Undergraduate Industrial Experience – Summer 2015

Information Session – September 2014

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Senior Program Coordinator
Institute for Co-operative Education
Available on the Co-op Website

1. Information Session Power Point
2. Application Form
3. Information Sheet
4. INEX Brochure

http://co-op.concordia.ca/
Industrial Experience

- Work term done only in the summer
- 12 to 17 weeks work experience relevant to your program
- Minimum of 35 hours a week
- Paid
- Supervised by an employer
- Full time before and after the work term
- 3 complementary academic credits
<table>
<thead>
<tr>
<th>CO-OP</th>
<th>INDUSTRIAL EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Mandatory Work Terms</td>
<td>Maximum of 3 Work Terms (Engineering)</td>
</tr>
<tr>
<td></td>
<td>Maximum of 2 Work Terms (Computer Science)</td>
</tr>
<tr>
<td>Work Term in Fall – Winter – Summer</td>
<td>Work Term only in the Summer</td>
</tr>
<tr>
<td>Course sequence to follow</td>
<td>No course sequence to follow</td>
</tr>
</tbody>
</table>
Academic Requirements

- Enrolled in the Faculty of Engineering and Computer Science
- Full Time the semester before and after the Work Term
- A minimum cumulative GPA of 2.3
- A minimum of 24 ‘in program’ credits completed before the Work Term
- A minimum of 20 credits still to be completed before the end of the program following the Work Term
- Need to have satisfied the University Writing Skill requirement
Benefits

1. Exposure to the Industry

2. Take advantage of networking opportunities

3. Receive help in finding a job

4. Enhance your job finding skills

5. Build your résumé

6. Earn while you learn

7. Possibility of securing a full-time position
Co-op Services

**Professional Development Seminars:**

1. Work Term Preparation Training
2. Résumé and Cover Letter Writing
3. Interview Techniques

**Coordinators:**

- Guidance/help in finding a job
- Résumé and cover letter review
- Mock interview
- Work site visit
Finding a job

- Jobs are not guaranteed !!!
- Students and the Institute work together
- The Co-op Institute teaches students to:
  1. Prepare an application (cover letter and résumé)
  2. Conduct an interview
  3. Give you access to job postings
  4. Develop their networking skills
  5. Research employment opportunities

Prepare Many Job Applications  |  Apply to Many Job Postings  |  Conduct Interview(s)  |  Receive Job Offer(s)  |  Accept a Job Offer  |  Start your career !!!!
## COMPASS

- Web-Based Application
- Used by Co-op staff, employers and students

### CO-OP INSTITUTE

- ✓ Post jobs
- ✓ Schedule interviews
- ✓ Make employment offers
- ✓ Place students on work terms

### STUDENTS

- ✓ Upload cover letters and résumés
- ✓ View job postings
- ✓ Apply for jobs
- ✓ Accept job offers
APPONITMENTS (TODAY AND THE NEXT 10 DAYS)

You have no scheduled appointments.

EVENT REGISTRATIONS

You are not registered for any events.

INTERVIEWS (TODAY AND THE NEXT 10 DAYS)

You have no scheduled interviews.

UPCOMING EVENTS (THE NEXT 10 DAYS)

There are no events.
Student’s Responsibilities

- Be Committed
- Work Hard
  15 hr per week
- Mobile
- Flexibility in term of Jobs
- Apply to Jobs
Desired Profile

- **Technical skills:**
  - Personal and Academic projects
  - Computer skills
  - School / competition games
  - Computer skills
  - Good academic record
  - Work experience

- **Soft skills:**
  - Ability to communicate well
  - Strong interpersonal skills
  - Autonomous and proactive
  - French
Work Term Location

- Montreal and surrounding areas
- Ottawa
- Toronto
- Other Canadian Provinces
- Outside of Canada

French (must be willing to work outside of Québec if no, or limited French)
## Types of Jobs

<table>
<thead>
<tr>
<th>Common Job</th>
<th>Possibility</th>
<th>Attitude to Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenging and Motivating</td>
<td>Not what you were expecting</td>
<td>Be flexible and open minded</td>
</tr>
<tr>
<td>Interesting</td>
<td>Some tasks are tedious</td>
<td>You are still in school</td>
</tr>
<tr>
<td>100% related to your program</td>
<td>Some tasks not related to program</td>
<td>Experience is more valuable than a pay check</td>
</tr>
<tr>
<td>Well known company</td>
<td>The challenge is not there</td>
<td>What you learn in school is not always enough</td>
</tr>
<tr>
<td>Well paid</td>
<td>Paid below the average</td>
<td></td>
</tr>
</tbody>
</table>

