

TED ROGERS CO-OP

Student Co-op Application Guide

2018

**TED
ROGERS
SCHOOL
OF MANAGEMENT**

Table of Contents

The Co-operative Education Program.....	2
Minimum Requirements.....	2
When to Apply to Co-op	2
How to Apply to Co-op	3
STEP 1: Complete Level 1 of the Co-op Prep Program	3
STEP 2: Visit the Business Career Hub	4
STEP 3: Complete the Video Interview	4
STEP 4: Create an Account. Upload Your Documents	5
Accommodation	5
Other Helpful Resources	5
Navigating the Co-op Portal	6
Contact Us	10

The Co-operative Education Program

The Ted Rogers School of Management (TRSM) is a pioneer in career focussed training. The Ted Rogers Co-op program has experienced tremendous growth – we have doubled our student participation over the last year and look forward to furthering our vision: to be the largest business Co-op program in Canada. With the help of our Strategic Partnership team, we are expanding and deepening our relationships with employers everyday – the end result being unique work opportunities available to you, spanning across multiple industry sectors.

Minimum Requirements

All Co-op programs have a minimum expectation of a 2.8 CGPA (with the exception of SAF, which is 3.0). In addition, students will be evaluated on the following:

- Paid and/or Volunteer Experience (as expressed in your Resume and Cover Letter)
- Extra-curricular Activity and Leadership Involvement (as expressed in your Resume and Cover Letter)

When to Apply to Co-op

BTM	ENT	HTM	LAW	RTM	SAF
Year 1	Year 1	Year 1	Year 1	Year 1	Year 1
June 1 st	June 1 st	June 1 st	June 1 st	June 1 st	June 1 st

EMS	GMS	HRM/OB	MKT	REM
Year 2	Year 2	Year 2	Year 2	Year 2
June 1 st	June 1 st	June 1 st	June 1 st	June 1 st

TED ROGERS CO-OP

The deadline for the Ted Rogers Co-op program is **June 1st**. However, depending on your major, the academic year you are required to submit your application in will vary.

NOTE: If you miss the deadline for your particular major, you will be unable to apply to the Ted Rogers Co-op program.

How to Apply to Co-op

These steps do not have to be completed in order, although we do recommend that you complete Level 1 of the Co-op Prep Program first.

Overall, your Co-op application will consist of:

1. A Resume and Cover Letter (addressing the question 'why am I a good fit for Co-op?')
2. Unofficial Transcript
3. Video Interview
4. Your User ID for Level 1 of the Co-op Prep Program (to verify completion)

The Selection committee will be evaluating your application based on the following criteria:

- Paid and/or Volunteer Experience (as expressed in your Resume and Cover Letter)
- Extra-curricular Activity and Leadership Involvement (as expressed in your Resume and Cover Letter)
- Interpersonal Skills (as demonstrated in your Video Interview) Academic Standing (Transcript)

STEP 1: Complete Level 1 of the Co-op Prep Program

- 'Skills to Succeed', developed by Accenture, is an online learning platform that supports Level 1 of the Co-op Prep Program
- Email trsmcareers@ryerson.ca or visit the Business Career Hub (BCH) (TRS-2-148) to get your access code

TED ROGERS CO-OP

- ❑ Complete the 5 modules - they do not need to be completed in order, nor in one sitting.
The Estimated Completion Time: 3 hours

3 of the 5 modules have been optimized for mobile phones. The modules to be completed are:

- ❑ Mobile - Career Planning
- ❑ Resume and Cover Letter Writing Skills
- ❑ Mobile - Using Social Media Professionally
- ❑ Mobile - Networking Techniques and
- ❑ Interviewing Skills

STEP 2: Visit the Business Career Hub

- ❑ The BCH will support you in tailoring your Resume/Cover Letter before you apply to the Co-op program

NOTE: If you have not completed all required courses as detailed in the Undergraduate Calendar, ensure you explain 'why' in your cover letter, and your specific plan to complete these courses

- ❑ You can drop in to the BCH (drop-in hours listed below) or you can schedule a 1:1 meeting with a Career Consultant, who can work with you to ensure you have a strong application

STEP 3: Complete the Video Interview

- ❑ Video Interview link: trsmcareers.interviewstream.ca
- ❑ We provide practice questions so you can become familiar with the system (unlimited practice attempts). However, the actual video interview can only be done once and in a **different module**
- ❑ Upon completion of the ACTUAL interview, hit 'share video', click 'link', and copy link of the video interview

