Information Session Fall 2021
Engineering Co-operative Education & Industrial Internship Program (Co-op/IIP)
Agenda

- Introduction of the Co-op/IIP Team
- What is Co-op/IIP and how does it work?
- What are the requirements for admission?
- The application process
- Final registration into Co-op/IIP
- Our commitment and your commitment
- Reminder of upcoming events
Your Co-op/IIP Team

Courtney Lewis
Computer and Mechanical Coordinator

Leslie Cole
Biosystems, Civil and Electrical Coordinator
(term position)

Emma Menyer
Co-op/IIP Assistant
All Programs
Your Co-op/IIP Team

Carolyn Geddert
Director

Megan Johnson
Administrator

Janelle Martel
Professional Development Engineer
Designing Your **Career** in the Price Faculty of Engineering

**Co-operative Education and Industrial Internship Program**

- **Partnership between University, Employers and Students**
- **Combine academic study with practical, hands-on experience**
- **4, 8, 12, 16 month work terms**
  - **Earn EIT credits**

- **Gain Industry Experience**
- **Build a valuable network**
- **Earn money!**
- **Learn about yourself**
- **Receive professional support**
Advantages for Co-op/IIP Students

- Exposure to Industry/Employers
- Earn $17-$25/hour
- Professional Development Skills
- Support from Co-op Office/Staff
- Confidence, Skills and Experience

Graduate with Success

- Engineering Experience
- Professional Resume
- Build a Network
- Develop Job Search Interview skills
Advantages for Employers

- Recruitment Strategy
- Tax Credits and Wage Subsidies
- Industry Feedback to Academia

Building Partnerships
Work Term Schedules

• Work terms (4, 8, 12, and 16 months) follow the academic term (Fall, Winter, Spring) schedule

• Co-op work terms are 4 or 8 months and can be taken individually or sequentially

• Internship work terms are 12 or 16 months and for more senior students with more academic courses completed

• Students are responsible to ensure that their work terms do not interfere with their courses and should check with student advisors to confirm
Work Term Courses & Fees

• You are required to register for each separate Co-op work term course on Aurora prior to your start date, which has a fee of $399.70 plus additional fees from the University eg: registration and sport and recreation fee.

• If you secure an engineering position while in the Co-op/IIP program – either by a posting in our program or on your own - you are required to register and complete all requirements

• Work term reports are required for each separate 4 month work term which are graded, you will receive a Pass/Fail grade on your transcript
Co-op/IIP Designation

- To graduate with the Co-op/IIP designation, **students must**:
  - Register for and complete at least 3 work terms (12 months)
  - Students must complete their degree on an academic term (not a work term)

**Please note:** If you are a more senior student and are just applying for Co-op/IIP we will want to discuss if our program is your best option. To get the most out of our program and grow as an engineer we recommend entering our program with the intent to complete the three work terms.
Securing a Job in Co-op/IIP

✓ Once you have been accepted into our program in January, you can apply to Engineering Co-op postings on CareerConnect as well as search for engineering related work through other channels including family members, personal networks and other job posting sites.

✓ You will be competing with other students and interviewed for these opportunities. If you receive an offer from any of these sources, let your coordinator know the great news.

✓ For each work term consisting of 4 months you will be required to register for the Co-op course, pay fees and submit a report. Work terms can occur in the summer, fall or winter.

Please note: This is an optional program. Make sure you are comfortable with the way our program operates, including the course fees, before you make a commitment to join. If you have questions, please Email: Megan Johnson our program Administrator.
Preparing for Co-op/IIP

- Previous work experience (non-engineering)
- Involvement in student design teams
- Driver’s license is highly recommended and required in majority of jobs
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Online System: CareerConnect
Dedicated Engineering portal that our staff and Engineering Co-op/IIP students use to manage their program
How CareerConnect Can Help You and Us

• Create application package to apply to Co-op/IIP
• Search job postings
• Apply for jobs
• Manage Events – Networking, Workshops
• View and Share Resources
• Create Work Term Record
• Submit Work Term Portfolio
Requirements for Admission

✓ Admitted to a department within the U of M Price Faculty of Engineering
✓ All 12 first year courses complete by first work term (typically May)
✓ At least 42 credit hours and not more than 90 credit hours toward your degree by the end of Fall 2020
✓ Term GPA > 2.0 for two consecutive full-time terms
✓ Complete the requirements of applying to Co-op/IIP

For a complete list of our eligibility criteria, see our website: Who is Eligible
Requirements for Admission

Please note: If you do not meet our eligibility requirements, please contact your coordinator in order to discuss your options.

Our coordinators

Courtney Lewis – Computer & Mechanical Engineering
Courtney.Lewis@umanitoba.ca

Leslie Cole – Biosystem, Civil & Electrical (term position)
Leslie.Cole@umanitoba.ca
Overview: Engineering Co-op/IIP Application Process

**Step 1**
- Review Co-op/IIP Information session in September (this presentation)
- Email Emma Menyer (emmma.menyer@umanitoba.ca) if you wish to apply to Engineering Co-op/IIP

**Step 2**
- Gain access to the Engineering Portal and our online application in Career Connect
- Complete the online application package – due October 27, 2021

**Step 3**
- Work with your Co-op Coordinator on any required revisions to your documents
- Arrange and attend a video call with your Co-op Coordinator (remotely for 2021!)

