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Designing Your **Career** in the Price Faculty of Engineering



Information Session Fall 2021

Engineering Co-operative Education & Industrial Internship Program (Co-op/IIP)



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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





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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



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Your Co-op/IIP Team



Megan Johnson

Administrator



Carolyn Geddert
Director



Janelle Martel
Professional
Development Engineer

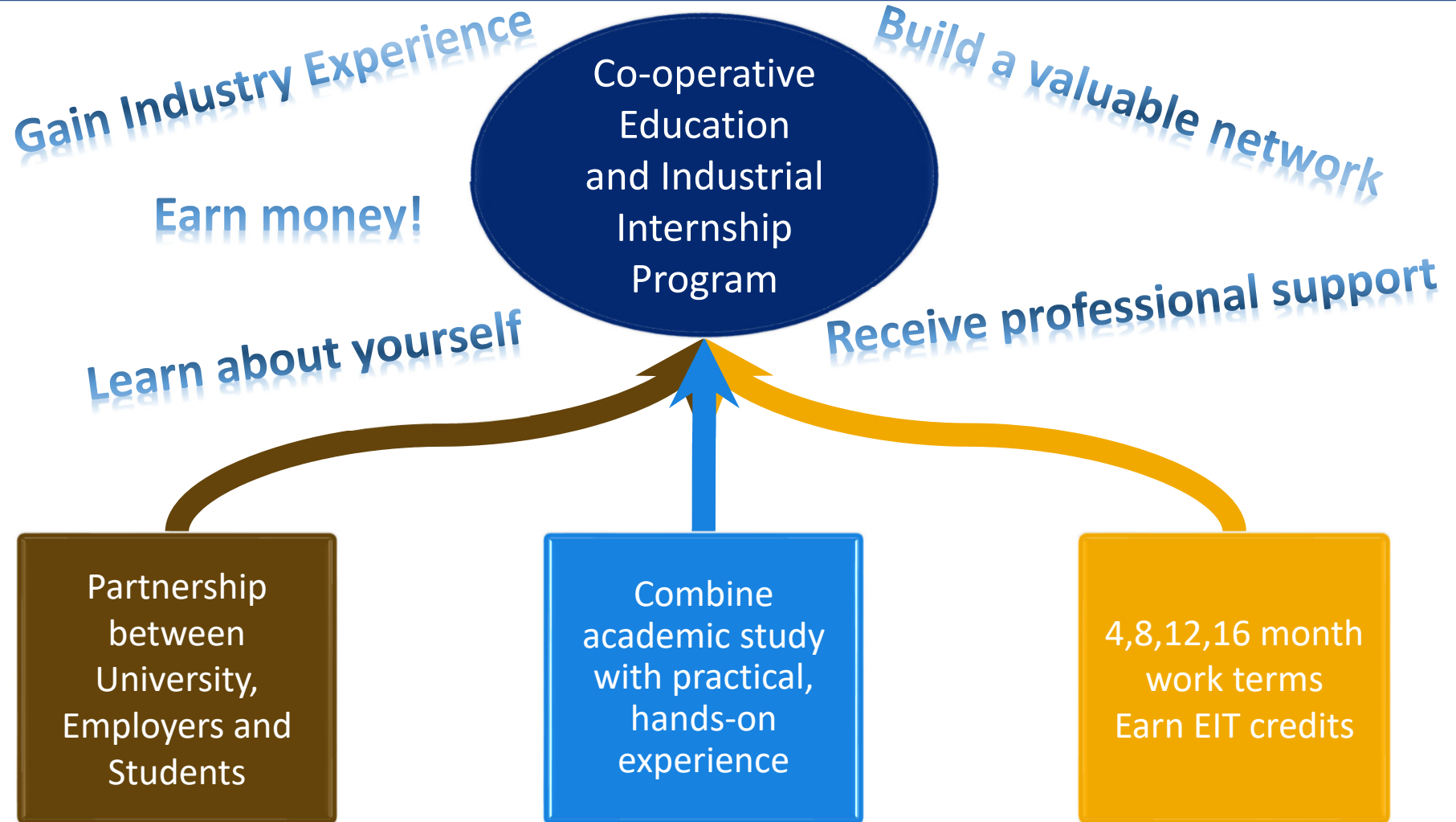


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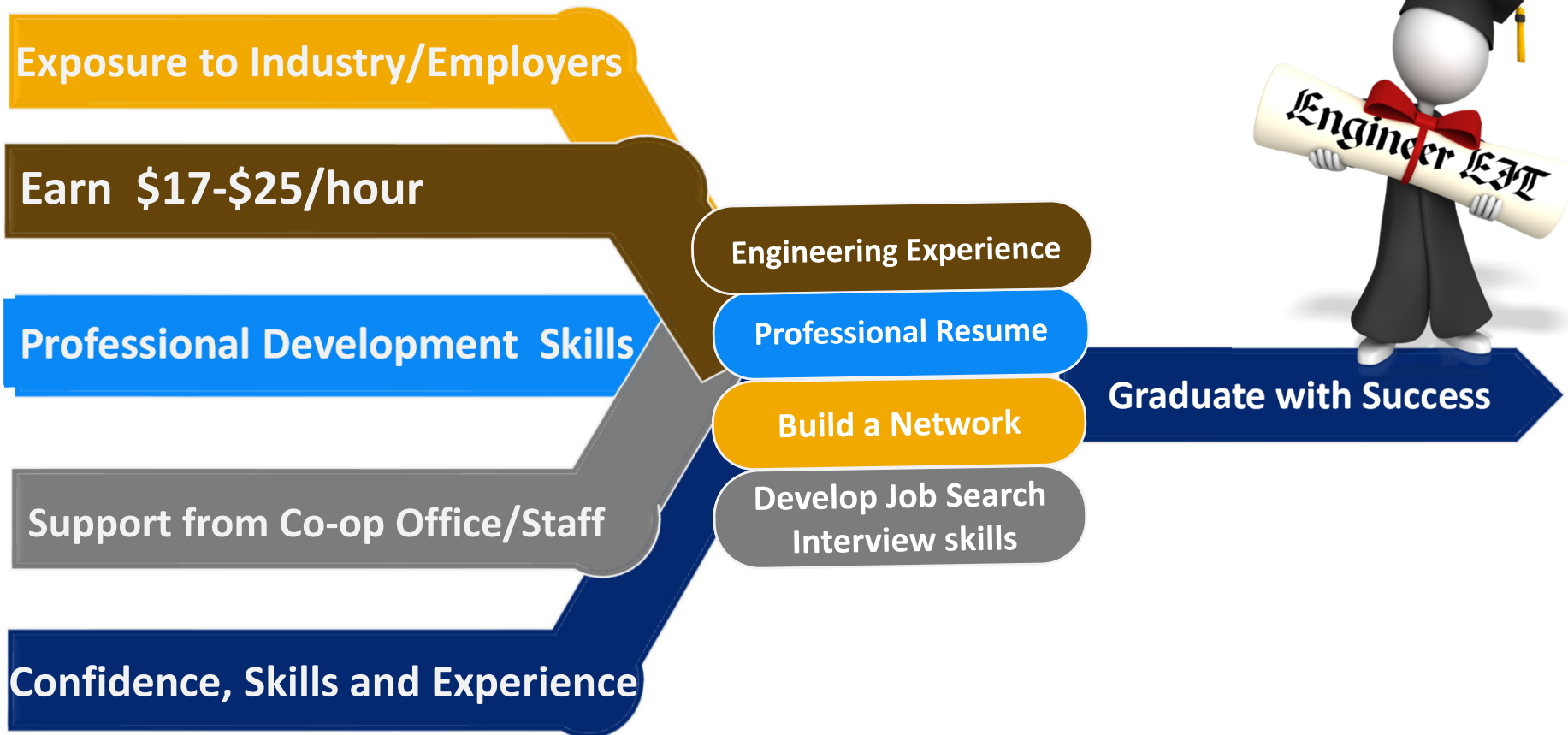
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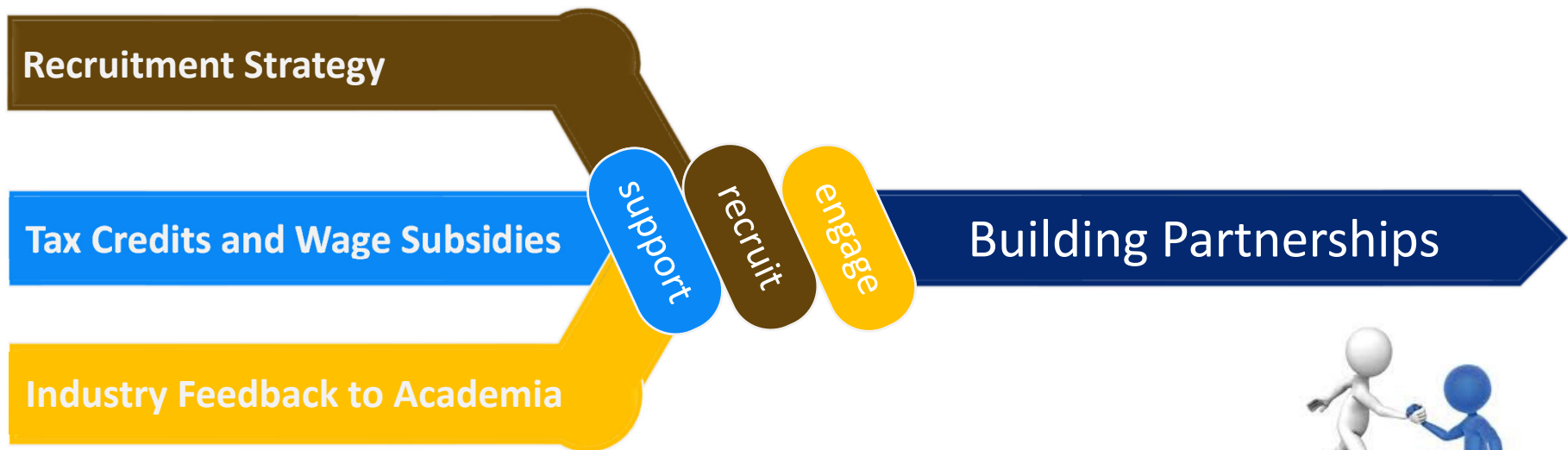