NOTE: Please make sure to share the ACTUAL interview, and not your practice interview

STEP 4: Create an Account. Upload Your Documents

- Visit <https://coop.ryerson.ca/home/homeContent.htm>
- Click on 'Apply to Co-op'. Login with your Ryerson credentials
- Select your 'Program Major'
- Upload your Resume, Cover Letter, Unofficial Transcript (you can download this from RAMSS) and Video Interview link
- Fill in all the other details
- Enter your User ID into the 'Co-op Prep Level 1' field (trsmXXXX)
- While submitting your application, you should ensure you are enrolled as a 'Full-time Student'

NOTE: You can change your application up until 11:59pm, June 1st

Accommodation

Ryerson University is committed to equity, diversity and inclusion. If you require accommodation, and you feel this is relevant to the selection process, please state this clearly in your cover letter.

Other Helpful Resources

- Co-op Newsletter. You can sign up here <https://goo.gl/3ptnSe> This will update you on all deadlines, scheduled programs, and other important information
- Co-op Pop-Up Booths - in the months of March and April
- Co-op Info-Sessions - every month between now and May
- Co-op Application Weeks - will be scheduled in April and May

Navigating the Co-op Portal

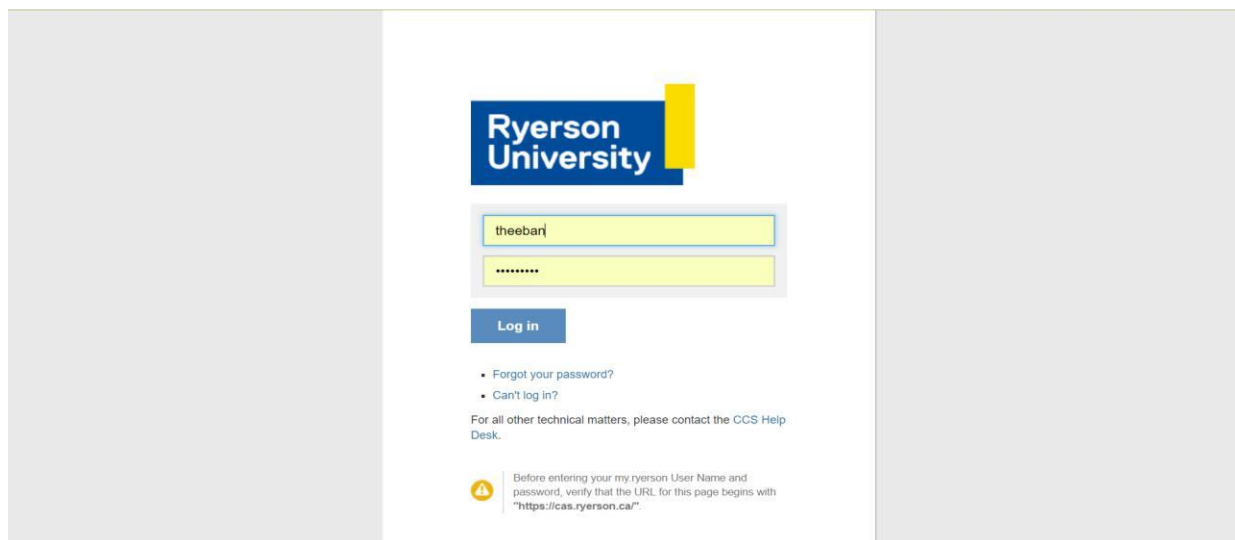
To start the co-op application process, you will go to:

<https://coop.ryerson.ca/home/homeContent.htm> Click on 'Apply to Co-op'.



You will be redirected to a Ryerson Log In page to authenticate your Ryerson account.

NOTE: You need to use your Ryerson ID and password. Do not enter your student number.



This is the landing page.

The screenshot shows the Ryerson University Co-op landing page. The header includes the Ryerson University logo and the user's name, Piratheeban (Theeban) Pathmanathan. A navigation menu on the left lists Dashboard, Coop, Documents, and Logout. The main content area features a 'Welcome!' message and a red banner with instructions: 'To get started, click on "My Account" above, and fill in all required fields and upload a profile picture. This is critical for your application to be considered.' Below this, there are instructions on how to start the application and a list of required documents: 1. Application Package (Cover Letter, Resume, Unofficial Transcript) - in one PDF file. 2. Prep Program ID (you need to complete the Prep program, for your application to be eligible). 3. URL to your online interview. A note states that direct entry students are not eligible for Co-op. Business Career Hub hours of operation are listed as Monday-Friday 10:30 am - 6:00 pm, with contact information for TRSM Building - Office 2-148, phone 416-979-5106, and email trsmcareers@ryerson.ca.

