

**Business and Economics Co-op  
First-Year Information Session**



# CO-OP AT LAURIER

- Gain hands-on experience to complement academic studies
- Personal attention by co-ordinators both during job search and work terms
- Students complete two full years of academic study prior to the first work term
- Students receive academic credit for completion of the Co-op Fundamentals preparation course in second year and for each successful work term. Those who meet all co-op requirements graduate with the Co-op Designation on their diploma and transcript.

# Co-op Work Term Sequence

Term	Fall (Sept-Dec)	Winter (Jan-April)	Spring (May-Aug)
<b>Year 1</b>	1A Academic	1B Academic	Summer Vacation
<b>Year 2</b>	2A Academic	2B Academic	<b>Work Term #1</b>
<b>Year 3</b>	3A Academic	<b>Work Term #2</b>	3B Academic
<b>Year 4</b>	<b>Work Term #3</b>	4A Academic	4B Academic

**Sequence #1 – option for an 8-month work term**



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<b>Term</b>	<b>Fall (Sept – Dec)</b>	<b>Winter (Jan– April)</b>	<b>Spring (May– Aug)</b>
<b>Year 1</b>	1A Academic	1B Academic	Summer Vacation
<b>Year 2</b>	2A Academic	2B Academic	3A Academic
<b>Year 3</b>	<b>Work Term #1</b>	3B Academic	<b>Work Term #2</b>
<b>Year 4</b>	4A Academic	<b>Work Term #3</b>	4B Academic

## Sequence #2

This sequence is especially suitable for students who plan to seek employment in capital markets and investment banking, as some firms are likely to hire only senior students for the spring work term.

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<b>Term</b>	<b>Fall (Sept – Dec)</b>	<b>Winter (Jan– April)</b>	<b>Spring (May– Aug)</b>
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<b>Year 2</b>	2A Academic	2B Academic	3A Academic
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<b>Year 4</b>	4A Academic	<b>Work Term #3</b>	4B Academic

## Variation of Sequence #2

Option for an 8-month work term



# Job Search Process

- Job descriptions posted through Co-op online system
- Students apply to positions that interest them
- Employers review resumes
- Employers decide who they would like to interview
- During on campus recruiting, job offers are managed through the rank/match process
- Students are also expected to conduct a personal job search to complement the job posting process



## Benefits

- Investigate and define career choices
- Apply theory from class in a “real world” environment
- Assess and develop work related skills
- Acquire job search skills
- Develop industry contacts
- Obtain one full year of work experience
- Help finance your education



# Weekly Salary Survey

	Industry/ Commerce	Government	Financial Institutions	Chartered Accounting	Capital Markets
Highest Salary	\$1038	\$938	\$908	\$933	\$1013
Lowest Salary	\$525	\$559	\$525	\$563	\$563
Average Salary	\$686	\$642	\$743	\$760	\$795





# Realities

- Financial commitment
- Economy
- No guarantee of employment (employment process may be lengthy, particularly for May work term)
- Relocation is often required during work terms
- Limited business/non-business electives available during spring academic terms
  - Entre 310
- Extracurricular activities and vacation time are restricted
- Graduate later
- On work term during grad recruitment
- Increased workload

