

Faculty of Arts

Co-operative Education Program Application

To apply, please send the completed application form, along with a copy of your current resume, to the Faculty of Arts Co-op Office at arts.coop@umanitoba.ca

The annual application deadline is June 30.

Last Name:	Given Name(s):
Student #:	UM Email Address:
Address:	
City:	Postal Code:
Home Phone Number:	Mobile Phone Number:

Program:

- | | |
|---|---|
| <ul style="list-style-type: none"> Anthropology Advanced Anthropology Honours Central and East European Studies Advanced Economics Advanced Economics Honours German Advanced German Honours History Advanced | <ul style="list-style-type: none"> History Honours Labour Studies Advanced Linguistics Advanced Linguistics Honours Political Studies Advanced Political Studies Honours Psychology Advanced |
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Number of years in your current program (as of last September):

What is your motivation for applying to the Faculty of Arts Co-op Program?

How did you learn about the Faculty of Arts Co-op Program? (check all that apply)

website

a friend or fellow student

social media

an Academic Advisor

email to my UM email account

other (please explain)

a professor or instructor

an announcement in class

YES NO

Are you willing to work outside of Winnipeg but within Manitoba?

Are you willing to work outside of Manitoba?

Are you willing to work outside of Canada?

Do you have a valid driver's license?

Are you a Canadian Citizen?

Optional: Do you self-identify as Indigenous? By self-declaring you are agreeing to be sent job positions that prioritize employment equity.

Are you a landed immigrant?

Are you an international student?

If yes, when does your study permit expire? YYYY/MM/DD:

Do you have any work experience? If yes, please explain:

- This application is a tool to determine the number of students interested in the Program. The completion of this form does not infer acceptance into the Program.
- Students are encouraged to apply for co-op when they have a minimum of 48 hours completed as well as having at least 30 credit hours remaining (i.e., 48-87 hours completed toward their degree).
- It is advisable to contact an [Arts Academic Advisor](#) or department representative regarding the courses required for degree completion.
- **International Students** are to prepare for co-op by going to the International Centre for assistance and information regarding a co-op work authorization permit application. The co-op work authorization application should be discussed with the Co-op Coordinator immediately upon entering the program.

I certify that all of the above information is accurate, and that I have read and understand the conditions above.

Date: _____

Student Signature: _____

Checklist for Students Applying to the Faculty of Arts Co-operative Education Program

You must complete this checklist as part of your application to enter the Faculty of Arts Co-operative Education Program. It will help you plan your Co-op Program by making sure you meet your academic requirements, take the courses you want and determine the best time for you to complete your Co-op work terms. **Items requiring the signature of an Arts Academic Advisor must be completed and signed before submitting your application.**

The completed and signed checklist must be attached to your co-op application form.

Attach a copy of your most recent web transcript from Aurora to your application.

Check the UM Academic Calendar and UM Achieve to review the co-op degree requirements.

Contact an Arts Academic Advisor to assess your Academic program requirements (arts_inquiry@umanitoba.ca).

Review your required courses and options for electives in years 3 to 5 of your proposed Co-op Program, noting any courses that are offered in alternate years only (based on available information in the UM Academic Calendar, UM Achieve, or through an Arts Academic Advisor), so the timing of your first co-op work term can be determined.

Submit by email: (1) your completed and signed application form, (2) your completed and signed checklist, (3) the completed and signed conditional approval form, (4) a copy of your most recent web transcript, and (5) your current resume to the Faculty of Arts Co-op Office at arts.coop@umanitoba.ca by the application deadline.

Once your application has been reviewed by the Co-op office, you will receive an email to your UM email address regarding your application to the program.

I certify that all of the above has been completed, and that I have read and understand all of the information above.

Date: _____

Student Signature: _____

Faculty of Arts Co-operative Education Program

Application Conditional Approval

THIS PAGE IS FOR OFFICE USE ONLY; TO BE COMPLETED BY AN ARTS ACADEMIC ADVISOR.

STUDENT'S LAST NAME, FIRST NAME

STUDENT NUMBER

Based on their academic record and registration as of the date indicated on this form:

The student has already declared their major and is in the Advanced or Honours program.

The student has not yet declared their major and entered the Advanced or Honours program.

If the student is not currently eligible to declare their major and enter the Advanced or Honours program, they could become eligible by:

(Month, Year)

Number of credit hours the student has already completed:

Number of credit hours the student is currently registered in (if applicable):

Approval of this application is provisional on the student completing the required courses for entry into the Faculty of Arts Co-op Program as listed by the area of study in the UM Academic Calendar.

I confirm this has been reviewed and the requirements have been met.

I certify that the student's cumulative GPA is, as of the date indicated on this form, at or above the Co-op program's minimum admission requirement:

Anthropology Advanced.....	2.0	History Honours.....	3.0
Anthropology Honours.....	3.0	Labour Studies Advanced.....	2.0
Central and East European Studies Advanced...	2.0	Linguistics Advanced.....	2.0
Economics Advanced.....	2.0	Linguistics Honours.....	3.0
Economics Honours.....	3.0	Political Studies Advanced.....	2.0
German Advanced.....	2.0	Political Studies Honours.....	3.0
German Honours.....	3.0	*Psychology Advanced.....	3.0
History Advanced.....	2.0		

*entry into Psychology co-op requires the completion of PSYC 2260 with a grade of "C" or higher

Notes, if applicable:

Date:

Name of Arts Academic Advisor:

Signature of Arts Academic Advisor: