

**CO-OPERATIVE
EDUCATION
PROGRAM 2020**

**PROGRAM
ADMISSION
APPLICATION**



**SHARING KNOWLEDGE
PREPARING LEADERS**

Applications must include:

1. A letter of application (400 words maximum) which outlines:
 - your career goals, learning objectives and how a Co-op Work Term will further your career
 - any additional relevant background (eg. coursework and academic interests, professional associations, student clubs, personal achievements, mentoring programs, or people you know that have participated in co-op)
 - your commitment to completing the Co-op Program (if accepted)
2. A copy of your current résumé including names of three references (bring this to your personal interview)
3. A copy of your NVIT **UNOFFICIAL** transcript (do **not** pay for a transcript).
 - If you transferred credits from another institution, include this transcript
4. Copies of any other supporting documentation you consider relevant to your application (eg. letters of reference, special awards) – optional

Once I have applied, what happens next?

The Co-op co-ordinator will review your application and you will receive the results via email. Once accepted into the Co-op program you will be required to register and successfully complete the mandatory Co-op course (COOP 101). COOP 101 is a one-credit course and One-credit tuition* will apply. Students who do not successfully complete COOP 101 will not be eligible to accept a Co-op work term. Students will be assessed a tuition** fee based on a three credit course elective for each Co-op work term (COOP110,120,210,220,240). Co-op work terms are eligible for elective credit but conditions vary by program – please speak to the program Coordinator for specific details.

Fees

<https://www.nvit.ca/about/policies/secivadmissionfees/c317feesandchargesforinstruction.htm>

Sept 1, 2020 – Aug 31, 2021

COOP 101

Tuition - \$89.18

Lab Fee - \$30

Student Fee - \$20 (if a student has already paid the max \$60 for semester, this is not applicable)

*Total Cost: \$139.18

Note: Textbook Cost is additional to tuition

COOP 110, 120, 210, 220 or 240

Tuition - \$267.54

Experiential Learning Fee - \$275

Student Fee - \$20

**Total Cost - \$562.54

When will COOP 101 be available?

COOP 101 is normally available in the Spring semester. Students must complete COOP 101 before their first work term (COOP 110).

Submission Deadline:

Interested students are encouraged to drop by the Co-op Coordinator's office and make an appointment to speak with the Coordinator. Students are strongly encouraged to apply as soon as possible for the best possible chance to secure your spot in the program. The department will review applications on an on-going basis as space permits.

For more information:

contact: Margaret Hohner

phone: 250-378-3385 **email:** mhohner@nvit.bc.ca **Office:** M106

Application Check List

STUDENT NAME: _____

PROGRAM: _____

YEAR OF STUDY: _____

- ✓ Co-op Application Form (must be signed)
- ✓ Intended Work Term/Study Schedule
- ✓ Employment Equity Information Form
- ✓ Your letter of application or interview with co-op coordinator completed
- ✓ Current résumé and 3 references
- ✓ Transcript(s) (*NVIT Unofficial Transcript*)
- ✓ Supporting documentation (e.g letters of reference) – *optional*

Review Dates

Review Dates for the **Spring (January) term** are set at the end of November of each year.*

Seats will be offered to qualified applicants in the order applications are completed (all required documents and assessments are received).

*Applications will be accepted after these dates if there are still seats available, but applications submitted before the deadline will be given priority and we cannot guarantee late applications will be evaluated in time for the start of term.

If you are having difficulty providing any of the required documentation, please make an appointment with the Co-op Coordinator.

