

WHAT IS THE TYPICAL SEQUENCE OF CO-OP WORK TERMS?

September – December	January – April	May – August
Academic Semester 3 COOP 1101 (1 credit)	Academic Semester 4 Applying for jobs	Work Semester 3 COOP 3210
Work Semester 4 COOP 4210	Academic Semester 5	Academic Semester 6

OR

Academic Semester 5	Work Semester 4 COOP 4210	Academic Semester 6
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(Example provided is for the Bachelor of Business Administration Co-op options)

We are also piloting Co-op in Business Diploma Programs as well as Criminology. Come talk to us about these new initiatives!

turn allowed me to gain more from my education because I was able to understand and contribute more to the learning.”

Carolyn Shears, is an alumna of Kwantlen’s Bachelor of Business Administration in Human Resources Management / Co-op program

“Kwantlen’s Co-op program has provided me with the opportunity to gain experience before graduation. Through my work term with VANOC, I have developed strong team skills and solid coordination skills by working closely with different people on various projects. I believe the practical skills I have developed during my Co-op term are valuable and will prepare me for today’s competitive work environment.”

Sylvia Wu is an alumna of Kwantlen’s Bachelor of Business Administration in Accounting / Co-op program

CAREER SERVICES

We proudly support Kwantlen students and graduates in finding meaningful employment, expanding and improving their tools needed to land the perfect job. Our objective is to help students transition from the ‘learning experience’ to a ‘working experience’.

Career Services provides:

- provides monthly resume/cover letter and interview workshops

- provides individual work search assistance to students upon request
- an exclusive Kwantlen Job Posting System for students and employers
- assistance to students and employers in using the Job Posting System
- connections with employers and students through social networking systems such as Facebook and Twitter
- information on international internships and job opportunities
- information on external career training scholarships
- mock interviews for students to help them prepare for the competitive nature of the job market
- Career Days and events for students
- assistance to employers by facilitating on campus recruitment
- employers with room rentals to conduct interviews or provide information sessions for students

Career Services also maintains various employment-related publications and magazines to assist Kwantlen students in their search for employment. Come visit us in our new resource centre on the Surrey campus, G1055. Enhance your career path and job search today!

kwantlen.ca/careers

TO LEARN MORE

We are constantly evolving to meet the needs of the workplace and to provide students with an optimal education experience. To find out more about any of our Co-op programs or Career Services, contact

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Or visit our website: kwantlen.ca/coop

GENERAL INFORMATION

The university calendar contains complete program information as well as rules and regulations that govern students while at the university; each student is responsible for being aware of these rules and regulations. The calendar is online at kwantlen.ca/calendar

Programs, courses, services and other related activities may be offered on any day of the week.

INFORMATION

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Centre for
Co-operative
Education &
Career Services

BBA ACCOUNTING
BACHELOR OF TECHNOLOGY
COMPUTER INFORMATION SYSTEMS
BBA ENTREPRENEURIAL LEADERSHIP
ENVIRONMENTAL PROTECTION TECHNOLOGY
BBA HUMAN RESOURCES MANAGEMENT
MARKETING MANAGEMENT



Co-op kwantlen.ca/coop
Career Services kwantlen.ca/careers

Kwantlen
POLYTECHNIC
UNIVERSITY

WHAT IS CO-OP?

Co-operative Education (Co-op) integrates periods of on-campus study with paid, career-related work experience. Students alternate periods of full-time study with periods of full-time productive employment. The name reflects the co-operative relationship between the employer, student, and Kwantlen Polytechnic University.

Co-operative Education provides the opportunity to apply theoretical knowledge to on-the-job experiences. Co-operative programs require additional time and effort. Students must attend Co-op courses, where they become skilled at writing resumes and covering letters and at interviewing for positions. They also write work semester reports and give presentations.

Co-op programs offer many advantages including:

- Wages to help defray educational costs
- Eight months of valuable work experience to help acquire additional skills
- The chance to apply classroom learning
- Personal growth and development
- Leadership skills through a Co-op mentoring program
- Development of networking opportunities in the field of choice

ABOUT CO-OP PROGRAMS

Kwantlen's Co-op programs have been in existence for nearly a decade. As a result, we have established relationships with some of the best employers in BC.

We keep the number of students in our programs small. This allows us to provide more intensive class time preparing students for Co-op. It also allows for more one-to-one time with a Co-op Instructor.

Kwantlen students enjoy a top notch reputation in the employer community. We often receive feedback that our students are some of the best prepared for both the Co-op competition process as well as the technical training and attitudes they bring to the work site.

