ready to apply to jobs
Welcome Waterloo co-op students

LOG IN to JOBMINE

ARE YOU AN EMPLOYER?
visit HIRE WATERLOO

Waterloo Co-operative Education
www.careeraction.uwaterloo.ca
It’s time for your questions!