Graduate Industrial Experience – Summer 2013

Information Session – September 2012

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Program Coordinator
Institute for Co-operative Education
Available on the Co-op Website

1. Information Session Power Point
2. Application Form
3. Industrial Experience Handbook (coming soon)

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

* Select *Co-op Programs* and find the section for *Industrial Experience Programs*
Industrial Experience

- Work term done only in the summer
- 13 to 16 weeks work experience relevant to your program
- Minimum of 35 hours a week
- Paid
- Supervised by an employer
- 9 academic credits
Benefits

1. Exposure to the Industry
2. Take advantage of networking opportunities
3. Receive help in finding a job
4. Enhance your job finding skills
5. Build your résumé
6. Earn while you learn
7. Obtain 9 academic credits
8. Possibility of securing a full-time position
Co-op Services

Professional Development Seminars:

1. Work Term Preparation Training
2. Résumé Writing
3. Cover Letter Writing
4. Interview Techniques

Coordinators:

• Guidance/help in finding a job
• Résumé and cover letter review
• Mock interview
• Work site visit
Finding a job

- *Jobs are not guaranteed!!!*

- Students and the Institute work together

- The co-op Institute teaches students to:
  1. Prepare an application (cover letter & resume)
  2. Conduct an interview
  3. Develop their networking skills
  4. Research employment opportunities

- Professional development seminars are offered to students

- Access to job postings
COMPASS

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

• The Co-op Institute uses COMPASS to:
  – Post jobs
  – Schedule interviews
  – Make employment offers
  – Place students on work terms

• Students use COMPASS to:
  – Upload cover letters and resumes
  – View job postings
  – Apply for jobs
  – Accept job offers
Work Term Location

- Montreal and surrounding areas
- Ottawa
- Toronto
- Other Canadian Provinces
- Outside of Canada
Types of Jobs

• **Job related to your studies, but it could be:**
  1. Not as challenging as you’d like
  2. Not like you expected as first
  3. Not 100% related to your Master’s program

• **Realize that:**
  1. You are still at school
  2. Experience is more valuable than a pay check
  3. What you learn at school is not always enough

*Be flexible and open minded !!!!!!!*
Work Term Evaluation

Academic Components
- Proposal (10 pages)
- Monthly progress report (5 – 10 pages)
- Final report (40 – 50 pages)
- Presentation (20 minutes)

Employer
- Employer evaluation

Co-op Institute
- Work Site Visit

Grading
- PASS or FAIL
  - Does not affect GPA
International Students

Work permit:

- Letter from the Co-op Institute
- Meet with International Student Office (ISO)
- Request in January

If you don’t speak French you must be willing to work outside of Montreal
Academic Requirements

• Enrolled in the full-time course-based (non-thesis) Master’s in Engineering or Computer Science program.

• Students must be full-time in the semesters before and after the work term.

• A minimum of 16 credits and a maximum of 32 credits completed before the work term.

• A minimum cumulative GPA of 3.40.

• Proficiency in either English or French. Students who are weak in French must agree to accept out-of-town jobs.
Fees & Earnings

Fees
- Co-op
  - $185 (winter)
  - $185 (summer)
- Tuition
  - 9 academic credits
  - $370 (total)

Earnings
- $5000 - $15,000
Application Process

Information Sessions

Application
- Application Form
- Letter of intent
- Résumé
- **Deadline:** October 5th at 4 PM

Application Review
- Review Academic Requirements
- Read letter of intent and résumé
- Decide which students to invite
- *Decision by end of October*

Final Acceptance
- *Decision by end of November*

Intake Interviews
- Group of 5 – 10
- *Early November*
Application Process (cont’d)

Documents to submit:
1. Application Form (available here and at the Co-op Institute)
2. Letter of intent
3. Résumé

How to submit the documents:
• Staple the three documents in the order
• Submit to the Co-op Institute no later than Friday October 5th at 4 PM
• Application that are incomplete, submitted by email or submitted past the deadline will not be accepted

Intake Interviews:
• The Co-op Institute will notify you
• Not all candidate will be selected
Application Process (cont’d)

http://cdev.concordia.ca

Letter of intent format:
• 1 page
• Addressed to the Co-op Institute
• Well written, clear & easy to read
• Three paragraphs
  – Introduce yourself and why you apply to this program
  – Advertise your qualifications, accomplishments, skills, and experiences relevant to this program
  – Demonstrate your motivation for the intake interview and to be part of this program

Résumé format:
• 2 pages maximum
• Well written, clear & easy to read, no graphs or tables
• Sections: Name & contact information, objective, education, language, competencies, computer skills, academic & special projects, work experience, volunteer work, extra-curricular activities
Application Process (cont’d)

Students will be informed by email

• Deadline to submit an application: October 5th 2012 at 4 PM

• Invitation to an intake interview: end of October
  • Students who were selected will be notified
  • Students who were not selected will be notified

• Intake interviews: early November

• Decision notification: end of November
  • Students who were admitted will be notified
  • Students who were not admitted will be notified
# Places Available in Program

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<td><strong>TOTAL</strong></td>
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Accepted in Program

• Professional development seminars (December or early January)

• Work Term Preparation Training
  • early January
  • Failure to attend the seminars will result your withdrawal from the program

• International Students: Work Permit
  • Early January
  • Letter from Co-op

• Students in Graduate Industrial Experience Option are divided between two coordinators;
  • Jean-Michel Paquette (COEN – COMP – ELEC – SOEN – QSE – ISS)
  • Fred Francis (BLDG – CIVI – INDU – MECH)
Not Accepted in Program

• You may join the Graduate Industrial Experience Option at a later time

• You must;
  1. Meet all the academic requirements
  2. Agree to pay the Co-op fees and Tuition fees
  3. Find a job in your field on your own without the help of Co-op
  4. Submit the following required documentation;
     • Job Description
     • Name and address for the company
     • Name and coordinates of a contact at the company
  3. Receive approval from the Co-op Institute

Note:
• Existing employment cannot be used as work term
• Deadline to submit the required documentation is the 2nd Friday of April at 4 PM
Contacts

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