

CO-OP GUIDELINES

University of British Columbia
Master of Architecture

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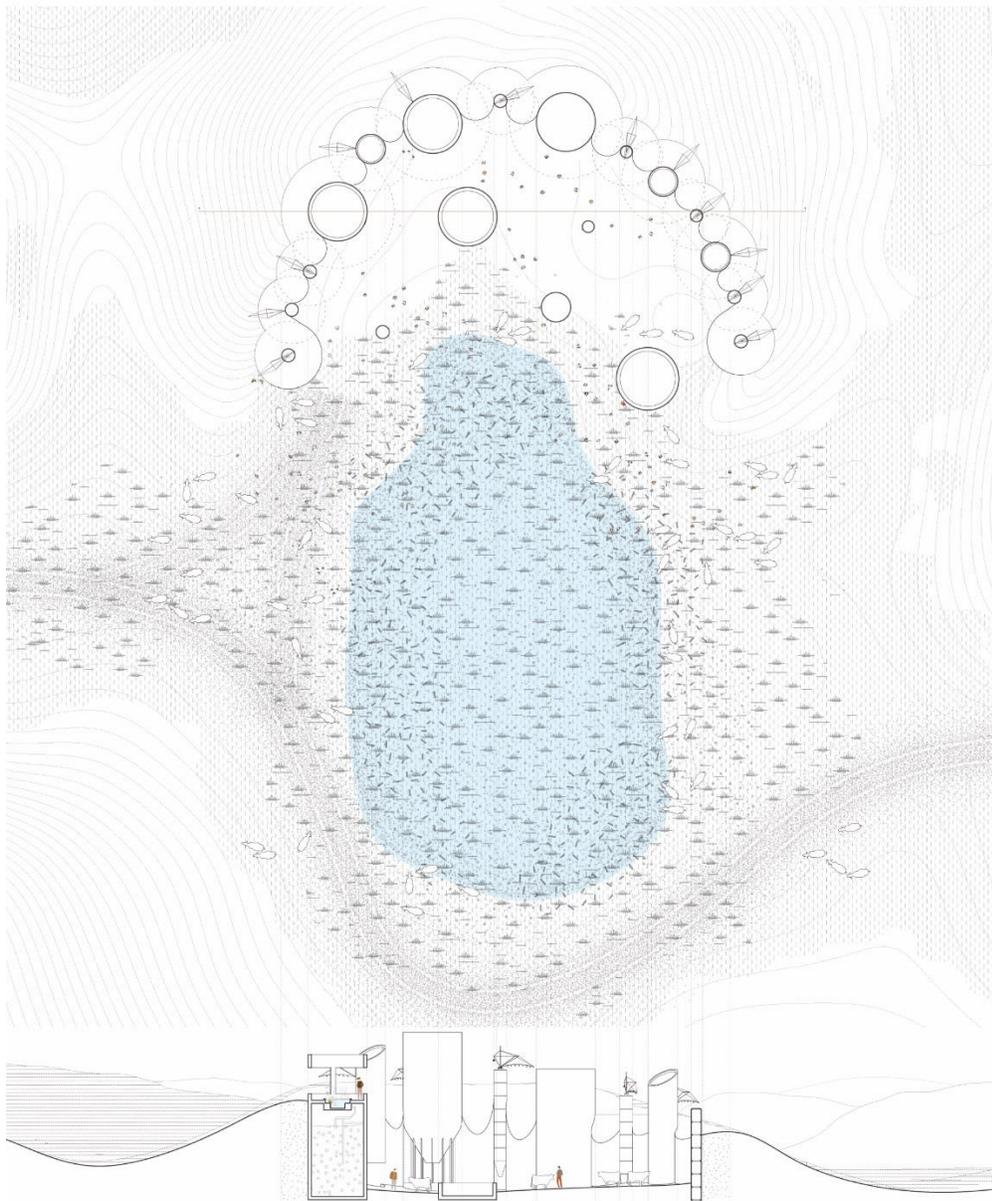


Image: Roy Cloutier and Nicole Sylvia

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Introduction to the Co-op Program

Co-op Coordinator: Greg Johnson gjohnson@sala.ubc.ca
Co-op Administrator: Jaynus O'Donnell jodonnell@sala.ubc.ca

The UBC Architecture Co-operative Education Program integrates a student's academic studies with work experience. Students engage in an eight-month (two continuous terms) long work-term in a professional architectural firm or an office in related fields of design or construction. The program is offered to students who have completed their second year courses. The student is responsible for finding a suitable placement.