CO-OPERATIVE EDUCATION APPLICATION FORM

For office use only
Processed date:

Last Name:		First Name:	
Student Number:			
Gender: M F	Current Program:		Expected date of Graduation: / / (dd/mm/yy)
Email address:			
Cell phone:		Home Phone:	
Are you available for out of town positions? (Circle one) <i>If so, please indicate cities or general areas you'd be willing to relocate to for a co-op work term.</i> Yes No If within driving distance			
Are you willing to work in a rural or remote community (such as a band office or project site)? Yes No			
Please indicate which campus you are attending (circle one) Merritt Vancouver			
Do you have a valid BC Class 5 Driver's License? (circle one) Yes No Class 7(N)			
Do you have any other valid Driver's License? (eg. Alberta, International etc) Yes No If yes, please specify:			
Why do you want to participate in the NVIT Co-op program?			
Are there any employers in particular you'd like to work for?			
Are there any particular areas/fields/industries you'd like to work in?			

Co-op Planning In the following form, please indicate when you plan to complete COOP 101 (mandatory pre-requisite course), your off campus Co-op Work Term(s), your academic Terms and when you plan to graduate. Important: you only need to complete COOP 101 once (before your first work term) .			
Year	Sep-Dec (Fall)	Jan-Apr (Spring)	May-Aug (Summer)
2020/21	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other
2021/22	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other
2022/23	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other	<input type="checkbox"/> NVIT Academic Studies <input type="checkbox"/> COOP 101 <input type="checkbox"/> COOP Work Term <input type="checkbox"/> Other

Applicant Declaration

I declare that the information I have submitted in this application is complete and correct. Omission of information or falsification of any document submitted may result in the immediate cancellation of admission or registration. Completion of this application permits the Institute to request and/ or confirm any information necessary to support my application for admission.

Information Release

I understand that the information provided in this application, as well as other information contained in a student record, is collected under the authority of the College and Institute Act. All information contained in student records will be protected and used in compliance with the B.C. Freedom of Information and Protection of Privacy Act (1996). It may be used for internal administration of admission, registration, grade notification, income tax receipts, awards, institutional research, planning, and other fundamental activities related to being a member of the Nicola Valley Institute of Technology community and attending a public post-secondary institution in B.C. Limitations of the Application: I understand that this application is a request for admission, and does not guarantee admission to any program or course. Admission is subject to provision of all requested documents and assessments, completion of admission requirements, and space availability. If admitted, I agree to abide by the established rules and regulations of Nicola Valley Institute of Technology, including those of the program in which I shall be registered.

Date: (dd/mm/yy) _____ Signature: _____

Overview of NVIT Co-operative Education Requirements and Regulations

1. All students accepted into Co-operative Education must successfully complete COOP 101 a 20 hour, 1-credit (additive) career management course prior to their first work term. Attendance is mandatory and the NVIT Attendance Policy will apply.
2. The Co-operative Education Coordinator(s) will make every reasonable effort to help you obtain suitable program-related work placements; however, **application and acceptance for Co-op Work Term participation is not a guarantee of placement.** The job search will be conducted by the student with assistance from the Co-op Coordinator.
3. Co-op tuition (COOP110/COOP120/COOP210/COOP220/COOP240) will apply to all co-op positions secured with assistance from the co-op office including: back to back work terms with the same employer, subsequent extensions with the same employer, students returning to the same employers, and students who secure their own co-op work term(s).
4. NVIT and the employer expect students to accept a job offer once it has been extended. Students wanting to withdraw from a Co-op competition must do so by contacting their Co-op Coordinator immediately following the interview with the employer. Otherwise, job offers must be accepted or rejected within 24 hours.
5. To successfully complete a work term, students must a) complete term of employment; b) receive a minimum of “satisfactory” on their evaluation from their employer; c) submit a satisfactory work term report by the deadline; and d) pay their work term tuition fees.
6. It is the student’s responsibility to maintain close contact with their Co-op Coordinator and to check daily for new job postings, for interview schedules and for notices from the Co-op Office.
7. Students must maintain full-time status (3 courses or more) during their academic terms to maintain eligibility for the Co-op program, and maintain a cumulative GPA of 2.33. We review transcripts following each academic term.
8. The Co-op Work Term is considered a full course load for funding purposes.

I have reviewed the NVIT Co-op Requirements and Regulations (above), and if accepted into the program I will adhere to the responsibilities of a Co-op student.

