

CO-OP STUDENTS ON THE STUDENT EXPERIENCE PORTAL

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Welcome to Co-op!

What is Co-op?

Co-op is a form of experiential learning that allows students to gain paid work experience with professional organizations related to their program of study. As a co-op student, you will alternate between academic study terms and work terms. You will complete a total of 3 paid work terms that are each 4 months in duration and 35 hours/week over the course of your four-year degree program.

Why Co-op?

Trent's competitive co-op streams will give you a distinct career advantage and allow you to graduate with your degree and 12 months of paid work experience in only four years.

Your co-op work terms will give you hands-on practice in your chosen field, allow you to develop marketable skills, give you a better understanding of the job market, and provide you with experience working directly with people and organizations that could become professional references for your next job, industry mentors, or even future employers.

It's not just what you know, it's who you know.

Co-op gives you the what and the who at the same time.

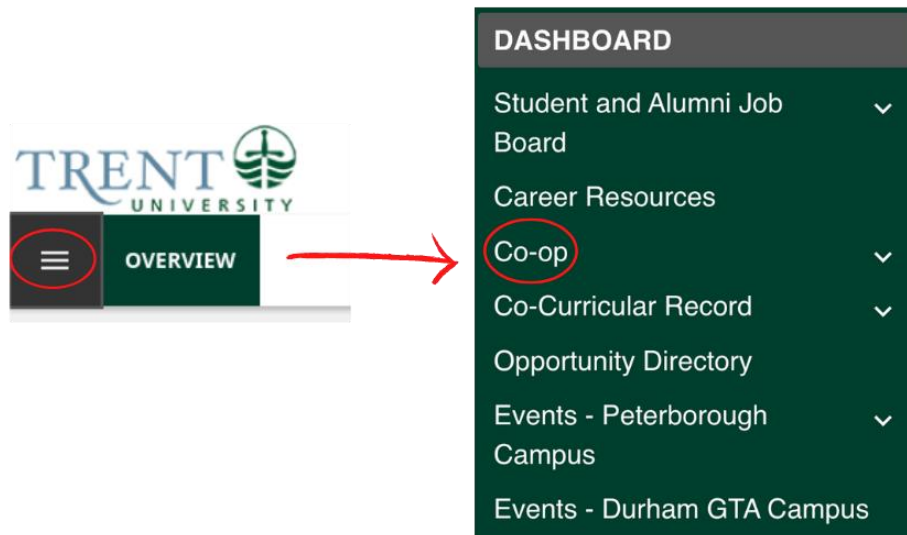
As a Trent co-op student, you can take advantage of the University's many diverse connections with local, regional, and international employers to start building your personal network with leaders and experts in your field. You will have access to a multitude of co-op job opportunities with employers across the Province and even opportunities with global employers too.

This handbook will provide you with an overview of everything you will need to know about how to navigate the Co-op Module on the Student Experience Portal (SEP) as a co-op student at Trent!

Co-op Module Overview

Navigating to the Co-op Dashboard

Once you have successfully logged into the SEP, open the sidebar by clicking the menu icon located at the top left-hand side of the landing page, right under the Trent logo. Find the Co-op tab along the sidebar. Clicking this will take you to the dashboard of the module.



Co-op Dropdown Menu

You will notice that the co-op tab from the sidebar menu has a dropdown menu. These options will be discussed in further detail in later sections of the guide.

Co-op Dashboard

In the top left-hand corner underneath your name, your current term and program will appear. Just below this header is the module welcome announcement and important reminders.



Welcome to Co-op at Trent University!

The **Co-op Module** will be your one-stop shop to view your co-op program details, work-term schedule, and co-op job board. You will be able to apply to co-op jobs, schedule co-op job interviews with employers, create work-term records, and fill out your final work term reports.

You will also be able to book appointments with your respective Co-op Coordinator by going to the "Peterborough Campus Appointment Bookings" tab and selecting "Co-op".

Please keep in mind:

Students in co-op must be in full-time studies and are expected to register in **5 academic courses** per study term (**2.5 credits**) to ensure they stay on track with their co-op program.

- * If you have to reduce your course load, please note that you may have to go into academic overload to make up the courses and be able to graduate in 4 years. We encourage you to set up a meeting with your Co-op Coordinator to discuss further.

Students must regularly consult the **Academic Calendar**, **Academic Timetable**, and their **Co-op Sequence** to ensure they are aware of when courses are offered and register for their required courses and electives in their designated study terms.

If you have any questions in the meantime, you can reach out to coop@trentu.ca.

As you scroll further down the page, you will see your terms (both work and study) as well as the name of your Co-op Coordinator.

