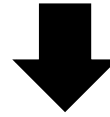


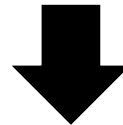
Want to start planning for your co-op work term but don't know what to do?



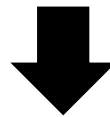
Register in and complete EMP 100
(offered in the Fall semester only)



If you are an international student:
Confirm you have a Co-op Work
Permit in your NIC student file or
apply for it ASAP



Start job searching in the Winter semester
and book an appointment to meet with your
Co-op Coordinator to get help with your job
applications.



Register in BUS 197, 297, 397 or THM 197 or PCA 110
in April for the spring/summer semester. Submit your
Co-op [Work Term Record](#) in CareerCentral as soon as
you confirm your co-op employment position.

***NOTE: BEFORE you can register for your co-op work term, you MUST have:**

- A valid Co-op Work Permit on file (if you are an international student)
- Completed EMP 100
- A GPA of 2.33 or better
- Completed a minimum of 24 credits or 8 courses
- Approval from **Anita Budisa-Bonneau**, the NIC Coordinator of Work Integrated Education

Common Co-op Questions

What is co-op at NIC?

Co-op is designed to give you real world work experience and contacts which will hopefully help you on your way towards a great career when you finish your program.

What programs offer co-op?

Co-op is offered in three NIC programs: Tourism and Hospitality Management, Business Diploma / Degree, and Culinary Business Operations Diploma / Advanced Diploma.

You need to first complete EMP 100 and one year of academic courses before you can complete your co-op work term (THM 197 or BUS 197/297/297 or PCA 110).

Are work terms paid or unpaid?

Your co-op work term must be paid employment. Your wage is up to your employer to decide.

Can I work part-time for my co-op?

No. Your co-op must be full-time employment.

Do I get placed in a job for co-op?

No, you will not be placed in a job because it may not be a good fit for you; you are responsible for finding your co-op place of employment. Your Co-op Coordinator and Student Employment Services can help connect you with jobs and prepare you for your work term.

How long are co-op work terms?

The requirement is a minimum of 420 hours. This works out to 12 weeks (at 35 hours per week) or 3 months of employment (eg. June – August).

When can I do my co-op work term?

Most co-op work terms happen in the summer. A requirement of co-op is your work term must occur between semesters of studying and can only happen after one academic year of studies. The summer is usually the best time to complete your work term, before you return to classes in the Fall.

Do employers need to do any paperwork?

Not at first, but they will have to complete an evaluation form on your performance. We have a digital platform where everything is done on CareerCentral and there is no paperwork to complete or have employers sign, other than the final evaluation.

How much does the co-op work term cost?

The same as all other academic, 3-credit courses at the College.

Where can I do my co-op work term?

There are no limitations to where you can complete the co-op work term, provided it's a legitimate organization where you will be supervised, mentored and the work is related to your academic or future career goals.

Can I do my co-op work term at the place I already work?

Yes, as long as the co-op position is different from the work you are already doing, the new position is full-time, and is aligned with your academic program or future career goals.

I don't meet the requirements to do my co-op work term. Can I still graduate?

Please contact Anita Budisa-Bonneau to discuss your options so that you can still complete your program and graduate.

BEFORE YOUR CO-OP WORK TERM:

I found a job for my co-op work term. What do I need to do next?

Contact your Co-op Coordinator to confirm that your position will work for your co-op, submit a Work Term Record in CareerCentral and then register for your co-op work term 'course' (depending on your program and year, it will be one of: THM 197 or BUS 197/297/297 or PCA 110). Once you are registered, you can start counting your hours to reach the required 420 hours.

DURING YOUR CO-OP WORK TERM:

Now that I'm working, is there anything I need to do?

Yes. At the very beginning of your work term, you need to fill out the 'Goals and Objectives' section of your Work Term Record in CareerCentral. It is helpful to discuss your goals with your supervisor to determine what is possible and to have your supervisor's support.

It is recommended that you review your Final Project criteria and discuss it with your supervisor.

Will I be checked on during my co-op work term?

Yes. Your Co-op Coordinator will perform a site visit to see you in your workplace and to speak with your supervisor. If a site visit isn't possible, your Co-op Coordinator will call you and your supervisor to check in.

AT THE END OF YOUR CO-OP WORK TERM:

I'm finishing my co-op work term. Is there anything I need to do?

Yes. There are three things you need to do in your Work Term Record:

- 1. You need to give your supervisor the 'Supervisor Final Evaluation Form' (found in your Work Term Record). Once it's filled out and signed by your supervisor, you need to upload the form into your Work Term Record.*
- 2. Fill out the 'Final Student Evaluation' form in your Work Term Record.*
- 3. Complete your Final Project and upload it into your Work Term Record.*

For additional questions and support for co-op, contact Student Employment Services to set up an appointment via CareerCentral:

www.nic.bc.ca/careercentral