Each work situation is approved by the coordinator of the co-op program as a suitable learning situation. The location may be in Canada or international. The student must receive market value remuneration for the work performed. While the location of the placement is taken into consideration, under no circumstance will a placement with no remuneration be considered. The student receives six credits with the completion of a Co-op Workbook.

The student's performance on the job is supervised and evaluated by the student's employer. The Co-op coordinator makes a site visit or phone call to the place of employment mid-way through the work term. At this time both the student and the employer meet with the coordinator to evaluate the student's progress.

Student

The Co-op Program offers the unique opportunity of professional experience in a structured setting. The student also acts as an ambassador for the Architecture Co-op Program and the School of Architecture and Landscape Architecture.

The student:

- contacts the Co-op Administrator and prepares a resume and portfolio;
- submits the **Application Form** to the Co-op Administrator;
- initiates an independent search for an appropriate Co-op position and submits the **Offer of Employment** to the Co-op Coordinator

- contacts the Co-op Coordinator to discuss work term expectations prior to beginning work;
- discusses their goals for the work term with the Employer;
- arranges for a site visit between Student, Employer, and Coordinator mid-term during the eight-month work term;
- advises Co-op Coordinator immediately of any concerns or problems with the work term assignment or working environment;
- submits the **Student Evaluation** and the **Employer Evaluation of Co-op Work Term** at the end of the work term to the Co-op Administrator.

Employer

The Employer provides challenging, career-related work experience. The Students will be paid, supervised, and evaluated as regular employees by the Employer during the eight-month co-op term.

The Employer:

- provides Co-op Administrator with an **Offer of Employment** letter which outlines the position, salary and benefits, hours of work, and start and end dates; and assures that the Student will be given a minimum of 1000 hours of employment over a minimum contiguous calendar period of six months;
- provides a Supervisor who oversees the work and discusses expectations for the work term with the Student;
- discusses the Work Term Goals with the Student;
- advises the Student of any issues of confidentiality in the workplace and ensures the student signs any required non-disclosure agreements prior to commencing work;
- participates in the Co-op Coordinator's mid-term site visit or phone call;
- advises Co-op Coordinator immediately of any concerns or problems with the work term assignment or the student;
- offers direction for, reviews, and signs the Student's **Co-op Workbook**;

- completes the **Employer Evaluation** of the Student's performance during the work term, discusses it with the Student, for submission to the Co-op Administrator; and
- adheres to all current Employment Legislation and Human Rights Acts for the local jurisdiction.

Co-op Program Administration

The Co-op Administrator:

- provides Students, Employers and Faculty Members with information about the Co-operative Education Program;
- tracks student's progress through the Co-op program.
- registers Students in their work term course (ARCH 555 & 556) ;
- communicates deadlines to students and employers;
- distributes employment opportunities / job descriptions
- acknowledges employer interview requests and facilitates interviews as appropriate;
- receives required documentation;
- submits the Co-op Work Term Report mark as either Pass or Fail.

The Co-op Coordinator:

- assists in developing employment opportunities;
- monitors progress and advises Students throughout the program;
- advises and assists Employers through all aspects of the co-op process;
- conducts mid-term site visit or phone call, depending on location with Student and Supervisor to address concerns with the work term, submitting a report to Administrator;
- reviews **Co-op Workbook** submitting final report to Administrator; and
- ensures fair and equitable treatment of all partners in the Co-op Program.

Schedule

The following activities are scheduled based on an eight-month work term.

Week of Work Term	Responsibility	Activity
Prior to work term	Student	Submits Application Form Finds a suitable position Discusses position with Co-op Coordinator
	Employer	Submits Offer of Employment
	Co-op Coordinator	Reviews documentation and discusses position with student
First week	Employer	Assigns Supervisor for student
	Student	Discusses goals for the work term and the Co-op Workbook with Supervisor
Mid-term, prior to Site Visit	Employer Supervisor	Discusses any problems with student
Mid-term	Co-op Coordinator	Discusses the placement with both the student and the Supervisor
End of Co-op work term	Employer Supervisor	Completes Employer Evaluation and reviews it with student
	Employer	Reviews Co-op Workbook and signs for release to SALA
	Student	Completes Co-op Workbook Completes Student Evaluation
	Co-op Coordinator	Reviews Co-op Workbook for Pass/Fail mark Writes final Co-op term report
	Co-op Administrator	Checks to see that all requirements have been met and a Pass/Fail mark is submitted for ARCH 555 and 556.

