**CO-OP / Internships Guide**

**Professional Development Club**

**If your Program has COOP term, you need some info:**

# What it COOP?

Co-operative education at the University of Ottawa allows you to apply concepts learned in class during **paid work terms**. After about two years of study, you will not only get a masters diploma that indicates you participated in a CO-OP program but also approximately **4 to 8 months of experience** (depending on the program) in your field of study and a network of valuable contacts. All of these factors will contribute to helping you find a job more easily after graduation.

# Why is COOP important? Or Why **should** I opt for COOP?

* Gain valuable paid work experience in your field of study.
* Develop professional skills and gain a better understanding of the workplace.
* Discover what career fits you through different job opportunities.
* Meet key people in the job market who will facilitate your placement after graduation.
* Travel and meet interesting people.

# How to apply for COOP?

Step1: Prepare for CO-OP (First term of first year)

* Apply to CO-OP (Deadline: Fall: Sep 30, Winter: Jan 30, Summer: May 30)
* Receive admission decision in with next 2-3 months.
* Attend mandatory workshops.

Step 2: Begin job search

* Apply for jobs through CO-OP Navigator.
* Attend interviews with employers.
* Receive notice when you are matched with an employer

Step 3: Complete work term

* Set work term objectives.
* Participate in mid-term evaluation.
* Write and submit final report.

**Important Note:** Above given dates and deadline might defer from program to program, for example for undergraduate coop begins in fall of second year instead of first year. Please visit university website for program specific dates and deadlines : [How CO-OP Works | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en/future-students/how-coop-works)

# How to apply and what are minimum requirements?

Admission requirements and application deadlines and procedure to apply may vary from one discipline to another.

To find out about your specific program here is the link: [CO-OP Programs | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en/future-students/programs?audience=future)

# Is it possible to register for official coop program after the 1st term of the first year for master’s students?

**Answer:** The deadline to apply for most (not all) master’s program is on first month of first year of their program. It can not be applied in second year (for master’s). There is no email notification sent about this deadline by coop department.

# What is the difference between being formally admitted to uOttawa campus placement program and finding your own coop job?

# What if I miss the official coop deadline? Can I still participate in coop?

**Answer:** In case students miss the coop deadline, please note that students can still find a coop job on their own and do a coop term. This is because all the professional program students are by default admitted into coop. They are eligible to apply for coop work visa and get a coop job. Missing the deadline only means missing official campus placement and training offered by university.

# Do I need pay to university fee while doing the coop work terms?

**Answer**: Yes, to find out more please click on given link and go to ‘Fees’ section.

Link: [FAQ for Future Students | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en/future-students/faq)

* ****If your program DOES NOT have a COOP Work Term, Dont worry and read the following:****

# ****My program does not have a COOP Work Term. Can I apply for these?****

**Answer**: Yes you can apply for COOP /Internship Jobs. All Graduate programs with Faculty of Engineering at UOttawa are recognized by the federal government as Coop / Internship Eligible Programs.

<https://www5.psc-cfp.gc.ca/coop/noitcanoitutitsnimargorphcraes.do> (Search program = Masters, Institution = University of Ottawa).

Even if you do not have a not in a COOP program, you can make a service request to the graduate office and get a support letter that can be used to obtain a COOP / Internship Work Permit. This enables you to work full-time for a semester instead of studying. You will have to have find a job and have a job offer to get the letter (and then the COOP Visa).

In particular, that means you can apply for any job that a company advertises as a "COOP" job. The employers only look for COOP students because, the Federal government gives provides wage subsidy for them. If you are asked by your employer about your eligibility, let them know you are eligible and you can provide

# ****I often see a lot of Summer Jobs, (or other Internships) that are advertised to be only available for COOP students?****

**Answer**: You are eligible to apply for any COOP or summer job advertised in Canada even if it says it is “restricted to coop students”. All Gradute programs at Facutly of Engineering are registered with the Government of Canada as eligible Coop / Internship Offers. See above answer.

# ****I'm not in an official COOP placement program, but I've got an offer for an internship/coop. How do get the support letter from the university to apply coop work permit and to show to my employer?****

**Answer:** You can email engineering.grad@uottawa.ca (cc Professor Liam Peyton) showing them your job offer, requesting a letter of support that you are admitted to an officially recognized COOP/Internship program.

