

Master of Information Co-op Information Session

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Agenda

- WiL
- What is Co-op?
- Facts & Figures
- How it Works: Before, During & After
- Looking for Work
- Q&A



Workplace Integrated Learning

- Integration of knowledge and skills gained in the academic institution and in the workplace



What is a co-op?

“Co-operative Education is a program that formally integrates a student's academic studies with work experience with participating employers.”

- The Canadian Association for Co-operative Education (CAFCE)



Is Co-op Right for Me?

- Admission to the co-op program is based on clear evidence of **alignment** between the student's background, clarity of motivation for chosen studies, clarity of career plans, and the role that workplace integrated learning can play in enacting those plans.



Is Co-op Right for Me?

- Time commitment
- Previous work experience may preclude
- Are you prepared for the workplace?
- Can you achieve your goals through other channels?
 - Practicum, other internships



Types of WiL @ the iSchool

■ Internships

- Any temporary, paid/unpaid work opportunity
- Also MMSt language

■ Practicum

- INF2173H – Information Professional Practicum (105 hours)
- INF2158H – Management of Corporate and other Special Information Centres (45 hours)

■ Co-op



Co-op Criteria (CAFCE)

1. Each work situation is developed and/or **approved** by the co-op educational institution as a suitable learning situation;
2. The co-op student is **engaged** in productive work rather than merely observing;
3. The co-op student receives **remuneration** for the work performed; (\$18 - \$30/hr)
4. The co-op student's **progress on the job is monitored** by the co-operative educational institution;
5. The co-op student's **performance on the job is supervised** and evaluated by the student's co-operative employer;
6. Time spent in periods of work experience must be **at least 30%** of the time spent in academic study.



iSchool Criteria

To apply:

- 1st year, full-time MI student
- Concentration path

To stay:

- Have completed 4.0FCE by May
- Have completed minimum 2 required courses in at least 1 concentration
- Have received minimum A- cumulative average



Why MI Co-op Option?

- Gain valuable work experience relevant to your graduate studies
- Further develop and apply knowledge and expertise acquired in the classroom
- Explore career options, gain hands-on skills
- Develop your network with professionals in your field
- Get a competitive edge when applying for employment after graduation



2017 Summer/Fall Co-op Sample

<u>Organization</u>	<u>Co-op Job Title</u>
Centrecorp	Records Management Intern
CIBC	Junior User Experience Designer
Communications Security Establishment	Assistant Librarian Co-op
Freshbooks	UX Designer
George Brown College	Project Assistant
IESO	Records Analyst
MaRS	Data Catalyst Intern
Ministry of Transportation	ISD Co-op Associate Position
Ministry of Transportation	CSD Coop Associate
Ontario College of Pharmacists	IM Co-op Student
Oxford Properties	Information Management Intern
RBC	Supplier Delivery Officer (Co-op)
TribacScale	UXD Intern
Trillium Health Partners	Information Coordinator, Medical Administration
TTC	User Experience Designer
UHN	Research Assistant
Welland Public Library	Information Services Librarian (Co-op)



By the Numbers

	No. of students (2015-16)	No. of students (2016-17)
Applied for the co-op option	44	127
Accepted into the co-op option	32	82
Total number of co-op students for Summer & Fall	26	65
Total number of co-op students who got a co-op job	25 out of 26 (96%)	58 out of 65 (87%)
· 8-month co-op (summer & fall)	12	18
· 4-month co-op (summer)	13	40
· 4-month co-op (fall)	7 (3 extended)	30 (22 extended, 8 new)



Feedback

- “The Co-op Student we hired through the Faculty of Information made an outstanding contribution to our Library during the past 8 months. She conducted observational studies of our branches and developed recommendations - all of which are being implemented - for managing our statistics and organizing specific spaces in the branches.”
- “U of T iSchool students are versatile and have technical and information / data management skills that are useful to many different types of organizations. We have found that many MI students have undergraduate degrees in the Humanities, which may account for their high level (written and oral) communication skills.”



How It Works



MI Co-op Courses: 1.5 FCE

- 0.5 FCE (INF3900H) Workplace Integrated Learning (Winter)

AND

- 1.0 FCE (INF3901Y) co-op course/work term for 8-month jobs (Summer & Fall)

OR

- 0.5 FCE (INF3902H) co-op course/work term (Summer)
- 0.5 FCE (INF3903H) co-op course/work term (Fall)



Timeline – Courses

Fall 2017	Winter 2018	Summer 2018	Fall 2018	Winter 2019	Summer 2019
Academic term	Academic term	WORK TERM	WORK TERM	Academic term	Academic term
2.0 FCE (4 x 0.5 courses)	2.0 FCE (4 x 0.5 courses)	0.5 FCE (co-op course)	0.5 FCE (co-op course)	2.0 FCE (4 x 0.5 courses)	1.0 FCE (2 x 0.5 courses)



How to Apply



Key Dates

Application Due	September 29th, 2017 at 5:00pm (no later!)
Review/Interviews	Mid- October to early-November
Offers Made	Beginning mid-November
Welcome Session	December 2017 (exact date TBD)



How to Apply for the Co-op Option

- From Sept. 18 (today) to September 29th
- Submit one file to alex.howes@utoronto.ca (PDF):
 - **Letter of intent (in cover letter format):** approximately 750 words
 - Workplace integrated learning, academic, and professional career goals
 - Type of institution, nature of work experience
 - **Resume**



Before the Co-op Work Term

- Required career prep workshops (Sept, Oct, Jan):
 - Resume & CV, Cover Letter
 - Job Interviews
- Once accepted, attend welcome session in December
- Begin searching for jobs
- International work permits
- Sign acceptance into program



Before the Co-op Work Term

- Winter term - Complete INF3900H
Workplace Integrated Learning course



Before the Co-op Work Term

- Complete at least two required courses for your concentration
- By May, you should have 4.0 FCE completed
 - If you drop a course in Winter, and have less than 4.0 FCE, you will no longer be eligible for the co-op option



Before the Co-op Work Term

- Apply for all relevant co-op positions
 - Job postings start in January (and even now!)
 - Job postings come throughout January - May
- Attend all interviews
- Decide which offer to accept



Looking For Work

1. Blackboard (filtered vs. unfiltered)
2. Other job boards
3. Your personal networks



When You've Identified a Possible Placement

- Notify Careers Officer ASAP
 - Include job description, signed letter of agreement
- Sign any paperwork required by employer



During the Co-op Work Term

- Develop goals and plan for co-op work term
- On-site visit or phone call with Co-op Director
- Complete the mid-term report (journaling)
- Complete the final report
- Employer evaluation



During the Co-op Work Term

■ Fees

- \$1200 auxiliary fee paid in two installments, i.e. \$600 per co-op course/work term



After the Co-op Work Term

- Have a presentation of your co-op experience
- Provide feedback on your co-op experience
- Get the notation for your transcript from the Co-op Director
- Complete remaining courses for MI degree



For more info visit:

<https://ischool.utoronto.ca/current-students/careers/co-op/>

Questions?

