Thank you for your interest in Co-operative Education at the University of Guelph! Co-op is an opportunity to extend your learning beyond the classroom and alternate your semesters of study with paid work terms. You’ll graduate with relevant work experience, skills and aptitudes; contacts in your field; and a deeper understanding of your career options.

For more information about Co-operative Education at the University of Guelph, please visit our website (www.recruitguelph.ca), where you will find general information about co-op and a list of key contacts. Use the Undergraduate Calendar (www.uoguelph.ca/undergrad_calendar) for information about the academic and work schedule for your major. This information should help you make an informed decision about applying to Co-op.

**Instructions for Applying to Co-operative Education**

Co-op is available in 35 majors (see reverse for list). Admission is dependent upon space in the program, academic achievement, and an approved Co-op Academic & Work Sequence. All co-op students and applicants (regardless of time of admission) are required to obtain a minimum of 70% cumulative average or higher after their first two full time semesters in order to be eligible to continue in co-op or be admitted to co-op. Refer to the Undergraduate Calendar for all academic conditions for continuation of study.

A completed application package includes the following (forms are available at www.recruitguelph.ca):

1. Co-operative Education Admission Request form
2. Co-op Academic & Work Sequence Agreement form
3. An Undergraduate Schedule of Studies Change form (included only if the student is changing/declaring majors)

Students must apply to co-op in either first or second semester to ensure that the Academic & Work Sequence published in the Undergraduate Calendar for your major (see reverse for specifics) can be followed.

**COOP*1100**

Students enrolled in Co-operative Education are required to take COOP*1100 – Introduction to Co-operative Education, a mandatory, non-credit course, designed to prepare students for the competitive employment process and co-op work terms. Depending on your major, COOP*1100 is scheduled for either semester two or three. Students must take this course in the semester designated by their program as listed in the Undergraduate Calendar (see reverse).

**Co-op Fees**

Like any service that the University offers, Co-operative Education has many costs. Students pay a co-op fee each academic and co-op work term contributing to approximately 3/4 of the costs associated with the co-op program. Co-op student fees are currently $270 for each full-time academic semester and co-op work term (as determined by the Board of Governors). It is important to note that the co-op fees charged are not related to the services received in any one term, but are amortized over the entire program, totalling 8 academic semesters and all scheduled co-op work terms. Students admitted after their first academic semester will have an altered payment schedule, to be determined upon admission. It is the students responsibility to ensure the altered payment schedule has been applied properly and is paid within the appropriate deadlines.

There is no application fee.

_Last revised: June 2017_
Applying to Co-operative Education

APPLICATION DEADLINES

All majors with a co-op option are listed below. Application deadlines are based on the schedule of studies for each major as indicated in the Undergraduate Calendar, and specifically the fulfillment of the COOP*1100 requirement.

Winter Co-op Admission

Applications for the following programs must be submitted in person by the last class day of the Fall semester of first year at 4:00 p.m. Decisions are made early in January so students will need to be prepared to act quickly to accept their co-op offer and register for COOP*1100 for the Winter semester (semester 2). Students may need a waiver to register for the course.

Accounting (B.Comm.)
Biochemistry (B.Sc.)
Biological & Pharmaceutical Chemistry (B.Sc.)
Biomedical Toxicology (B.Sc.)
Chemistry (B.Sc.)
Ecology (B.Sc.Env.)
Environment & Resource Management (B.Sc.Env.)
Environmental Economics & Policy (B.Sc.Env.)
Environmental Sciences (B.Sc.Env.)
Psychology (B.A.)

Summer Co-op Admission

Applications for the following programs must be submitted in person by the last class day of the Winter semester of first year at 4:00 p.m. Decisions are made in early July, with a deadline of accepting the co-op offer at the end of July. Students in these programs must register for COOP*1100 for the Fall semester (semester 3) during the Add Period in August.

Adult Development (B.A.Sc.)
Biological & Medical Physics (B.Sc.)
Chemical Physics (B.Sc.)
Food & Agricultural Business (B.Comm.)
Biological Engineering (B.Eng.)
Biomedical Engineering (B.Eng.)
Child, Youth & Family (B.A.Sc.)
Computer Engineering (B.Eng.)
Computer Science (B.Comp.)
Economics (B.A.)
Engineering Systems & Computing (B.Eng.)
Environmental Engineering (B.Eng.)
Food Science (B.Sc.)
Hotel & Tourism Management (B.Comm.)
Management Economics & Finance (B.Comm.)
Marketing Management (B.Comm.)
Mathematical Economics (B.A.)
Mechanical Engineering (B.Eng.)
Microbiology (B.Sc.)
Nanoscience (B.Sc.)
Physics (B.Sc.)
Public Management (B.Comm.)
Real Estate & Housing (B.Comm.)
Software Engineering (B.Comp.)
Water Resources Engineering (B.Eng.)

If you have questions about applying to the Coop program at the University of Guelph please contact CECS at (519) 824-4120 x52323 or email recruit@uoguelph.ca.

Please note: If you accept an offer from Co-operative Education, you will be asked to agree to abide by the terms and conditions as set out in the Policy Agreement for Involvement in Co-operative Education at the University of Guelph (available at www.recruitguelph.ca for reference).