CO-OP GUIDELINES

University of British Columbia
Master of Architecture

Image: Krista Kals

Introduction to the Co-op Program

Co-op Coordinator: John Bass jbass@sala.ubc.ca
Co-op Administrator: Megan Sun arch@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/office mentor. The Co-op coordinator contacts the co-op student and employer/office mentor mid-way through the work term with a list of questions, to which each provides confidential response.

Logging pre-graduation hours in Internship in Architecture Program (IAP)

A student who is enrolled in a CACB accredited architectural program of study in Canada and who has completed 60 credit hours with that accredited program that satisfies the *Student Performance Criteria* consistent with the applicable *Conditions and Terms for Accreditation* published by the CACB is eligible to log up to 760 pregraduation hours towards the IAP.

The student must enrol as Student Affiliate with the provincial organization where they are undertaking the internship in order to start submitting hours. The student should also obtain from the provincial organization the form letter to be signed by the school, confirming:

1) The student is enrolled in a CACB accredited architectural program of study.

2) The student has completed 60 credit hours in courses that contribute to the *Student Performance Criteria* for accreditation.

Students in the MArch program must have completed their second year (or first year if Advanced Placement) prior to receiving approval. Students must also be working under the direction of an architect.

Should students undertake a Coop outside of Canada, hours can only be logged if there is a Mutual Recognition Agreement (MRA) in place with Canada. In that regard, the following should be noted (current as of November 2020):

The following US states have MRA's in place:

> Alabama, Alaska, Arizona, Arkansas, California, Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Maryland, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Northern Mariana Islands, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Utah, Virginia, Washington, West Virginia.

- The CALA website https://roac.ca/professional-mobility/ has the most current list of US states with MRA's in place. Please consult with the ROAC website to confirm that this list is up-to-date.
- Australia has an MRA in place.
- New Zealand has an MRA in place.
- Mexico has an MRA in place.
- The EU and Canada adopted their MRA in December, 2025. Please consult with the ROAC to confirm any hours toward licensure requirements of the agreement.

While a student may undertake a co-op with an architectural practice anywhere in the world, the IAP program is restricted to jurisdictions that have an MRA in place. It is strongly recommended that the student contact their provincial regulatory body (AIBC in the case of BC) to ensure they have the most current information regarding working abroad.

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;
- participate in the Co-op Coordinator's mid-term questionnaire;
- 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 questionnaire;
- 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;
- initiates mid-term questionnaire, 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	Student	Discusses the placement with both the Coordinator and the Supervisor, completes mid-term questionnaire.
	Co-op Supervisor	Discusses the placement with both the student and the Employer, completes mid-term questionnaire.
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 Workday 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: arch@sala.ubc.ca

For Office Use Only
Application Accepted by: _____ Date: _____

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.

John Bass, 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:

Please complete the following:

Initiative				
Self-starter; looks for work to do; does not waste time	Acts voluntarily in most matters	Acts voluntarily in routine matters	Relies on others; must be told what to do frequently	Always waits to be told what to do next
Organization and Planning				
Does an excellent job of planning and organizing work and time	Organizes work and time effectively	Does reasonable amount of planning and organizing	More often than not fails to organize and plan work effectively	Consistently fails to organize and plan work effectively
Ability to Learn				
Excellent	Quick to Learn	Average	Rather slow in understanding new information	Very slow in understanding new information
Quality of work				
Very thorough in performing work; very few errors, if any	Usually thorough; good work; few errors	Work usually passes review; has normal number of errors	More than average number of errors for student	Work usually done in careless manner; often makes errors
Creativity				
Continually seeks new and better ways of doing things; is extremely innovative	Frequently suggests new ways of doing things; is very imaginative	Has average amount of imagination; has reasonable amount of new ideas	Occasionally comes up with new ideas	Rarely has a new idea; is not very imaginative
Judgment				
Exceptionally good; decisions based on good analysis of problems	Uses good common sense and makes good decisions	Judgment is usually good in routine situations	Judgment often undependable	Poor judgment; jumps to conclusions without sufficient knowledge
Interpersonal skills				
Always works in harmony with others; excellent team worker; contributes to	Congenial and helpful; works well with associates; seen as an asset in furthering cooperation and group harmony	Most relations with others are harmonious under normal circumstances	Sometimes antagonizes others	Causes friction; frequently quarrelsome;

Response to supervision Expresses appreciation and takes prompt action on suggestions of supervisor; very open-minded and confident	Willingly accepts suggestions of supervisor	Accepts suggestions of supervisor	Reluctant to accept suggestions of supervisor; sometimes fails to recognize own limitations and fails to ask for direction	Resents suggestions of supervisor Needs close supervision Has difficulty in accepting change
Communication – written Always clear, well organized, concise, readable with few errors	Very clear, well organized and easily read	Usually clear and concise	Satisfactory; occasionally encounters difficulty in writing clearly and concisely.	Not clear; can cause confusion and interfere with performance of work.
Communication – verbal Conveys information clearly, well organized and easily understood	Normally very clear and understandable	Usually clear and concise	Satisfactory; occasionally encounters difficulty in speaking clearly and concisely	Not clear; can cause confusion and interfere with the performance of work
Leadership qualities Excellent; promotes enthusiasm; can direct others	Above average	Average	Poor; unable to organize or motivate others	Not applicable
Overall performance Excellent	Above average	Satisfactory	Needs improvement	Unsatisfactory

_____ _____

Signature of supervisor Date

_____ _____

Signature of student Date

Return Evaluation to: arch@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:	Accurate	Fairly Accurate	Misleading
Orientation to the Office:	Excellent	Satisfactory	Poor
Job Met Expectations:	yes	Partly	No
Job Difficulty:	Too Hard	Just Right	Too Easy
Work Load:			
Quantity	Too Much	Just Right	Not Enough
Quality	Too Hard	Just Right	Not Easy
Supervision:			
Frequency	Too Much	Just Right	Not Enough
Quality	Excellent	Satisfactory	Poor
Learning:	More than expected	As Expected	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