Co-op & Internship Information Session:

Summer 2022
Who is this session for?

• This is your first time attending this session
• Your intention is to register for the program to begin your first work term in May 2022

__________

• Already registered in the Co-op/Internship? No need to attend this session
• Already completed this session within the past 12 months? No need to attend this session
Agenda

• Introductions
• Important announcements/reminders
• Health & Safety
• What is Lassonde Co-op/Internship
• Co-op/Internship Advantage
• Eligibility Requirements
• Fees
• International Students and Co-op Work Permit
• Registration Process and Next Steps
Health and Safety

- Impact of the pandemic on co-op (start date delays, hybrid on-site and remote roles)
- Follow public health guidelines, along with national and provincial mandates
- If you are an international student in your home country, follow your countries’ guidelines
- When applying to jobs, apply to roles that work for you. (e.g. if you don’t feel comfortable going on-site, do not apply to a role that states it will be on-site)
- Ask questions about health and safety in the interview stage or how the work will be done including vaccination policies
- Lassonde portal jobs will indicate when possible if the role is remote or on-site
- When you are on a work term, you will be asked to keep us informed of health and safety
What is a Co-op/Internship?

• Co-op and internship offers domestic and international students full-time, paid work for durations of 4, 8, 12 or 16 months; **Avg salary is $22/hour**
  o Co-op allows a maximum combined maximum total of 20 months
  o Internship is a maximum total of 16 months

• Positions relate to your program of study, contributing to team and projects not observing or shadowing

• Start date is May, September or January

• Requires an official performance review process between Lassonde, student and employer
The Lassonde Co-op Advantage

• Professional job search support

• Access to a pool of employers who have expressed unique interest in hiring Lassonde students:
  
  Magna • Ellis Don • Nascent • Hydro One • IBM • Caseware • Apotex

• Access to some TOP ‘hidden’ employers

  University of Twente • Nascent • CSA • TTC • Canadensys • DecisivEdge
  
  • Silicon Valley Employers
Top Employers

hydro one
University of Twente
The Netherlands

TORONTO HYDRO

IBM

National Défense nationale

CaseWare

YORK UNIVERSITY

BMO

Celestica

kpm power

HATCH

veoneer

Ontario MINISTRY OF HEALTH

Manulife

Canadian Nuclear Laboratories
Laboratoires Nucléaires Canadiens

CIBC

RBC

muRata

ONTARIO POWER GENERATION

APOTEX

alectra utilities

HONDA

KENAIDAN

LASSONDE

YORK U
# Co-op and Internship

<table>
<thead>
<tr>
<th></th>
<th>Co-op</th>
<th>Internship*</th>
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</thead>
</table>
| **Degree Programs**  | Engineering  
EATS  
Computer Science  
Computer Security | Computer Science *  
Computer Security*  
Digital Media | |
| **Earliest Start Date** | Optional after 2nd year | Optional after 3rd year |
| **Duration**         | 12 - 20 months total | 4 - 16 months total |
| **Structure**        | Multiple work periods separated by at least 1 full-time academic term | One work period |
| **Course Work Component** | PD courses (two) + Work term course | Work term course |
| **Blocks of Work**   | Multiple | One |
| **Designation**      | Co-op Designation noted on transcript | n/a |

*This program is closing permanently after Summer 2022*
### Co-op Sequence Sample: 5 Work Terms (20 months)

#### Meet Aiden-Liam*, Space Engineering

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>Applied to Co-op</td>
<td>Study</td>
<td>Work Period 1 Canadensys (W1) Aerospace Engineering Intern</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Admitted to Co-op</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Searched for Summer (less than 96 credits)</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Work Period 1 Canadensys (W2) Aerospace Engineering Intern</td>
<td>Work Period 1 Canadensys (W3) Aerospace Engineering Intern</td>
<td>Work Period 1 Canadensys (W4) Aerospace Engineering Intern</td>
</tr>
<tr>
<td>Year 4</td>
<td>Study</td>
<td>Study</td>
<td>Work Period 2 Celestica (W5) Project Coordinator Co-op</td>
</tr>
<tr>
<td>Year 5</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
</tr>
</tbody>
</table>
### Co-op Sequence Sample: 4 Work Terms (16 months)