(please check and sign): **Yes** **No**

Date: (dd/mm/yy) _____ Signature: _____

Employment Equity Information Form

NAME: _____ **Male** **Female**

Both the Provincial and Federal governments request information from NVIT Co-operative Education Program for employment equity purposes. In order to provide this, we are requesting that you complete this form. You are NOT REQUIRED to complete all the information on this form; however, we appreciate your cooperation.

We keep the information you provide STRICTLY CONFIDENTIAL. Detailed information is not used to make any decisions concerning individuals; the sole purpose for collecting the information is to be able to determine the distribution of the specified groups. The information is requested by the senior levels of government and will be reported as group data only. You have the right of access to the information you disclose and protection of it.

I. ABORIGINAL (FIRST NATIONS) PEOPLE: Aboriginal peoples are considered, in the Employment Equity regulations, to be persons who are North American Indians (status or non-status), Inuit, or Métis. Are you an aboriginal person?

YES NO

II. VISIBLE MINORITIES: Members of visible minority groups are persons, other than aboriginal peoples, who are non-Caucasian in race or non-white in colour. For example: Black, Chinese, Filipino, Indo-Pakistani, Japanese, Korean, Southeast Asian, West Asian, and Arab, are considered visible minority groups. Are you a member?

YES NO

III. DISABLED PERSONS: Persons with disabilities are considered, in the Employment Equity regulations, to be persons who: have any persistent physical, mental, psychiatric, sensory, or learning impairment, or consider themselves to be, or believe that an employer would be likely to consider them to be, disadvantaged in employment by reason of an impairment, or identify themselves, or agree to be identified by an employer, as persons with a disability. According to the above definition, are you disabled?

YES NO

IV. On occasion, organizations with employment equity objectives request identification of NVIT's co-op students who are members of a specified group. Do you agree/disagree to the release of the above information for this purpose?

I Agree Do Not Agree

V. I do not wish to complete this form.

Date: (dd/mm/yy) _____ Signature: _____



**NICOLA VALLEY
INSTITUTE OF
TECHNOLOGY**

Office of the Registrar 4155 Belshaw St.
Merritt, BC V1K 1R1 www.nvit.bc.ca
Phone: (250) 378-3300 or 1-877-682-3300
Fax: (250) 378- 3332

Course Change Form

Instructions

1. If you have already registered in one or more courses in a term, use this form to make changes to your registration (add or drop courses).
2. Consult the calendar, and if necessary an advisor, to ensure you will still be able to meet your educational goals.
3. If you wish to audit a course, clearly write that in the notes section to the right of the course information. Instructor's approval is required for audit registrations; please have the instructor initial next to the entry.
4. Complete this form and submit it to the Registrar's Office along with any additional payment or sponsorship letter required. Ensure you get an updated course schedule reflecting the changes.

PERSONAL INFORMATION

Student Number: _____ Student Name: _____ Email Address: _____

Current Mailing Address: _____ City: _____

Province: _____ Postal Code: _____ Telephone: (_____) _____ - _____

Term Information:

Registration Term Fall Spring Summer Year (eg. 2006) _____

Course(s) to Add:

Course Code	Number	Section	Course Title	Notes

Course(s) to Drop or Withdraw (see the calendar for drop/withdraw deadlines):

Course Code	Number	Section	Course Title	Notes

Declaration and Signature:

I understand that:

1. Once this form is submitted my registration will be adjusted according to the information above, subject to successful completion of prerequisites. If a course section is full, I will be placed on a waitlist and will be automatically registered if a space becomes available.
2. If I wish to withdraw from a course or be removed from a waitlist, I must submit a completed course change form to the Registrar's Office by the deadlines stated in the Calendar. Non-attendance will not result in a withdrawal.
3. I am responsible for ensuring payment of the fees associated with the requested courses as stated in the Calendar.
4. I am responsible for ensuring that I fulfill graduation requirements for my program as listed in the Calendar.

I accept the conditions of registration and request the above changes to my registration.

Signature _____

Date _____



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