Industrial Experience (INEX) Option
GRADUATE
2018-2019 Information Session Webinar

Institute for Co-operative Education

Monday, September 25, 2017
2:00-3:00 p.m.
Expectations

• DO listen actively

• DO take notes

• DO write down your questions and be ready to write them in the chat at the end of the webinar
What is INEX?

- Opportunity to add value to your degree by gaining practical experience in a field relevant to your program of study

- Option offered for both undergraduate and graduate students with specific admission and work term requirements

- A job is not guaranteed
What are the advantages of participating in INEX?

• Enhance your skills through career development webinars and practical in-person sessions

• Receive assistance and support in finding an internship in your field

• Gain work experience in your field without making a long-term commitment

• Apply academic knowledge and theoretical concepts in a practical work environment

• Benefit from networking opportunities

• Have a competitive edge when you join the workforce full-time

• Obtain 9 academic credits once all work term and academic requirements are completed satisfactorily
Graduate Option
Places Available by Program
Summer 2018, Fall 2018 and Winter 2019 Combined

<table>
<thead>
<tr>
<th>Program</th>
<th>Places Available</th>
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<tbody>
<tr>
<td>Building Engineering</td>
<td>2</td>
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<tr>
<td>Civil Engineering</td>
<td>TBD</td>
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<tr>
<td>Computer &amp; Electrical</td>
<td>6</td>
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<tr>
<td>Engineering</td>
<td></td>
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<tr>
<td>Aerospace Engineering</td>
<td>TBD</td>
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<tr>
<td>Industrial Engineering</td>
<td>2</td>
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<tr>
<td>Mechanical Engineering</td>
<td>2</td>
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<tr>
<td>Software Engineering</td>
<td>12</td>
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<tr>
<td>Computer Science</td>
<td>8</td>
</tr>
<tr>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>Quality Systems Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>
| Total # To Be Determined (TBD) | 28
Admission Requirements

• Be enrolled in a course-based (non-thesis) Master's program in the Faculty of Engineering and Computer Science

• Have completed a minimum of 8 credits before the work term begins

• Are enrolled as a full-time student in the semester before the work term

• Have and maintain a minimum cumulative GPA of 3.4 throughout your time enrolled in INEX

• Are proficient in either English or French. Students who are weak in French must be willing to do work terms outside of the province of Quebec.
Work Term Requirements

• You cannot take a leave of absence prior to the work term

• You must be physically located in Montreal in the semester prior to your work term in order to attend interviews at the Co-op office and on-site with employers (i.e. cannot be on exchange)

• You cannot take a course during the work term

• You can end your degree on a work term, as long as you apply for Graduation after you have completed the work term and academic requirements

• If you select Fall 2018 or Winter 2019 to complete your work term, this may delay your graduation

• International students must return to school full-time following a work term
Work Term Requirements

• Complete only 1 work term in either Summer 2018, Fall 2018 or Winter 2019

• Must last 13-17 weeks, be paid and work a minimum of 35 hours/week

• Supervised by an employer

• Complete ENCS 6931 course worth 9 academic credits
Application Procedure
Applying to INEX

• Deadline to submit application via Survey Monkey is Sunday, October 1, 2017 at 11:59 p.m.

• Direct link from INEX Option page on Co-op website

• All admissions decisions (accepted or not accepted) will be sent via email. Please allow 10 business days after the deadline for the Co-op office to process your application.

• As we receive record numbers of applications, we are unfortunately unable to reply to individual emails regarding the status of an application.
Co-op Graduate Industrial Experience Application Form

Instructions

Thank you for your interest in the Graduate Industrial Experience option. Please complete the following application form (17 questions total) by Sunday, October 1, 2017 at 11:59 p.m.

Prior to completing this application form, review the Graduate Industrial Experience option webpage carefully.

For any questions or concerns, please email coopinstitute@concordia.ca and address your message to Samantha Hamer, Co-op Administrative Assistant.
7. What is your annual GPA? If you do not have an annual GPA by the application deadline, please indicate Not Applicable.

8. Cumulative GPA is an on-going calculation based on grades and credits attempted from the beginning of your degree until its completion. What is your cumulative GPA? If you do not have a cumulative GPA by the application deadline, please indicate Not Applicable.

9. If you indicated Not Applicable in question(s) 7 and/or 8, what is the grade/scale/standing from your bachelor’s/baccalaureate (or equivalent)?
* 12. Are you willing to relocate for your work term (ex. Laval, Mirabel, South Shore or out of province)?
Accepted into INEX

• You will receive an acceptance email

• Complete the Entry Profile Sheet and return it to the Co-op office by the specified deadline
Your INEX Journey

Fall 2017
• Participate in Career Fundamentals webinars via Adobe Connect and in-person Work Term Prep Seminar

Winter 2018
• Apply to postings via COMPASS and through your own search, go on interviews and secure work term by deadline

Summer 2018
• Work full-time, complete ENCS 6931 course requirements

Fall 2018
• If you are an international student you must return to school full-time following a work term
Not Accepted into INEX

- You will receive an email notifying you that have not been accepted.

- May have the opportunity to be retroactively admitted if you find an internship which meets our work term requirements criteria and satisfy admission requirements prior to our internal deadlines.

- Must have **offer letter/email confirmation from employer**, job description, company information (name, address, email and telephone number of supervisor or hiring manager) and indicate when your work will take place (Summer 2018, Fall 2018 or Winter 2019).

- Send an email to coopinstitute@concordia.ca addressed to Samantha Hamer to find out if you will be retroactively admitted.
Your Journey to Being Retroactively Admitted to INEX

Fall 2017 & Winter 2018
• Conduct your own search, go on interviews and secure work term by our internal deadlines. No access to COMPASS, Career Fundamentals webinars or Work Term Prep Seminar.

Summer 2018
• Work full-time, complete ENCS 6931 course requirements

Fall 2018
• If you are an international student you must return to school full-time following a work term
Not Accepted into INEX

• You apply in Fall 2017 but are not accepted and not retroactively admitted with your own job offer by our internal deadlines but you anticipated going out on a work term in Summer 2018. You are still interested in INEX which means you must submit another application in Fall 2018.
Fees & Work Permit Procedures
Fees

• Obliged to pay Co-op fees in addition to regular tuition and fees

• Non-refundable

• Students who withdraw must do so prior to May 1st, September 1st or January 1st. Once withdrawals are processed, no future fees will be charged.

• Fees will begin upon admission and the last fee will be charged during the work term

• Pay 4 fees of $185 in addition to their regular tuition and fees including the 9 academic credit course (i.e. 4 x $185 = $740 plus regular tuition and fees including the 9 academic credit course)
Work Permit for International Students

• Upon admission, Co-op will issue a letter of support

• You will follow the instructions provided and apply for a work permit immediately

• The International Students Office (ISO) will be available to address any questions or concerns about this process since Co-op is not responsible for this
Additional Resources
INEX Webpage

• Download PowerPoint presentations from all information sessions

• Download recording of webinar

• Review admission requirements and application procedure

• Complete application form via Survey Monkey
Social Media

concordiacoop
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Concordia Co-op
Institute for Co-operative Education, Concordia University
concordiacoop
#CUcoop
Questions?

• Send an email to coopinstitute@concordia.ca addressed to Samantha Hamer