**Meet Elisa*, Mechanical Engineering**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>Applied to Co-op</td>
<td>Admitted to Co-op</td>
<td>Unsuccessful; searched for Fall</td>
</tr>
<tr>
<td>Year 3</td>
<td>Work Period 1 HTS Engineering (12 mts) Hydronic Engineering Sales Assistant</td>
<td>Work Period 1 HTS Engineering (12 mts) Hydronic Engineering Sales Assistant</td>
<td>Work Period 1 HTS Engineering (12 mts) Hydronic Engineering Sales Assistant</td>
</tr>
<tr>
<td>Year 4</td>
<td>Study</td>
<td>Study</td>
<td>Work Period 2 PCL Constructors (4mts) Building Systems Intern</td>
</tr>
<tr>
<td>Year 5</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
</tr>
</tbody>
</table>
**Internship Sequence Sample: 4 Work Terms (16 months)**

Meet Faith*, Computer Science

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applied to Internship</td>
<td>Admitted</td>
<td>Work Term 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Search for first work term</td>
<td>IBM (8 mts)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Software Developer</td>
</tr>
<tr>
<td>Year 4</td>
<td>Work Term 2</td>
<td>Work Term 3</td>
<td>Work Term 4</td>
</tr>
<tr>
<td></td>
<td>IBM</td>
<td>Scotiabank (4 mts)</td>
<td>Lime Micromobility</td>
</tr>
<tr>
<td></td>
<td>Software Developer</td>
<td>Technology &amp; Digital Co-op</td>
<td>Lime Micromobility</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Software Engineering Intern</td>
</tr>
<tr>
<td>Year 5</td>
<td>Study</td>
<td>Study</td>
<td>Graduate</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
Co-op Eligibility: EATS

Prior to the first work term (Summer 2022):

• Enrolled full-time (minimum of 9 credits per term) 2nd year student in the Honours, EATS Program
• Maintain an overall CGPA of 5.0 or higher
• Successful completion of at least 50 credits to a maximum of 60 credits before your first co-op
• Successful completion of all core 1000 and 2000 level courses before your first co-op
• Return to York University for full-time studies (minimum 9 credits per term) after completion of each work period
Co-op Eligibility: Engineering

Prior to the First Work Term (Summer 2022):

• Enrolled full-time (minimum of 9 credits per term) 2nd year student in an Engineering undergraduate program
• Maintain an overall CGPA of 5.0 or higher
• Successful completion of at least 60 credits to a maximum of 96 credits before your first work term
• Return to York University for full-time studies (minimum 9 credits per term) after completion of each work period
• Complete 30 or more credits at the 2000 level before your first co-op
Co-op Eligibility: CS, CSEC

Prior to the first work term (Summer 2022):

- Enrolled full-time in the Honours Program, a minimum of 9 credits per term, except for Summer
- CGPA of 5.0 or higher as of the last academic session
- Successful completion of 50 credits to a maximum of 81 credits by start of first work term
- Completion of, in-progress/enrolled in at least four of the 2000-level EECS core courses: EECS2001, EECS2011, EECS2021, EECS2030, EECS2031
- Return to York University for full-time studies (minimum of 9 credits per term) after completion of each work period
Internship Eligibility: CS, CSEC

*This program is closing permanently. Last intake: Fall applications for positions starting Summer 2022

Prior to the first work term (i.e. Summer 2022):

• Enrolled full-time (minimum of 9 credits per term) 3rd year student in the Honours, Computer Science or Computer Security Program
• Maintain a GPA of 6.0 or higher in all MATH and EECS courses
• Successful completion of ECS 3311 before the first work term
• Successful completion at least 6 EECS credits at the 3000-level before the first work term
• Have a minimum of 9 required credits remaining to complete Honours degree by the start of the internship
• Return to York University for full-time studies (minimum 9 credits per term) after completion of internship
Internship Eligibility: Digital Media

Prior to the first work term (i.e. Summer 2022):

• Enrolled full-time (minimum of 9 credits per term) 3rd year student in the Honours, Digital Media Program
• Maintain an overall CGPA of 5.0 or higher
• Successful completion or in progress of DATT 3700 or DATT 3701 or DATT 3936 AND EECS 2011 before your first co-op
• Have a minimum of 9 required credits remaining to complete Honours degree by the start of the internship
• Return to York University for full-time studies (minimum 9 credits per term) after completion of internship
Co-op & Internship Eligibility: Transfer Credits

ACTION REQUIRED: Students with transfer credits must submit a request for a Transfer Credit Assessment for Co-op Eligibility

• Form will be open from October 13, - November 15, 2021 only.
• **Deadline to submit is November 15, 2021 @11:59 pm.**
• Submit a request as early as possible to avoid delays in processing your applications.
• **If you received a large number of transfer credits, don’t panic** - it is possible that not all of your credits may be applicable to your new degree or certificate program. We recommend you apply as soon as you meet the minimum requirements for co-op.