Upon getting a response, you will be able submit your Job Offer, along with the above-mentioned support letter to obtain a COOP Visa.

COOP students get this letter from the COOP Office. You will get it from the Graduate Office.

# If I get a coop job, but I do not receive the coop work permit yet. Then, what can I do?

Answer: First you need to apply for your COOP work permit, if you have’nt already. Refer to

While you are waiting for your work permit, you can request your employer to pay you for 20 hours per week as it is mentioned in your study permit and the rest of the hours might be counted as volunteering hours. As soon as you get your coop work permit, you can get paid up to 40 hours.

Alternatively, if you are not able to get your work permit before coop term then you have option to defer it to next term.

# Can I apply for internship/coop work visa if I am an international student?

**Answer**: International students who secure a full-time paid internship can also apply for a COOP/Internship work visa with a copy of the job offer and a support letter from the graduate office (email engineering.grad@uottawa.ca and attach your job offer to request such a letter). International students are eligible for a full coop /internship visa that allows them to work full time during their work terms (the graduate office supplies a letter).

# Do I need the coop visa to work part time during the study term in Canada?

**Answer**: No, you only need a COOP Visa if you want to be paid for more than 20 hours a week. Coop work permit will allow you to work up to 40 hours a week. To work part time, all you need is your Study Permit (with the provision to work part time.)

# Can I do a paid coop/internship in Canada while studying from my home country?

**Answer:** Students who do not have a valid visa AND a SIN and a Canadian bank account, are not allowed to be paid for work in Canada. (Canadian Law). They can however get work experience through volunteer opportunities and projects (and you can list it on your resumes as work experience) this will help them to find paying jobs in Canada once they have the necessary paperwork.

# What are the documents required to start the coop work term?

• Canadian study permit  
• Canadian CO-OP work permit  
• Canadian Social Insurance Number (SIN)  
• Canadian bank account details

# ****If I've got a COOP / Internship Job offer and I am also enrolled in GNG5902, Is it enough to get 6 credits for the work done during my Internship?****

**Answer:** No. you don’t get 6 credits by just getting a job/internship and enrolling for GNG5902. You must do a project outside your normal internship work that has some value for your employer in order to get 6 credits. The purpose of 5902 is to make students do some projects that are of current / potential value to a certain person, company, organisation, etc. During your Coop / internship, you should first focus on building a rapport within your workplace and once you feel comfortable, you can discuss with your manager / supervisor about GNG5902 and present them with your own idea or a potential solution for a current problem being faced by them.

# My question is not answered in this document, what can I do?

**Answer:** You should go through provided links at first to search your queries. Still if you have any confusions, you can reach out to Professional development club (<https://www.gespdc.com>). You will find links to join the FB and LinkedIN groups, where you can ask any relevant question. You can also reach out to your program’s PDC coordinator or any other PDC executive whose contacts are available on the website.

Please click on given link to find all FAQs related to coop: [FAQ for Future Students | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en/future-students/faq)

# Other useful links for COOP:

* **uOttawa COOP website link:** [Home | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en)
* **To find program specific COOP details:** [CO-OP Programs | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en/future-students/programs?audience=future)
* **Key dates and deadline for coop students:** [Key Dates for Students | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en/coop-students/key-dates)
* **FAQs for COOP:** [FAQ for Future Students | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en/future-students/faq)
* **COVID FAQ’s for COOP:** [COVID-19: FAQ for CO-OP Students | Co-operative Education Programs | University of Ottawa (uottawa.ca)](https://coop.uottawa.ca/en/covid-19-faq-co-op-students)
* **International SOS Immigration session:** <https://www.facebook.com/events/342814590436021>
* **Career development centre:** <https://www.uottawa.ca/career-development-centre/>
* **International office:** <https://international.uottawa.ca/en>

**Useful email address for coop term students:** [coop@uOttawa.ca](mailto:coop@uOttawa.ca) , [coop.admissions@uottawa.ca](mailto:coop.admissions@uottawa.ca)

Useful contacts for no co-op students: <https://www.gespdc.com> (see last QA)