SALA ARCHITECTURE CO-OP APPLICATION

Name: _____

Student Number: _____

E-mail: _____

Please update your current address on the SSC if appropriate.

Are you a Canadian Citizen or Resident Visa Student ? (Please ✓)

If you are a Visa Student, have you applied yet for a Working Visa? Yes No

Attach the following documents to this application:

- A resume including academic and employment history
- A one page statement of your goals during the Co-op

Return application to:

Jaynus O'Donnell, Co-op Administrator
The University of British Columbia
Architecture Co-op Program
School of Architecture and Landscape Architecture
Room 402 – 6333 Memorial Road
Vancouver, BC V6T 1Z2

Tel: (604) 822-2779 Fax: (604) 822-3808

jodonnell@sala.ubc.ca

For Office Use Only

Application Accepted by: _____

Date: _____

OFFER OF EMPLOYMENT

DATE: _____

School of Architecture and Landscape Architecture
University of British Columbia
#402 – 6333 Memorial Road
Vancouver, BC V6T 1Z2
Fax: (604) 822-3808

Attention: Jaynus O'Donnell jodonnell@sala.ubc.ca
Co-op Administrator

Re: Co-op student _____

Dear Jaynus,

This letter is an offer of employment from _____ to
_____ from the date of _____ to _____.

During this period, we will offer the student a minimum of 1000 hours of employment, in a period of no less than 24 weeks.

The starting salary is \$_____ and benefits include _____

The student's duties and tasks will include _____

We understand the requirements of the Co-op Program, as outlined in the Co-op Package and will assure that the expectations of the program are met. As a firm, we adhere to all current employment legislation in this jurisdiction.

Sincerely,

Co-Op Mid-term Review

Student: _____

Firm: _____

Supervisor: _____

Address: _____

Date of Visit: _____

Signature of Co-op Coordinator

The purpose of the visit is to:

- ensure that the work term is a positive and educational experience for the student;
- ensure that the placement is beneficial to the employer;
- assess the student's performance and the employer's obligations to ensure that the expectations of both are being met;
- facilitate communication between the student and employer and ensure that conflicts or problems are being addressed.

Discussion with Employer

- Discuss the student's performance, preparedness for the placement, and any feedback on problems or concerns that they have. This is also an opportunity to discuss their opinions on our co-op program and our students in general.

Discussion with Student:

- Ask the student to discuss the work to date, what they have learned, whether their expectations for the placement are being met, and any problems or concerns that they have. Discuss the student's Co-op Workbook

Co-op Workbook

The intent of the Workbook is to document your experience. Meet with your supervisor early in the work term to discuss the Workbook. He or she may have suggestions on how to organize and present the information or on the content of the Workbook. Generally the Workbook should include:

- Introduction to the firm, with a statement on your position in the firm, responsibilities, and duties; (approximately 500 words)
- Your goals for the work term (expanded from your application goals) as discussed with your supervisor at the beginning of the term; (approximately 500 words)
- Drawings, photographs, and description of projects that you worked on. Carefully identify who is responsible for the work in the description of the project and on each image. For example you may have been involved with model building on a project but may want to also include some of the drawings completed by others in order to explain the project. The work that is your own will become part of your professional portfolio;
- Assessment of your involvement with each project. What did you learn from your participation on the project(s)? (minimum 1000 words—this is in addition to the description of the projects)

Format:

The format for the Workbook is 8-1/2 x 11 or 11 x 17, bound together. It should not exceed 30 pages. The Co-op Workbook is reviewed and approved by your supervisor. Their signature should be part of the title page. The Workbook may be submitted digitally if a statement and signature from your supervisor is included. The digital submission must follow the same format.

Schedule:

Week 1 of Co-op Term:

Meet with supervisor to review your goals for the work term
Discuss organization of the Co-op Workbook with your supervisor

Weekly:

Keep a digital diary of projects that you have worked on and an assessment of your involvement.

Mid-term:

Review your workbook progress during the Site Visit with the Co-op Coordinator and your Supervisor.