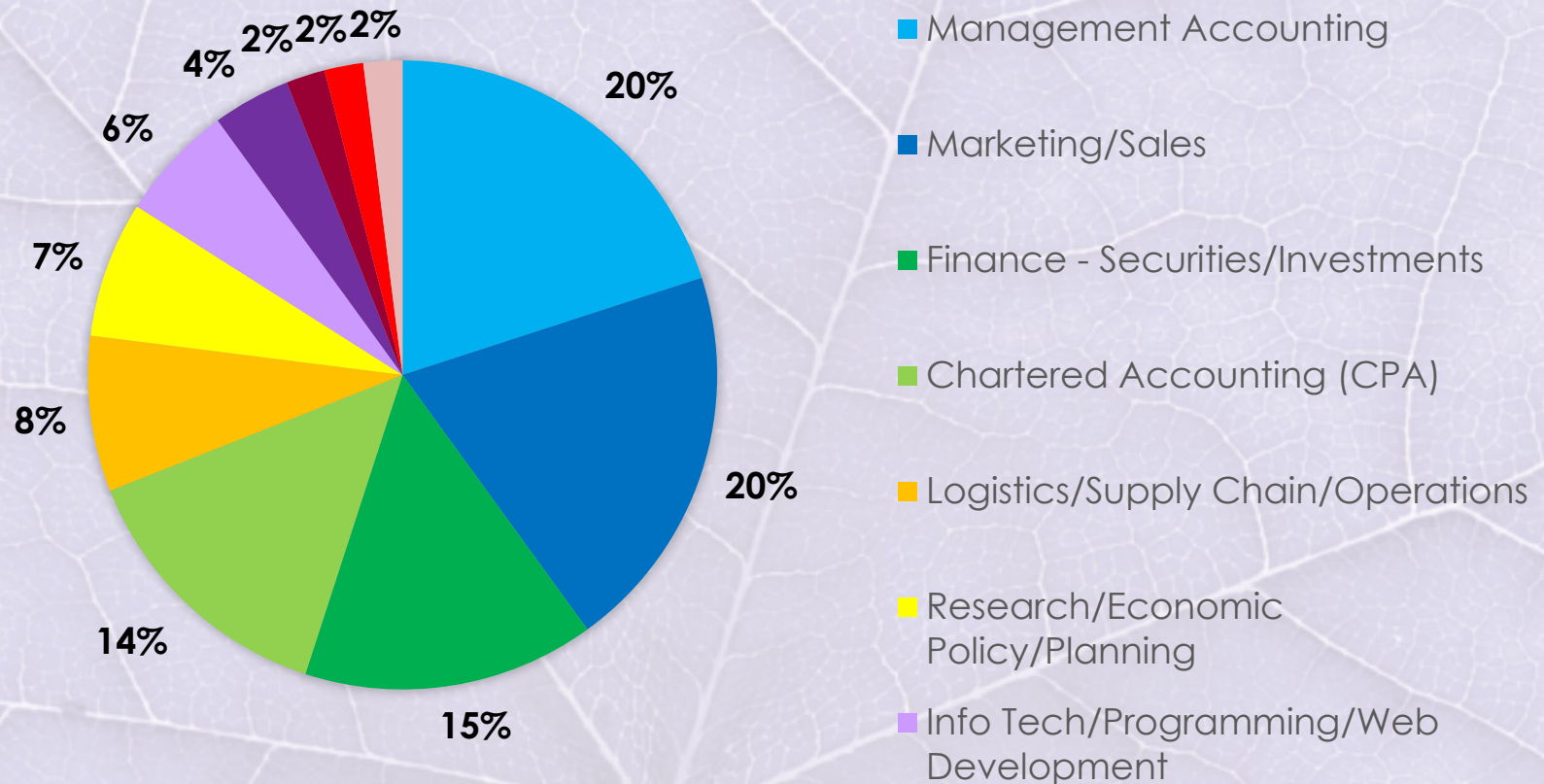


# Co-op Activities

- **October**
  - Information session
  - Resume module
  - Cover Letter module
  - MyLearningSpace materials
- **November**
  - Job search module
  - Resumes due
  - CPA interview skills
  - CPA mock interviews
  - CPA job postings
- **December/January**
  - CPA interviews
  - Interview skills module
  - Mock interviews
- **December/January**
  - Job Search module
  - Non-CPA job postings
  - Rank/match sessions
  - Non-CPA interviews
- **February**
  - Non-CPA interviews
  - Continuous employment period postings
- **March**
  - Work term preparation workshop
  - Job postings and interviews continue
- **April/May/June**
  - Personal job search
  - Job postings and interviews continue