• What does transfer credit mean?
  o Have you received credits from another institution such as university or college?
  o Have you received course waivers or exemptions from another program at York?
Transfer Credits

Transfer Credit Assessment for Co-op Eligibility

Please fill out this form if you have completed credits at another institution (university or college) or if you were in a previous program at York University and you need to take more credits than a typical student in your program in order to satisfy your degree requirements.

Name *
First
Last

Student ID *

Must be 9 digits. Currently Entered: 0 digits.

Email *

Program *

Expected Graduation Date *

Are you an International Student? *
- Yes
- No

Do you have transfer credits from another university or college? *
- Yes
- No
FEES

One-time Registration Fee
• Non-refundable fee of $200 is charged to your student account upon acceptance into the Lassonde Co-op/Internship program

Work Term Fees
• Upon securing a position, applicable work term fees apply
• These fees are tied to co-op/internship course(s) and maintains your student status
• Enrolment in the work term and professional development course(s) are mandatory
# Co-op Work Term Fees

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>FALL</th>
<th>WINTER</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apply for Co-op</td>
<td>Study Search for 1st Co-op Work Term</td>
<td>Work Period 1 (Work Term 1) enrolled in COOP 2100 &amp; COOP 2109 (total approximate fees: $1300)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>FALL</th>
<th>WINTER</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work Period 1 (Work Term 3) enrolled in COOP 2109 (total approximate fees: $500)</td>
<td>Study</td>
<td>Work Period 2 (Work Term 3) enrolled in COOP 3100 &amp; 3109 (total approximate fees: $1300)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 4</th>
<th>FALL</th>
<th>WINTER</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Study</td>
<td>Study</td>
<td>OFF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 5</th>
<th>FALL</th>
<th>WINTER</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Study (capstone course)</td>
<td>Study</td>
<td>Graduate!</td>
</tr>
</tbody>
</table>
# Internship Work Term Fees

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3</td>
<td>Apply for Internship</td>
<td>Work Period 1 (Work Term 1) enrolled in EECS 3900/EECS3980/DATT 3929) (total approximate fees: $475)</td>
<td>Work Period 1 (Work Term 2) enrolled in EECS 3900/EECS3980/DATT 3929) (total approximate fees: $475)</td>
</tr>
<tr>
<td>Year 4</td>
<td>Work Period 1 (Work Term 3) enrolled in EECS 3900/EECS3980/DATT 3929) (total approximate fees: $475)</td>
<td>Work Period 1 (Work Term 4) enrolled in EECS 3900/EECS3980/DATT 3929) (total approximate fees: $475)</td>
<td>OFF</td>
</tr>
<tr>
<td>Year 5</td>
<td>Study</td>
<td>Study</td>
<td>Graduate!</td>
</tr>
</tbody>
</table>
International Students

• International students are eligible to apply for the Co-op/Internship Program

• You are required to apply for a Co-op Work Permit from Immigration, Refugees and Citizenship Canada (IRCC). IRCC application processing time varies and can be lengthy http://www.cic.gc.ca/english/information/times/index.asp#

• Some countries have extremely long processing times from outside of Canada. You may need to speak to an Immigration Specialist to discuss your options if you are currently not residing in Canada.

• Upon acceptance in the program, the Lassonde Co-op/Internship will issue you an official letter of confirmation to apply for your Co-op Work Permit

• Connect with a York International Student Advisor, Immigration Specialist as application process varies for students currently in Canada and students outside of Canada.

• International students must have a valid co-op work permit on hand prior to accepting and starting your work term. Submission of application is not a guarantee you will receive the co-op work permit. Work permit becomes invalid once you are no longer part of the program.

• Q & A Session on applying for Co-op Work Permit with York International Immigration Consultants: Dec 8, 2021 at 1:00 PM-2:30 PM
Financial Considerations

• Your enrollment in the mandatory co-op/internship course(s) is considered full-time course load for OSAP purposes. If you received OSAP in the past, you may be eligible to apply for continuation of interest-free status (CIFS).