End of Co-op Term:

Submit your completed workbook for review by the Co-op Coordinator. If not adequate for a passing mark, it will be returned for additional work. (Failure to hand-in the Workbook by the first day of class of the term following the co-op term may result in a loss of credit for the co-op term.)

Employer Evaluation of Co-op Student

Thank you for taking the time to complete this evaluation of the co-op student. Your appraisal will be helpful in their career development.

The person in the best position to evaluate the student's work should complete this form. Please meet with the student at the end of the work term to discuss the evaluation. Their signature on the form indicates that they are familiar with, and understand, the contents. This evaluation will be available to the student.

Please return this form as soon as possible. Your assistance and interest in the Co-op Program is sincerely appreciated.

Greg Johnson, Co-op Coordinator

STUDENT Name: _____

EMPLOYER Firm: _____

Address: _____

Supervisor's Name: _____

Date of Employment: start: _____ finish: _____

Total number of hours worked _____

Description of work performed by the student:

Areas of Strength

Areas Needing Improvement

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Please complete the following:

Initiative

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> Self-starter; looks for work to do; does not waste time | <input type="checkbox"/> Acts voluntarily in most matters | <input type="checkbox"/> Acts voluntarily in routine matters | <input type="checkbox"/> Relies on others; must be told what to do frequently | <input type="checkbox"/> Always waits to be told what to do next |
|--|---|--|---|--|

Organization and Planning

- | | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> Does an excellent job of planning and organizing work and time | <input type="checkbox"/> Organizes work and time effectively | <input type="checkbox"/> Does reasonable amount of planning and organizing | <input type="checkbox"/> More often than not fails to organize and plan work effectively | <input type="checkbox"/> Consistently fails to organize and plan work effectively |
|---|--|--|--|---|

Ability to Learn

- | | | | | |
|------------------------------------|---|----------------------------------|---|---|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Quick to Learn | <input type="checkbox"/> Average | <input type="checkbox"/> Rather slow in understanding new information | <input type="checkbox"/> Very slow in understanding new information |
|------------------------------------|---|----------------------------------|---|---|

Quality of work

- | | | | | |
|--|--|--|---|---|
| <input type="checkbox"/> Very thorough in performing work; very few errors, if any | <input type="checkbox"/> Usually thorough; good work; few errors | <input type="checkbox"/> Work usually passes review; has normal number of errors | <input type="checkbox"/> More than average number of errors for student | <input type="checkbox"/> Work usually done in careless manner; often makes errors |
|--|--|--|---|---|

Creativity

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Continually seeks new and better ways of doing things; is extremely innovative | <input type="checkbox"/> Frequently suggests new ways of doing things; is very imaginative | <input type="checkbox"/> Has average amount of imagination; has reasonable amount of new ideas | <input type="checkbox"/> Occasionally comes up with new ideas | <input type="checkbox"/> Rarely has a new idea; is not very imaginative |
|---|--|--|---|---|

Judgment

- | | | | | |
|---|--|---|--|---|
| <input type="checkbox"/> Exceptionally good; decisions based on good analysis of problems | <input type="checkbox"/> Uses good common sense and makes good decisions | <input type="checkbox"/> Judgment is usually good in routine situations | <input type="checkbox"/> Judgment often undependable | <input type="checkbox"/> Poor judgment; jumps to conclusions without sufficient knowledge |
|---|--|---|--|---|

Interpersonal skills

- | | | | | |
|---|--|---|---|---|
| <input type="checkbox"/> Always works in harmony with others; excellent team worker; contributes to | <input type="checkbox"/> Congenial and helpful; works well with associates; seen as an asset in furthering cooperation and group harmony | <input type="checkbox"/> Most relations with others are harmonious under normal circumstances | <input type="checkbox"/> Sometimes antagonizes others | <input type="checkbox"/> Causes friction; frequently quarrelsome; |
|---|--|---|---|---|
-

Response to supervision

- | | | | | |
|--|--|--|---|---|
| <input type="checkbox"/> Expresses appreciation and takes prompt action on suggestions of supervisor; very open-minded and confident | <input type="checkbox"/> Willingly accepts suggestions of supervisor | <input type="checkbox"/> Accepts suggestions of supervisor | <input type="checkbox"/> Reluctant to accept suggestions of supervisor; sometimes fails to recognize own limitations and fails to ask for direction | <input type="checkbox"/> Resents suggestions of supervisor
<input type="checkbox"/> Needs close supervision
<input type="checkbox"/> Has difficulty in accepting change |
|--|--|--|---|---|