**Step 4**
- Receive approval of documents from your Co-op Coordinator (November – December)
- Register for an interview workshop (held in January – stay tuned for 2022!)

**Step 5**
- Receive an invite to the mandatory Orientation sessions normally held in January
- Attend Orientation, sign and submit acceptance to Engineering Co-op/IIP
How to Apply

➢ The Co-op/IIP Application is an online application in the Career Connect database.

➢ All students have an account in Career Connect. If you can’t log in to your account then email the IST helpdesk.

➢ You must email Emma Menyer to gain access to the Engineering Co-op/IIP Portal and Application in Career Connect.

➢ Emma will change your permissions in Career Connect so that you can access the Engineering Co-op & IIP portal and the online application. She will email you additional instructions for the Application to Co-op/IIP

➢ Completed online Applications are due October 27, 2021
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How to Apply
Upload Documents for your Application to Co-op/IIP

• Professional Cover letter and Resume – follow the instructions - based on the sample job postings found on CareerConnect and using the resources identified

• Photo for CareerConnect to help us know you -- professional looking headshot (for office use only)

• Aurora web transcript

• Model program or flowchart
  • Highlight all courses you have taken or are currently registered for to date. Email your student advisor in your department if you need assistance.

• Goals and Expectations Student Write-up – Help us get to know you. What do you want to gain from being in Co-op/IIP? What are your expectations of the program? Maximum 150 words
We Are Here to HELP!
Email your Co-op/IIP Coordinator if you get stuck or have questions during the application process!
We are available by email or can set up a video call.

Our coordinators
Courtney Lewis – Computer & Mechanical Engineering Courtney.Lewis@umanitoba.ca
Leslie Cole – Biosysetms, Civil & Electrical (term position) Leslie.Cole@umanitoba.ca
Final Acceptance into Co-op/IIP

• Our program will have a final **Mandatory Orientation session**, held in January. If you meet the admission criteria, have completed the fall application process with your co-op coordinator including an updated professional resume and cover letter, attended your video call to meet your coordinator, and are deemed ready to proceed, you will be invited to this session.

• All students must review the Co-op/IIP Handbook including the Rules and Regulations of our program. If you want to proceed then you will sign an agreement to enter our program and be accepted into the program. Our administrator will update your permission in Career Connect. At that point you will be able to see our exclusive Engineering Co-op/IIP postings.

**Please note:** If you are applying to Co-op/IIP in Fall 2021 but want to work the Winter 2022, please contact your coordinator as soon as possible to discuss your options for an accelerated intake process.
Co-op/IIP Office Staff Commitment

- Provide professional development workshops and one on one coaching throughout your degree to assist with all aspects of job search and employment related topics
- Support and grow our Co-op employers who hire co-op students and secure jobs that you can access
- Support and provide guidance to you during your job search process and Co-op/IIP work term
- Provide guidance for you to complete and submit your EIT reports to Engineers Geoscientists Manitoba for credit
- Plan exclusive Co-op events including networking opportunities with employers
- Provide assistance as you graduate and look for full-time employment
- See website for complete list
Co-op/IIP Office Staff Commitment

- Can we still support you in the remote and online environment? YES!
- You can still “see” us in person for advice, document reviews, and interview preparation
- When you get a job, we can “visit” you in a virtual call
- We are using Microsoft Teams as the application to stay in touch with our students!
Co-op/IIP Student Commitment

- Review our Rules & Regulations (see website - Student Commitment)
- In January, you will be required to sign an agreement of understanding
- Attend any mandatory Co-op/IIP Meetings/Workshops and have the initiative to attend extra sessions
- Keep in regular contact with your Coordinator and a willingness to work together to learn and grow in our program
- Check your email and voicemail regularly and respond to messages
- Show commitment and effort to the program and your job search
- Remain in good academic and financial standing with the University
- Apply for a Co-op work Permit (International students only)
- Act responsibly and professionally
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ASE CAREER FAIR
CONNECTING ACADEMIA, INDUSTRY AND STUDENTS IN AGRICULTURE, SCIENCE, ENGINEERING AND ENVIRONMENT

Tuesday, October 5, 2021 | 10 am - 3 pm

• Expand your understanding of the industries and companies that employ students and graduates from the faculties of Agricultural and Food Sciences, Science and Engineering and Environment

• Increase your understanding of the knowledge, skills and attributes employers look for in future employees

• Learn about types of employment: full-time, part-time, co-op and summer positions

• Open to all University of Manitoba students and alumni interested in opportunities in these industry sec
Remember - Next steps:

- Confirm you can log into Career Connect.
- Email Emma Menyer to get access to the Engineering Co-op/IIP Portal and Application in Career Connect.
- Co-op/IIP Application Deadline: OCTOBER 27, 2021
Questions??

Email: Megan Johnson
our Program
Administrator