• If you hold a scholarship, you may be able to defer it.
# Registration Process

<table>
<thead>
<tr>
<th>Oct 13 – Nov 10</th>
<th>Nov 11 – Nov 15</th>
<th>Dec 6 – Jan 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the required sessions:</td>
<td>Submit your application for Summer 2022 work term.</td>
<td>Students will be notified via email of their admission by January 10</td>
</tr>
<tr>
<td>1) Co-op/Internship Information Session</td>
<td>Registration opens Nov 11, 2021</td>
<td>If admitted, students will have access to co-op/internship job postings on January 10, 2022</td>
</tr>
<tr>
<td>2) Resume Fundamentals Session</td>
<td>Log-in to Lassonde Co-op portal and select the program for which you are applying.</td>
<td><strong>Note:</strong> International students who are admitted will need to apply for their co-op work permit as soon as possible, as there may be delays in processing times.</td>
</tr>
<tr>
<td>3) Interview Fundamentals Session</td>
<td>APPLICATION DEADLINE is November 15, 2021 @ 11:59 PM</td>
<td></td>
</tr>
</tbody>
</table>
How to Submit Your Application - 1 minute!

1. Please answer if applicable, or scroll down and click "Submit Application".

You can only select 1 option.

- Yes (if no, follow instructions below)
- No (no action required)

Transfer Credits:

I have transfer credits and don't know if I meet the credit limit, what can I do?
Please complete the Update my DPR request form to help determine Co-op or Internship eligibility. An Academic Adviser will review your file and update your DPR accordingly. Submit your DPR request as soon as possible, prior to the Co-op application deadline of December 7, 2020.

I have transfer credits and meet the credit limit, do I need to submit a DPR request form?
No, please do not submit DPR request form.

For more information visit https://coop.lassonde.yorku.ca/applicationchecklist/
How to Submit Your Application - 1 minute!

Co-op & Internship Record

<table>
<thead>
<tr>
<th>CO-OP &amp; INTERNSHIP RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created</td>
</tr>
<tr>
<td>Start Term</td>
</tr>
<tr>
<td>Co-op &amp; Internship Program</td>
</tr>
<tr>
<td>Co-ordinator(s)</td>
</tr>
</tbody>
</table>

Your application status for CIVL - Civil Engineering:

Application submitted - No further action is required from you at this point.

Action required by you:
Thank you, your application has been submitted.

No action is required from you at this point. SUBMIT ONE APPLICATION ONLY

We will review your application and notify you of your application status in the coming weeks, prior to January 8, 2020.

If you have any questions, please contact us at lsecoop@lassonde.yorku.ca.

None
## Maintaining Your Participation

<table>
<thead>
<tr>
<th>Winter 2022</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
<th>Winter 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active Job Search</strong></td>
<td><strong>Expected 1st Work Term</strong></td>
<td><strong>Last Term Eligible for 1st Work Term</strong></td>
<td>Eligibility Expires</td>
</tr>
<tr>
<td>• Applying to 30+ jobs within the portal</td>
<td>• Automatically enrolled in work term courses</td>
<td></td>
<td>Or</td>
</tr>
<tr>
<td>• Apply to jobs outside of the portal</td>
<td>• Apply for interest free status (OSAP)*</td>
<td></td>
<td>Re-assessment</td>
</tr>
<tr>
<td>• Access job search support</td>
<td>• Studying while on work term? Only 3 credits per term (evening, online, weekends)</td>
<td></td>
<td>upon request</td>
</tr>
<tr>
<td>• Network</td>
<td>Did not secure a work term?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Interview</td>
<td>• Continue job search for positions beginning in <strong>Fall (September)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Secure offer</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
Q & A

• Please type your questions in the chat pod

• Questions about how co-op & internship is affected during the pandemic? Visit our COVID-19 update site https://coop.lassonde.yorku.ca/covid19/

• FAQ: https://coop.lassonde.yorku.ca/students/faq/

• Eligibility & Registration: https://coop.lassonde.yorku.ca/students/eligibility/
Reminders

- Attend all the mandatory sessions and stay for the full-session.
- You must have been a full-time Lassonde student in Winter 2021. Otherwise, it may be too early for you to apply.
- Your GPA at the time of application is what we will assess you on (e.g. last year’s GPA; includes Summer courses).
- Transfer credits? Submit Transfer Credit Assessment for Co-op form before the November 15, 2021 deadline.
- You must submit an application in the Lassonde Co-op Portal by the deadline.
Contact Us

Connect with us via Group Drop-in (updated monthly):
https://coop.lassonde.yorku.ca/students/drop-ins/

General inquiries regarding the Co-op/Internship Program
• Virtual Front Desk for a Live Chat
  https://yorku.zoom.us/j/7728587598

• This presentation is available on the Lassonde Co-op website:
  • https://coop.lassonde.yorku.ca/students/forms/
  • Click on ‘Mandatory sessions’ on left side menu
Thank you for participating!