



**Co-operative Education** is offered with the following degrees at Acadia University:

**Bachelor of Arts** with majors in: Economics, English, Environment and Sustainability Studies, French, German, Spanish, History, Politics, Psychology, Sociology, and Women & Gender Studies

**Bachelor of Business Administration** with majors in: Accounting, Finance, Marketing, Business Technology Management, Entrepreneurship & Innovation, and Employment Relations

**Bachelor of Community Development:** Environment and Sustainability Studies

**Bachelor of Computer Science** with specializations in: Software Development, Game Development, and Mobile and Ubiquitous Computing

**Bachelor of Science** with majors in: Biology, Chemistry, Environmental Science, Environmental Geoscience, Geology, Mathematics & Statistics, Nutrition, Physics, and Psychology

**Master of Science** in Computer Science and Mathematics & Statistics

### About Acadia's Co-op Program

- Work terms begin in January, May, and September of each year
- Students are available for 4, 8, 12, and 16-month durations
- Positions must be paid, discipline-related, and provide full-time employment for at least 12 weeks
- Acadia students are free to accept positions as they are offered on a first-come, first serve basis (no rounds/ranking)

### Co-op Posting Process

Co-op is a competitive process. There is no obligation to hire should the candidate you are looking for not be found. The Co-op office begins advertising opportunities to students four months in advance of the start date (January for a work term commencing in May).

Employers have two options for posting positions with us. They can provide us with a job description, application instructions, and the application deadline via email and we will advertise job opportunities to students within 24 hours of receipt. Employers can also post their own positions on our [Acadia Co-op Portal](#) by clicking 'Register' underneath the 'Employers' icon. Co-op staff will approve your registration within 1-2 business days.

## **Applications, Interviews and Offers**

Students access job postings through the Acadia Co-op Portal and apply to positions of interest. The day after the deadline date, we send you all applications via email. If you choose to proceed with interviews, we ask that these be coordinated through our office.

Interviews can be conducted on campus (free of charge), at your workplace, by telephone, or via Skype. Job offers are also made to students by our office as per your instructions. We are a coordinated office which allows us to provide personal and efficient service.

## **Why Hire an Acadia Co-op Student?**

### **Value**

- Co-op provides employers with direct access to a pool of skilled, bright, and career-focused students that are available for hire year-round
- Employers often use co-op students to complete special projects or to cover seasonal demands and peak periods
- Funding programs are potentially available to help offset the cost of hiring a co-op student

### **Access to Top Students**

- As the co-op program is part of the students' degree requirements, students tend to be highly motivated and keen to make the most of every learning opportunity
- All co-op students have completed at least two years of their degree, maintain a minimum required grade-point average, and many have relevant work and volunteer experience. In addition, all students have completed a series of professional development workshops to ensure they are ready for the workplace

### **Attract the Leaders of Tomorrow**

- Co-op gives employers a chance to attract students to their organization early on and to shape their personal and professional development. Many companies use co-op as their main recruiting strategy for potential full-time hires

### **Reputation**

- Acadia University is recognized as having one of the top Co-op programs in Canada and consistently ranks in the top five in McLean's annual Primarily Undergraduate University Rankings

## **Requirements of Employers/Supervisors**

- Establish learning objectives with the student
- Meet for a brief conversation with an Acadia Co-op Coordinator during the work term
- Review and sign off on a student evaluation and presentation/report approval (students are required to complete a presentation or report based on their experience)
- Provide ongoing feedback/support to the student