

Faculty of Arts

Co-operative Education Program Application

Complete the entire application, save as a PDF and email to the Faculty of Arts Co-op Office at arts.coop@umanitoba.ca

Deadline to apply is **June 30.**

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

Program:

Central and East European Studies
Advanced Major

Economics Advanced Major

Economics Honours

German Honours

History Advanced Major

History Honours

Labour Studies Advanced Major

Linguistics Advanced Major

Linguistics Honours

Political Studies Advanced Major

Political Studies Honours

Psychology Advanced Major

Year in Program (as of the last September that just passed) _____

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 / fellow student

social media

an Academic Advisor

email to my UM email account

other (please explain)

a professor / instructor

an announcement in class

YES NO

Are you willing to be placed in a work term outside of Winnipeg but still within Manitoba?

Are you willing to be placed in a work term outside of Manitoba?

Do you have a valid driver's license?

Are you a Canadian Citizen?

Are you a landed immigrant?

Are you an international student?

How long have you been in Canada?

When does your study permit expire?

Do you have any prior 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 to go (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 process 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.

Print out a copy of your most recent web transcript from Aurora and attach it to your application.

Check the UM Academic Calendar to review the co-op requirements for each area of study.

Contact an Arts Academic Advisor to review 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 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 your (1) completed and signed application form, (2) completed and signed checklist, (3) completed and signed conditional approval form and (4) a copy of your most recent web transcript to the Faculty of Arts Co-op Office at arts.coop@umanitoba.ca by the application deadline.

Once your application has been reviewed, you will receive an email to your UM email address regarding your admission to the program.

I certify that all of the above information 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 FILLED OUT BY AN ARTS ACADEMIC ADVISOR.

_____ NAME OF STUDENT _____ STUDENT NUMBER

is applying for the Faculty of Arts Co-op Program.

Based on their current academic record and course registration:

This student is already eligible to declare a major program;
OR

This student will be eligible to declare their major program by (month, year) _____.

_____ Number of credit hours completed.

_____ Number of credit hours remaining in program at the end of Summer Term.

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.

In order to be accepted into the Faculty of Arts Co-op Program, the student's cumulative GPA must be a minimum of:

Central and East European Advanced Major	2.0
Economics Advanced Major	2.0
Economics Honours	3.0
German Honours	3.0
History Advanced Major	2.0
History Honours	3.0
Labour Studies Advanced Major	2.0
Political Studies Advanced Major	2.0
Political Studies Honours	3.0
Psychology Advanced Major	3.0

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

I certify that _____'s cumulative GPA is at or above the minimum requirement as of the date indicated on this form.

Date: _____

Name of Arts Academic Advisor: _____

Signature of Arts Academic Advisor: _____