The fields indicating your First Name, Last Name and E-mail Address will be auto populated. You need to update your common name (if you have one), phone number, major and upload a profile picture.

The screenshot shows the 'My Account' page. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Your Account Information' and contains a form with the following fields: Student Number (500155755), First Name (Piratheeban (Theeban)), Common Name (empty), Last Name (Pathmanathan), Ryerson Email Address (theeban@ryerson.ca), and Phone Number (empty). There is also a 'Profile Image' section with a placeholder image and an 'Upload New Image' button. At the bottom, there is a 'Major' dropdown menu with a '-Select-' option. A note at the bottom of the form states: 'SAF students: Choose the major you intend officially declare with your academic program. All other programs: Choose the major you have already declared with your academic program.'

To start the Co-op Application, you will select your Academic Program.

Ryerson University

Dashboard
Coop
Documents
Logout

Co-op Record

To start your application, select which Academic Program you are applying to (i.e. you major).

Note: Direct Entry students are not eligible for Co-op.

It is important for you to note, that your Co-op application needs to include:

1. Application Package (Cover Letter, Resume, Unofficial Transcript) - in one PDF file. [Click here](#) for instructions to merge your documents into one PDF.
2. Prep Program ID (you need to complete the Prep program, for your application to be eligible).
3. URL to your online interview.

You are strongly encouraged to drop by the Business Career Hub and speak to a Career Consultant for assistance with your Co-op Application.

Business Career Hub Hours of Operation:
Monday-Friday 10:30am - 6:00pm - by scheduled appointment or drop-in
TRSM Building - Office 2-148
416-979-5106
trsmcareers@ryerson.ca

Please select the Co-op Program to which you are applying:

2018 - Fall - SAF-Accounting & Finance
2018 - Fall - BTM-Business Technology Management
2018 - Fall - EMS-Economics & Management Science
2018 - Fall - ENT-Entrepreneurship & Strategy
2018 - Fall - GMS-Global Management Studies

The Co-op Application will load.

Ryerson University

Dashboard
Coop
Documents
Logout

Co-op Application for SAF-Accounting & Finance

CO-OP APPLICATION QUESTIONS

* Current GPA

* Are you a transfer student (from another major/program within TRSM/Ryerson or other institution)? yes no

* Are you missing or have failed any courses? yes no

* Please provide your Prep Program ID.

* I understand that my application will not be considered if I have not completed Prep Program Level 1.

* Enter your online InterviewStream link

* Upload your PDF application package.

[Click here for instructions to merge your documents into one PDF.](#)

To complete your application to **SAF-Accounting & Finance** please click on "Submit Application" below. If you would like to apply to a different program [click here](#).

Question 2 and 3 will expand to a text box, if you select “yes”.

The screenshot shows the Ryerson University Co-op Application for SAF-Accounting & Finance. The interface includes a sidebar with navigation options: Dashboard, Coop (highlighted), Documents, and Logout. The main content area is titled "Co-op Application for SAF-Accounting & Finance" and contains a section for "CO-OP APPLICATION QUESTIONS".

The first question is: "* Current GPA". The input field contains "0.0".

The second question is: "* Are you a transfer student (from another major/program within TRSM/Ryerson or other institution)?". The "yes" radio button is selected.

Below the second question is a text area for elaboration: "Please elaborate. (Direct Entry Students are not eligible to apply)". The text area is empty and includes a rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, and link.

The third question is: "* Are you missing or have failed any courses?". The "yes" radio button is selected.

Below the third question is another text area for elaboration: "Please elaborate and list your missing and failed courses.". This text area is also empty and includes the same rich text editor toolbar as the previous one.

Once you click on 'submit', you will receive an e-mail notification confirming your submission.

Contact Us

Business Career Hub (BCH) - TRS 2-148

Email: trsmcareers@ryerson.ca

Phone: 416-979-5106

Hours of Operation

Monday & Friday: 9:00 am – 5:00 pm;

Tuesday – Thursday: 9:00 am – 6:00

pm

Career Drop-in Hours

Monday & Friday: 10:30 am – 4:30

pm;

Tuesday – Thursday: 10:30 am – 6:00

pm