ENCS Undergraduate Industrial Experience Option

Summer 2016
Available @ the Co-op Website

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

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

- Work Term (WT) undertaken **only** in the 2016 Summer term
- 12 to 17 weeks work experience relevant to your program
- Minimum of 35 hours a week
- Work term remunerated
- Supervised by an employer
- Students must be full time before and after the WT
- 3 complementary credits for the Reflection in Action course associated with the work term
### Industrial Experience option vs Co-op

<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 <strong>only</strong> in the Summer</td>
</tr>
<tr>
<td>Course sequence to follow</td>
<td>No course sequence to follow</td>
</tr>
</tbody>
</table>
Admission Requirements

- Be enrolled in an undergraduate program in the Faculty of Engineering and Computer Science
- Be registered full time the semester before and after the work term
- Maintain a minimum Cumulative Grade Point Average (CGPA) of 2.3
- A minimum of 24 ‘in program’ credits completed before the work term
- A minimum of 20 credits left to be completed before the end of the program following the work term
- Need to have satisfied the University Writing Skill requirement
- Be proficient in either English or French. Students who are not proficient in the French language are expected to also look for out-of-province jobs
Benefits

1. Gain exposure to the Industry
2. Take advantage of networking opportunities
3. Receive help in the job search process
4. Enhance your job search skills
5. Build your résumé
6. “Earn while you learn!”
7. Potentially secure a full-time position upon graduation
Co-op Services

Professional Development Seminars:

1. Work Term Preparation Training
2. Résumé and LinkedIn
3. Cover Letters
4. Interview Techniques
5. Job Search Skills

Coordinators’ Role:

- Guidance/help in finding a job
- Résumé and cover letter review
- Mock interview
- Work Site Visit (WSV)
Finding a job

- Jobs are not guaranteed !!!
- Students and the Institute work together

- The Co-op Institute teaches students how to:
  1. prepare an application (cover letter and résumé)
  2. conduct an interview
  3. have access to job postings
  4. develop your 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 !!!!
## Types of Jobs

<table>
<thead>
<tr>
<th>Ideal Jobs</th>
<th>Possibility</th>
<th>Attitude to Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Challenging and Motivating</td>
<td>✓ Not exactly what you were expecting</td>
<td>✓ Be flexible, open minded and realistic</td>
</tr>
<tr>
<td>✓ Interesting</td>
<td>✓ Some tasks are tedious</td>
<td>✓ You are learning</td>
</tr>
<tr>
<td>✓ 100% related to your program</td>
<td>✓ Some tasks not related to your program</td>
<td>✓ Experience is more valuable than a pay cheque</td>
</tr>
<tr>
<td>✓ Well known companies</td>
<td>✓ The challenge is not there</td>
<td>✓ Practical experience can augment your school learning</td>
</tr>
<tr>
<td>✓ Well paid</td>
<td>✓ Paid below what you expected</td>
<td>✓ “Get your hands dirty”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Ambassador for the University</td>
</tr>
</tbody>
</table>
COMPASS

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

<table>
<thead>
<tr>
<th>CO-OP INSTITUTE</th>
<th>STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Post jobs</td>
<td>✓ Upload cover letters and résumés</td>
</tr>
<tr>
<td>✓ Schedule interviews</td>
<td>✓ View job postings</td>
</tr>
<tr>
<td>✓ Make employment offers</td>
<td>✓ Apply for jobs</td>
</tr>
<tr>
<td>✓ Place students on work terms</td>
<td>✓ View and accept interview schedules</td>
</tr>
<tr>
<td>✓ and much more…</td>
<td>✓ Accept job offers</td>
</tr>
</tbody>
</table>

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

1. **Be committed to the Job Search process – 15 hrs./wk.**
2. **Apply to Jobs**
3. **Be willing to relocate**
4. **Maintain good academic standing in your program**
5. **Be flexible in term of Jobs**

Maintain good academic standing in your program

Apply to Jobs

Be flexible in term of Jobs

Be willing to relocate

Be committed to the Job Search process – 15 hrs./wk.
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 limited French language skills)
Desired Profile