Our Co-op programs follow provincial Co-op guidelines (ACE/ACCE) ensuring the highest quality Co-op programming.

Our individual programs are also accredited, wherever possible, by professional associations (e.g. ASTTBC, CIPS, etc.)

ABOUT CO-OP EMPLOYERS

For employers, Co-op education is a cost-effective human resource recruitment and development tool. Employers appreciate the opportunity to test and train potential future employees. Further, the Co-op program gives employers a chance to be directly involved with the education system to ensure curriculum meets the future needs of the market place.

CO-OP AREAS

Information Systems

Computer Information Systems Diploma & Bachelor of Technology Degree

Kwantlen offers a CIPS – accredited Computer Kwantlen offers a CIPS – accredited Computer Information Systems (CISY) diploma and a four-year Bachelor of Technology degree in Information Technology (BTech), both with Co-op options. Graduates of these programs work in a variety of fields such as Network Administration, Systems and User Support, Database Design and Management, Systems Analysis and Design, Software Development, Web Design and Development and many other areas.

Business Programs

Marketing Management Diploma

Kwantlen's Marketing Management Diploma is a two year program. First-year students enter the Marketing field by gaining a strong skill base from general business courses like economics, marketing, accounting, organisational behaviour, communications and computing. Second-year courses provide students with skills in advertising, marketing, planning, marketing research, and personal promotion. Marketing students

often secure Co-op positions such as Marketing Assistants, Research Analysts, Customer Services Representatives or Special Project Officers.

Bachelor of Business Administration Degree in Human Resources Management

The BBA in Human Resources Management is designed to prepare students to achieve the Certified Human Resources Professional (CHRP) designation and provides students with a broad base skill set in a range of Human Resources Professional roles.

Students in the Co-op program will be well prepared for support roles in such areas as: Recruitment and Selection, Compensation and Benefits, Occupational Health and Safety, Labour Relations, and often perform Human Resource Assistant general duties.

Bachelor of Business Administration Degree in Entrepreneurial Leadership

What makes this degree different? It has Entrepreneurship and Leadership as its focus. The program is often project-based; therefore many students have direct experience applying the skills they learn to real-life situations. Emphasis is on group work, presentation skills, strong interpersonal relations, verbal communication and team skills development. All programs are designed with input from industry. Our BBA Advisory committee consists of more than a dozen industry leaders who keep our program relevant to real-world needs. Co-op students and graduates, have an opportunity to apply valuable employability skills in the areas of accounting, evaluating business performance, developing business plans, utilizing information technology, budget development, marketing research and promotion, and many other areas.

Bachelor of Business Administration Degree in Accounting

The BBA in Accounting degree satisfies the degree requirements for the Certified General Accountants' Association, the Certified Management Accountants' Association and the Institute of Chartered Accountants. Co-op students further their higher level of technical accounting skills as well as supplementing their academic learning in business management skills.

Students will often work in positions with such duties as financial analysis, auditing, taxation, consulting, controllership, cost management, systems analysis and many other areas of finance.

Science Programs

Environmental Protection Technology (EPT)

This two-year program is designed to provide the students with practical, hands-on experience to meet the needs of the workplace. EPT graduates are equally at home sampling wastewater, conducting a delicate chemical analysis, or interpreting a new environmental regulation. The EPT program has been granted National Accreditation by the Canadian Council of Technicians and Technologists (CCTT). National Accreditation provides students, employers, and contractors assurance that the EPT program contains high educational quality. By measuring its curriculum against Canadian Technology Standards established by the industry, graduates have the employability skills and competencies required. National Accreditation also provides access to membership with CCTT's provincial affiliate, The Association of Applied Science Technologists and Technicians of British Columbia (ASTTBC) which qualifies graduating students to seek professional certification as an Applied Science Technologist (AScT).

WHAT STUDENTS SAY

"I have found this work term, and my initial work term, to be an incredibly valuable experience. I decided to do Co-op mainly because my most current work experience was in dentistry and I thought Co-op would be a good way to get some corporate and/or HR experience on my resume. I have been amazed at the amount of learning I have gained from my work terms. In addition, my work term experience has helped me assimilate what I have learned in class into real world experience. I could not have imagined the amount of knowledge I would gain from my coop term, not to mention the confidence I now have in my ability to be an excellent HR professional. I think being able to take what I've learned in class and put it into practice right away has allowed me to feel like less of a student and more of a professional, which in