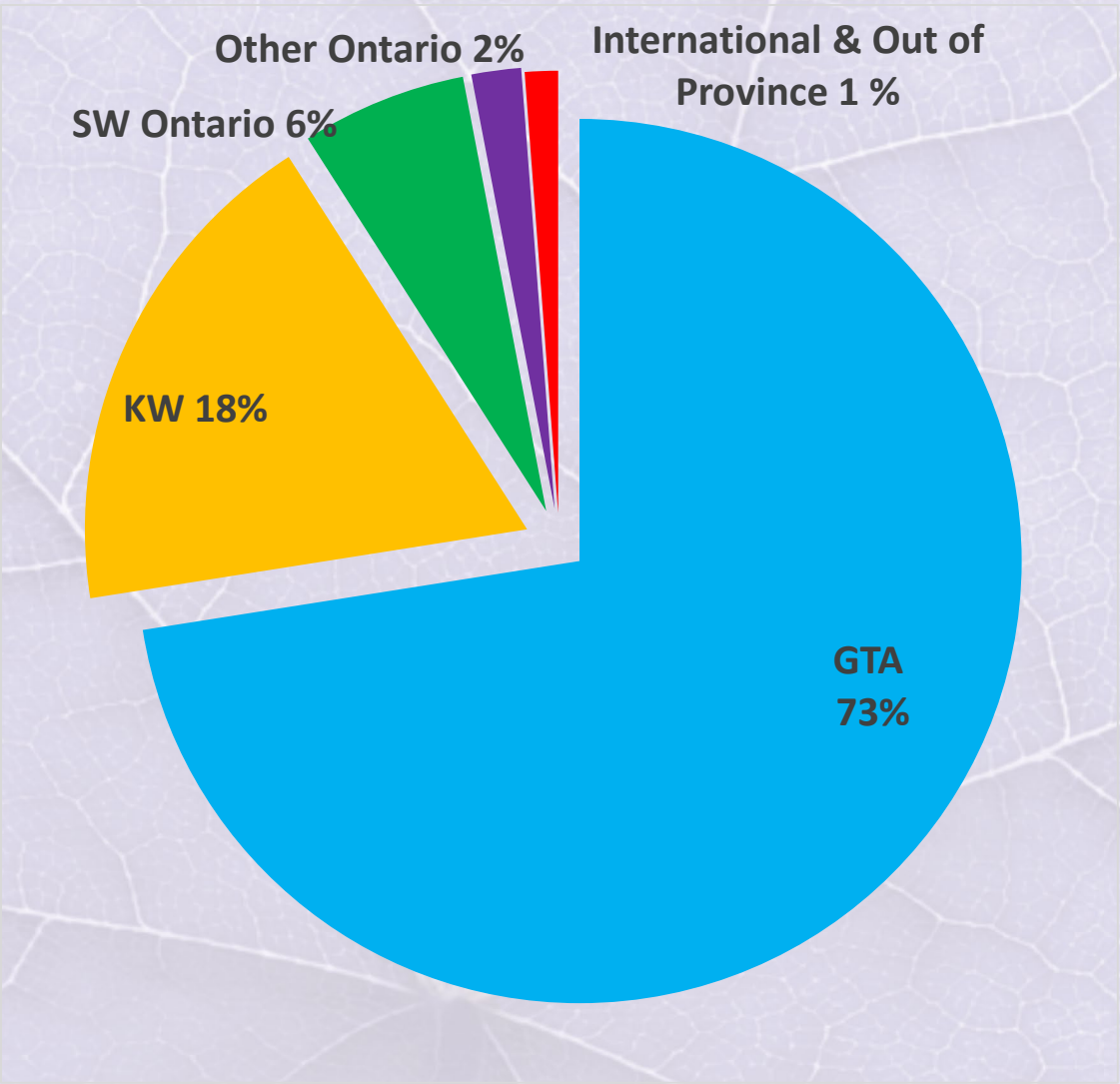


# Business and Economics Functional Areas





# Employment Locations





## Sample Job Titles

- Trading Assistant – **Scotiabank**
- Junior Staff Accountant – **PWC Canada**
- Financial Analyst – **Toyota Canada**
- Assistant Marketing Manager– **PepsiCo Beverages Canada**
- Analyst – **RBC Capital Markets**
- Marketing Communications– **Nissan Canada**
- Sales Analyst– **Smucker Foods of Canada**
- Product Specialist - **Desire2Learn**
- Risk Management/Insurance Broker Trainee, **AON Corporation**
- Software Support Specialist – **Blackberry**
- Vidyard – **Business Development Intern**