Advantages for Co-op/IIP Students





Advantages for Employers





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

OVERVIEW

You are currently logged in as
Student Name

Dashboard
Events, Information Sessions and Workshops
Job and Volunteer Postings
Employment Scams
Co-Curricular
ENGINEERING CO-OP & IIP
ANNOUNCEMENTS
Appointments
Co-op & IIP
Engineering Jobs
Additional Job Postings
Applications
Documents
Interviews
Engineering & IIP Events
Resources
Internship Information
Leadership & Service-Learning
Work Study
Logout

Announcements for Co-op students

Use the following page to get all the updates on financial supports during COVID-19. [Wage Subsidies and other links are on the Career Services web page](#)

Looking for a Co-op placement? We are still posting for Fall Term 2020. Please monitor [Engineering Jobs](#) regularly and consider a fall/winter placement as an alternative to online academic terms.

Students with interviews Employers have modified their interview plans from in-person to phone/virtual interviews. If you need help to prepare for your interview we can still help. Email us to set up a practice interview via phone or Skype out "Interview Preparation Sheet" under "Additional Employment Resources" on the Resource tab and Career Services offers tips on "How to Ace your Video Interview"

When you have been offered a position:
Let your Co-op Coordinator know you have accepted a position. Create a Work Term Record from your Co-op & IIP page, upload your letter of offer and register for the correct course in Aurora. See the [Work Term Presentation](#) on our [Resources page](#) for everything you need to know! Email your coordinator if you have any questions or just want to celebrate!

On line Employment Resources:
Be sure to check our Resources page and also Career Services Employment Resources for a variety of different topics including Resume and Cover Letters. Career Services offering [September 2020 Online Seminars](#) series

***NEW* ASE Career Fair** - click here for more information about the university wide career fair being held virtually this year on October 7th, 2020 from 10am-6:30pm. We recommend attending one of the Career Services ASE prep session on your Events, Information Sessions and Workshop calendar.