- ✔️ Challenging and Motivating
- ✔️ Interesting
- ✔️ 100% related to your program
- ✔️ Well known company
- ✔️ Well paid
Work Term Evaluation

Academic Components
- Work Term Report (10-15 pages)

Employer
- Employer Evaluation

Co-op Institute
- Work Site Visit
- Reflective Learning (3 credits)

Grading
- PASS or FAIL
- Does not affect GPA
International Students

Work permit:

- Letter from the Co-op Institute
- Meet with International Students Office (ISO)
- Request in January 2015

If you don’t speak French you must be willing to work outside of Montreal
## Fees & Earnings

<table>
<thead>
<tr>
<th>FEES</th>
<th>EARNINGS</th>
</tr>
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<tbody>
<tr>
<td><strong>INEX:</strong></td>
<td>✓ Between $5,000 and $15,000 per work term</td>
</tr>
<tr>
<td>✓ $185 (winter semester)</td>
<td>✓ Average salary per hour; $17</td>
</tr>
<tr>
<td>✓ $185 (summer semester)</td>
<td>✓</td>
</tr>
<tr>
<td>✓ Total of $370</td>
<td>✓</td>
</tr>
</tbody>
</table>

**TUITION:**
- ✓ 3 academic credits for Reflective Learning
Application Process

1. Information Session
2. Submit your Application
3. Application Review
4. Intake Interviews
5. Final Decision
6. Join INEX Summer 2015
Application Process (cont’d)

Documents to submit:
1. Application Form
   • available on the Co-op Website and at the Co-op Institute (GM 430)
2. Letter of intent
3. Résumé

How to submit the documents:
• Staple the three documents in the proper order
• Submit to the Co-op Institute no later than October 3rd, 2014 at 4:00 p.m.
• Location: Co-op Institute (GM 430)
• Applications that are incomplete, submitted by email or submitted past the deadline will not be accepted

Intake Interviews:
• The Co-op Institute will notify you
• Not all candidates will be selected
Application Process (cont’d)

http://cdev.concordia.ca

Letter of intent format:
- **1 page**
- Addressed to the Co-op Institute
- Well written, clear and easy to read
- Three paragraphs
  - Introduce yourself and explain why you are applying to this program
  - **Advertise** your qualifications, accomplishments, skills, and experience relevant to this program
  - Demonstrate your motivation for the intake interview and to be part of this program

Resumé format:
- **2 pages maximum**
- Well written, clear and easy to read, no graphs or tables
- Sections: Name and contact information, objective, education, language, competencies, computer skills, academic and special projects, work experience, volunteer work, extra-curricular activities (School competitions/Games)
Accepted in Program

- Week of Nov. 24th
  - Work Term Preparation Seminar
- Week of Dec. 1st
  - Résumé & Cover Letter Seminar
- Week of Dec. 8th
  - Interview Techniques
- January 8th
  - Start Applying !!!

** Failure to attend the seminars will result in your withdrawal from the program **

- International Students: **Work Permit**

- Students in the Industrial Experience are divided between two coordinators:
  - Jean-Michel Paquette (COEN – COMP – ELEC – SOEN)
  - Fred Francis (BLDG – CIVI – INDU – MECH)
Not Accepted in Program

- You may join the Industrial Experience at a later time

- You must;
  1. Meet all the academic requirements
  2. Agree to pay the Co-op fees and Tuition fees
  3. Find a job in your field on your own without the help of Co-op
  4. Submit the following required documentation;
     - Job Description
     - Name and address of the company
     - Name and coordinates of a contact at the company
  3. Receive approval from the Co-op Institute

Note:
- Deadline to submit the required documentation is 4 p.m. on the second Friday of April 2015
Before Applying

- It’s ultimately the student’s responsibility to find you a job! Our responsibility is to help you!

- Do not apply to the Industrial Experience, unless;
  - You are prepared to invest to find a job
    - A minimum of 15 hours per week
    - Viewing job posting, preparing applications, applying for jobs, attending interviews
  - You don’t take the Industrial Experience for a summer job

- Remember that;
  - Competition is high for a work term
  - Finding an Industrial Experience work term requires commitment
  - Real life experience!!
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