# Application Process

- On-line application available in February 2019
- Application Deadline – Sept 9, 2019
- **Step 1** - Overall first-year GPA cutoff established in July (last year was 9.0)
- **Step 2** - Individual interviews Late August – September
- **Step 3** - Co-ordinators meet to select successful applicants
- Decisions posted by e-mail on September 29<sup>th</sup>
- No waiting list
- One entry point; may not apply again later



# Marks for Applicants

- Average GPA of group admitted is typically much higher than GPA cut-off to receive an interview
- We will not consider other courses you complete after winter term unless:
  - they are required for progression to second year
  - you completed fewer than the equivalent of 5 full credits
- Students who have to repeat courses or take additional courses to achieve minimum GPA may be evaluated lower than those who meet GPA by April
- Students who take 5 courses in winter may be evaluated higher than those who take 4 courses
- ENTR 310 - it does not count in our 10 credit count mark and co-op does not include your mark from this course in calculating your GPA for year one when considering your eligibility for admission to co-op.



# The Interview

- 15-minute formal interview conducted by two co-op co-ordinators
- Read introductory statement beforehand
- We assess:
  - Work experience from beginning of grade 11 to end of summer before second year
  - Volunteer service and extracurricular activities from grade 11 to end of Orientation week before second year
  - Marks
  - Interview performance
- We give equal weight to each category



# Work Experience

- We consider the paid work you performed during the last three years. (For most students, this will be from the beginning of grade 11 to the end of Orientation Week in second year.)
- We want to hear about your duties and assignments in each position. (We value jobs in offices or professional environments, and positions with authority or responsibility.)
- We consider the time commitment; be prepared to tell us how many hours you worked each week for each job and what months and years you worked. (When comparing candidates, we will give higher standing to students who have worked full-time for the past three summers than to those who have worked less consistently.)

# Volunteer Service and Extracurricular Activities

- We will consider your volunteer service and extracurricular activities in the last three years. (For most students, this will be from the beginning of grade 11 to the end of Orientation Week in second year.)
- We want to hear about your duties and assignments in each position. (We value leadership roles over general membership and varsity sports over intramurals.)

# Interview Performance

- We will consider the quality of all your answers when evaluating your interview performance.
- Your ability to communicate your skills and accomplishments is a key component of the interview.
- We consider your ability to be concise and stay within the 15 minutes allotted when assessing your interview performance.
- When telling us how you have developed certain skills, we encourage you to use examples from experiences other than the New Venture project. (It is challenging to stand out when referring to a project required for all BBA students.)
- At the end of the interview we will ask you to tell us anything you wish to add in support of your application. Be sure to tell us about any accomplishments or experience you have not had an opportunity to mention earlier.



# The Interview

- We assess what candidates communicate in the interview, not items listed on the resume.
- We don't consider activities you're going to do (only what you've done up until the end of O-week.)
- You will be asked about your work term sequence preferences. Students are assigned a sequence. (We try but can't guarantee student preference.)
- Most students choose Laurier in part because of co-op; we are not able to consider this as reason to admit students.
- No references; we are unable to accept any references as part of the application process.

# The Interview

- Student's responsibility to present their background and skills within the timeframe of 15 minutes
- Opportunity at end of interview to provide information not discussed in response to interview questions
- STAR system used to evaluate responses
- Learn how to be successful in an interview; research and attend a workshop through the Career Development Centre



# The STAR Method

## STAR

**SITUATION** – provide a good framework, why it was a challenging situation

**TASK** – the problem / task at hand that needs to be solved

**ACTION** – the steps YOU took in detail

**RESULT!** – the end result; was it successful?

Make sure your answer has a beginning, a middle and an end

# Statistics

- Competitive selection process
- Enrolment in co-op is limited
  - last year we received applications from about 705 students
  - we typically extend offers to 380 students

# **THE STUDENT PERSPECTIVE**





## QUESTIONS?

- Rather than seeking information from other sources, get accurate and up-to-date information from the Co-op Office at ext. 4484 or visit our website at

<https://students.wlu.ca/work-leadership-and-volunteering/co-op/index.html>

# Additional Support



For those who have inquiries regarding potential needs for accommodation or have concerns regarding their ability to participate in Co-op, career services has a specialist who is here to help.

**KORRIE BELANGER, MSW**

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