Additional Career Services Events ----> check your Events, Information Sessions and Workshops tab. Other U of M events and seminars can be found here ----> <https://events.calendar.umanitoba.ca/>

International students? don't forget to discuss the co-op work permit with your co-op coordinator. Also, check out these exclusive events by Career Services!

Resumes:
FYI we have had feedback from our employers asking that our students state on their resume and cover letter that they are a Co-op student. Employers receive a tax benefit if they hire a student who is registered in Co-op so this can give competitive advantage. Appropriate locations for this would be in your Profile or under Education.

Engineers Geoscientist Manitoba Student Procedures:
Student members can gain pre-graduation credit for their co-op work experience! [Apply here!](#)
You want to submit your first progress report? You are graduating and will be applying for EIT status? Check out our Guidance document in Resources to answer your questions.

Program Links: for a more extensive list see the [Resource page](#)

Engineering Co-op/IIP Resources
Co-op/IIP Student handbooks, Career and Co-op program resources.
Engineering Co-op/IIP Home Page
Including eligibility, Co-op/IIP processes, networking events, and more!
Career Services Employment Resources
Including resume, cover letter, interview skills and how to get the most from a career fair.



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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

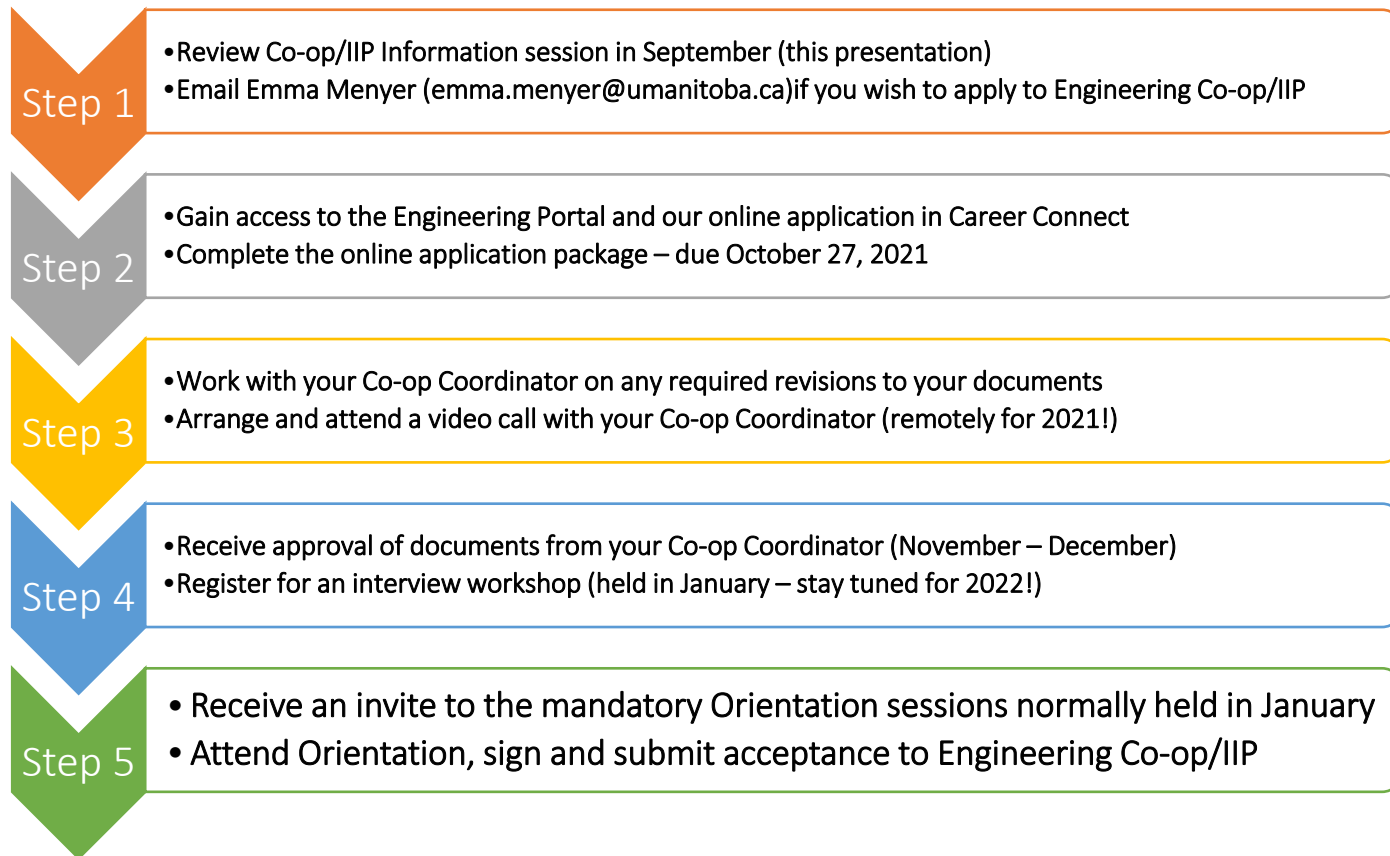
Courtney Lewis – Computer & Mechanical Engineering Courtney.Lewis@umanitoba.ca