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

- **Soft skills:**
  - Ability to communicate well
  - Strong interpersonal skills
  - Autonomous and proactive
  - Proficient in the French language
International Students

Work Permit:

- Letter from the Co-op Institute in January 2016
- Additional information available from the International Students Office (ISO)
- Apply for your work permit as soon as possible without delay

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

<table>
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<tr>
<th>FEES</th>
<th>EARNINGS</th>
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<tbody>
<tr>
<td>INEX:</td>
<td>• Between $5,000 and $15,000 per work term</td>
</tr>
<tr>
<td></td>
<td>• Average salary per hour; $17</td>
</tr>
<tr>
<td>$185 (winter semester)</td>
<td></td>
</tr>
<tr>
<td>$185 (summer semester)</td>
<td></td>
</tr>
<tr>
<td>Total of $370</td>
<td></td>
</tr>
<tr>
<td>TUITION:</td>
<td>3 credits associated with Reflection in Action</td>
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</table>
Application Process

Information Session → Submit your Application → Application Review

Candidates Selected → Candidates Notified → Submit your Application

Join INEX Summer 2016
Application Process (cont’d)

Documents to submit:
1. The application form
   available at - the Information Sessions
   - the Co-op Website (www.coop.concordia.ca)
   - the Co-op Institute (GM 430, 1550 de Maisonneuve Blvd.)
2. A letter of intent in response to the questions in the application form
3. Your updated résumé
4. An unofficial copy of your transcript

How to submit the documents:
• Staple the above documents in the order listed above
• Submit to the Co-op Institute (GM 430) no later than October 2nd, 2015 at 5:00 p.m.
• Applications that are incomplete, submitted by email or submitted past the deadline will not be accepted

Important note: Only those students who have formally applied to the program will be considered for the 2016 INEX Option.
Application Process (cont’d)

http://cdev.concordia.ca

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)
Places Available by Program

- 4 Computer & Electrical Engineering
- 5 Civil Engineering
- 5 Building Engineering
- 10 Computer Science
- 7 Industrial Engineering
- 8 Mechanical Engineering
- 15 Software Engineering

Total Places Available: 54
**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;
  - Gail Knafo (COEN – COMP – ELEC – SOEN)
  - Fred Francis (BLDG – CIVI – INDU – MECH)
IF Not Accepted to INEX

- You may be eligible to join the Industrial Experience at a later time.

- You must:
  1. Meet all the academic requirements & **have applied to the 2016 INEX Option before October 2, 2015.**
  2. Agree to pay the Co-op fees and Tuition fees.
  3. Find a job in your field **on your own**
  4. Submit the following required documentation:
     - Job Description
     - Name and address of the company
     - Name and coordinates of a contact at the company
  5. Receive approval from the Co-op Institute

**Important note:** Only those students who have formally applied to the program will be considered for the 2016 INEX Programs.
Deadline to Find a Work Term if Not Accepted to INEX

- **Non visa (non international) students**
  5:00 p.m. on Friday April 15, 2016

- **Visa (international) students**
  5:00 p.m. on Tuesday January 19, 2016 - University’s DNE deadline for Winter 2016

http://www.cic.gc.ca/english/information/times/temp.asp
Before Applying to INEX

- It’s ultimately your responsibility to be active in the job search and to secure your WT placement! Co-op will provide assistance, guidance and job leads!

- Apply to the 2016 INEX option, if
  - you are prepared to invest time to find and secure your WT.
    - ✓ This may require a minimum of 15 hours per week
  - you are ready to actively view job posting, prepare applications, apply for jobs, and attend interviews

The INEX option is more than a summer job. It is an opportunity to gain experience in your chosen field.
For more information, please contact:

Institute for Co-operative Education
1550 De Maisonneuve Blvd. W., GM 430

Tel: 514-848-2424 x 3950
Website: http://co-op.concordia.ca/
E-mail: Coopinstitute@concordia.ca

Focal point person: Ms. Samantha Hamer
Subject line for email enquiry: Undergraduate INEX