



LEVEL 1 ORIENTATION CO-OP PROGRAM

Engineering Co-op and Career Services

Agenda



- Purpose of the Co-op Program
- Requirements and Logistical Information
- Winter Term Reminders

Purpose



- Opportunity to supplement your education with “applied” work
- Provide students with opportunities to pursue career-related jobs
- Learn job search and networking methods
 - Useful for co-op positions – but also valuable for any job search

Logistical Information

- OPTIONAL program
 - Not mandatory for graduation
 - To graduate with the co-op designation on the TRANSCRIPT, students will need to obtain a minimum of 12 months of co-op experience
 - For students who do not have 12 months, their graduation will NOT be affected

Logistical Information (continued)

- NOT an “alternating” school/work program
- ALL co-op students may search for and apply to summer (4-month) co-op positions
- To search for and apply to internship (8-, 12- or 16-month) positions, students need to be in Level 3 of a four-year program, or Level 4 of a five-year program (or “next-to-final” year)
 - Employers will only hire students, for internship positions, when they have completed 75% of their education
 - “Delays” graduation by one year, but one advantage of internship is not paying full tuition for one year (substitute with the lower co-op fees)

Logistical Information (continued)

- Student-controlled process
 - Search for and apply to co-op jobs – or jobs that may count as co-op
 - No limits are placed on the employers/companies to which you apply, or the location
 - If the position meets the co-op program criteria, a student may work at ANY company in any GLOBAL location
 - Criteria: Twelve (12) week minimum in length, 35 hours per week minimum, paid*, need to be supervised, related to degree program*

Options for Level 1 Students

- Do Level 1 students secure summer co-op positions?
 - Yes AND no
 - Focus on searching for summer jobs – if the position is related to engineering/computer science, and it meets the co-op program criteria, it may count as a co-op work term
 - ATTEND A JOB SEARCH PRESENTATION FOR LEVEL 1 STUDENTS (listed in OSCARplus)
 - Start your summer job search NOW

Requirements

- Sign the Co-op Program registration agreement
- Complete all of the requirements for ENGINEER 1EE0, the mandatory co-op prep course
 - Co-op job search methods, cover letter and resume writing, interviewing skills, and workplace professionalism and ethics

Reminders for Winter Term

- Complete ENG 1EE0
 - Email announcement will be sent in October/November regarding course times for January, February, March and APRIL
 - Class will also be offered during the summer months
 - Students may complete the course in Level 2 during the fall term

Winter Term (continued)

- When choosing a degree program for Level 2:
 - Ensure that the co-op option is included
 - EVEN IF YOU CHOSE CO-OP FOR LEVEL 1, YOU WILL NEED TO SELECT CO-OP AS PART OF YOUR LEVEL 2 DEGREE PROGRAM (it is not automatically transferred to Level 2)

ECCS Information



Engineering Co-op and Career Services
(ECCS)

JHE A214

Monday – Friday, 9:00 am to 4:00 pm

www.eng.mcmaster.ca/eccs