Leslie Cole – Biosystems, Civil & Electrical (term position) Leslie.Cole@umanitoba.ca





Overview: Engineering Co-op/IIP Application Process





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**





How to Apply

The screenshot shows the ASE Career Fair website. On the left is a navigation menu with the following items: Dashboard, Events, Information Sessions and Workshops, Job and Volunteer Postings, Employment Scams, Co-Curricular, **ENGINEERING CO-OP & IP** (highlighted with a red arrow), Announcements, Appointments, **CO-OP & IP** (highlighted with a red arrow), Engineering Jobs, Additional Job Postings, Applications, Documents, Interviews, Engineering & IP Events, Resources, Internship Information, Leadership & Service-Learning, Work Study, and Logout. The main content area is titled "ASE CAREER FAIR" and "FACULTIES OF AGRICULTURAL AND FOOD SCIENCES, SCIENCE AND ENGINEERING". It includes the text "Attend the Virtual ASE Career Fair for Engineering Students" and "October 7, 2020". Below this, it states "The annual ASE Career Fair at the University of Manitoba is coordinated by Career Services, the Faculty of Agriculture Student Organization (FASO) and the University of Manitoba Engineering Society (UMES) with the intention to meet with students from the Faculties of Agricultural and Food Sciences, Science, and Engineering." It also mentions "Wednesday, October 7, 2020", "10:00 a.m. - 6:30 p.m.", and "CareerEvo Virtual Fair Platform". A red circle highlights a section titled "Please select the Co-op Program to which you are applying:" which contains a list of programs: Fall 2020 - BE-Biosystems Engineering, Fall 2020 - CIVL-Civil Engineering, Fall 2020 - CE-Computer Engineering, Fall 2020 - EE-Electrical Engineering, Fall 2020 - IE-IEEG, and Fall 2020 - ME-Mechanical Engineering. A red arrow points to the first program in the list.





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 – Biosystems, 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

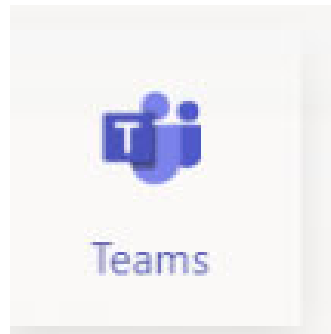
- ✓ Provide professional development workshops and one on one coaching throughout your degree to assist with all aspects of job search and employment related topics
- ✓ Support and grow our Co-op employers who hire co-op students and secure jobs that you can access
- ✓ Support and provide guidance to 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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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



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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**

Our coordinators

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

Leslie Cole – Biosystems, Civil & Electrical (term position) Leslie.Cole@umanitoba.ca





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Questions??

Email: [Megan Johnson](#)
our Program
Administrator



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