Communication – written

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> Always clear, well organized, concise, readable with few errors | <input type="checkbox"/> Very clear, well organized and easily read | <input type="checkbox"/> Usually clear and concise | <input type="checkbox"/> Satisfactory; occasionally encounters difficulty in writing clearly and concisely. | <input type="checkbox"/> Not clear; can cause confusion and interfere with performance of work. |
|--|---|--|---|---|

Communication – verbal

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> Conveys information clearly, well organized and easily understood | <input type="checkbox"/> Normally very clear and understandable | <input type="checkbox"/> Usually clear and concise | <input type="checkbox"/> Satisfactory; occasionally encounters difficulty in speaking clearly and concisely | <input type="checkbox"/> Not clear; can cause confusion and interfere with the performance of work |
|--|---|--|---|--|

Leadership qualities

- | | | | | |
|--|--|----------------------------------|--|---|
| <input type="checkbox"/> Excellent; promotes enthusiasm; can direct others | <input type="checkbox"/> Above average | <input type="checkbox"/> Average | <input type="checkbox"/> Poor; unable to organize or motivate others | <input type="checkbox"/> Not applicable |
|--|--|----------------------------------|--|---|

Overall performance

- | | | | | |
|------------------------------------|--|---------------------------------------|--|---|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Above average | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs improvement | <input type="checkbox"/> Unsatisfactory |
|------------------------------------|--|---------------------------------------|--|---|
-

Signature of supervisor

Date

Signature of student

Date

Return Evaluation to:

Jaynus O'Donnell, Co-op Administrator
UBC SALA
Room 402 – 6333 Memorial Road
Vancouver, BC V6T 1Z2
Tel: (604) 822-2779 Fax: (604) 822-3808
jodonnell@sala.ubc.ca

Student Evaluation of Co-op Term

Thank you for taking the time to provide feedback on your work term. Your comments will help us evaluate the Architecture Co-op Program.

STUDENT Name: _____

Co-op Coordinator's Name: _____

EMPLOYER Firm: _____

Address: _____

Supervisor's Name: _____

Date of Employment: start _____ finish _____

Job Duties/Work Performed:

Position Feedback:

- | | | | |
|------------------------------|---|--|-------------------------------------|
| Job Description by Employer: | <input type="checkbox"/> Accurate | <input type="checkbox"/> Fairly Accurate | <input type="checkbox"/> Misleading |
| Orientation to the Office: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Poor |
| Job Met Expectations: | <input type="checkbox"/> yes | <input type="checkbox"/> Partly | <input type="checkbox"/> No |
| Job Difficulty: | <input type="checkbox"/> Too Hard | <input type="checkbox"/> Just Right | <input type="checkbox"/> Too Easy |
| Work Load: | | | |
| Quantity | <input type="checkbox"/> Too Much | <input type="checkbox"/> Just Right | <input type="checkbox"/> Not Enough |
| Quality | <input type="checkbox"/> Too Hard | <input type="checkbox"/> Just Right | <input type="checkbox"/> Not Easy |
| Supervision: | | | |
| Frequency | <input type="checkbox"/> Too Much | <input type="checkbox"/> Just Right | <input type="checkbox"/> Not Enough |
| Quality | <input type="checkbox"/> Excellent | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Poor |
| Learning: | <input type="checkbox"/> More than expected | <input type="checkbox"/> As Expected | <input type="checkbox"/> Not Enough |

- Did you have a mid-term performance review? yes no
- Did you have regular meetings with your supervisor? yes no
- Did you have an exit interview? yes no
- Would you recommend this placement for students in the future? yes no

What were the most valuable aspects of your position?

What were the least valuable aspects of your position? What would have improved these aspects?

Has this employment changed or confirmed your career or academic goals? How?

Additional comments:

Signature of Student

Date

Co-Op Final Review

Name: _____

Employer: _____

Supervisor: _____

Co-op Term completion: _____

Co-op Coordinator: _____

Signature

The purpose of this review is to summarize the student's experience based partially on the Co-Op Workbook. Comments might be included from the mid-term review and the employers review. It should be noted that all requirements have been met for the Co-op. This will be useful for future references requested by the student.