You will be able to accept Terms and Conditions on this page which will allow you to view the Co-op Job Board. After accepting your Terms and Conditions, you will be required to submit your job search intention. This lets us know how you plan on searching for your co-op job:

- **I intend to compete on the job board** – you will be looking for a position on the Co-op Job Board.
- **I intend to secure my own work term** – you will be finding your own position. The Co-op Job Board is still open to you if your plans change.
- **I intend to return to my previous employer** – you will be going back to a previous co-op employer for your work term.

Terms and Conditions

To participate in the Co-op employment process, all co-op students must review and agree to the following terms and conditions on each recruiting term. Students are expected to conduct themselves in a professional and ethical manner in all aspects of their participation in the co-op employment process, adhering to all co-op student roles and responsibilities, including those listed below.

By accepting these terms and conditions, I agree that I will:

- Read all job descriptions and disclaimers and only apply to those positions that I am comfortable accepting for a work term if successful in the recruiting process.
- Represent my Faculty/Department and Trent University and therefore I will conduct myself in a professional and ethical manner.
- Check my Trent email regularly and sign on to the Student Experience Portal to read and take action based on messages received.
- Attend all interviews for which I am scheduled, including those with participating employers who are not scheduled within the Student Experience Portal, but rather scheduled with me directly.
- Notify your Co-op Coordinator (coop@trentu.ca) immediately if any information relevant to my job search changes.
- Complete required documentation or requests for information from my Co-op Coordinator and employers.
- Act in a professional and ethical manner in all interactions with students, Co-op staff, and employers.
- Treat information contained within the Student Experience Portal as private and confidential. Consequently, I agree not to share any information about co-op postings or employers with any other individual.

If I am unclear on any of these rules and regulations, I will consult with my Co-op Coordinator.

Note: Job postings on the Student Experience Portal are reviewed by Careerspace to ensure they are legitimate and suitable for co-op work terms. If you have a question or concern about a job, please contact your Co-op Coordinator by selecting "Send a Message" from your Student Experience Portal dashboard.

AcceptClose

Terms

Work Terms

Fall 2023

Terms Intention

-Select-

-Select-

I intend to compete on the job board

I intend to secure my own work term

I intend to return to my previous employer

Study Terms

Winter 2023

Study Term

Co-op SEQUENCE

Fall 2022

S-1-Study

Winter 2023

S-2-Study

Summer 2023

S-3-Study

Fall 2023

W-1-Work

Winter 2024

S-4-Study

Summer 2024

W-2-Work

Fall 2024

S-5-Study

Winter 2025

S-6-Study

Summer 2025

W-3-Work

Fall 2025

S-7-Study

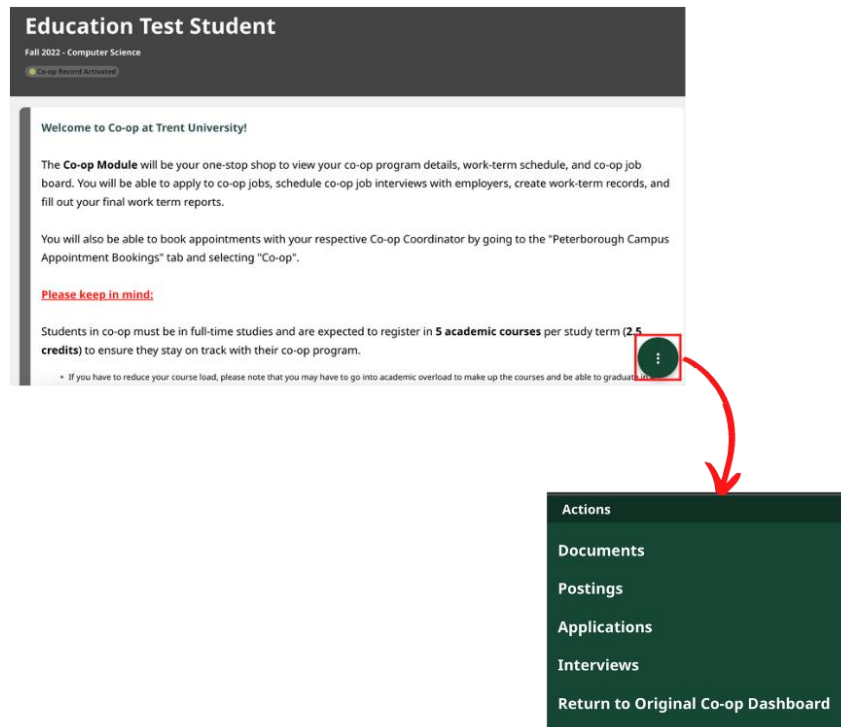
Winter 2026

S-8-Study

On the right-hand side of this page, your Co-op Sequence will appear, showing you which semester will be a study term and which will be a work term for the duration of your degree program.

Actions You Can Take

At the bottom right-hand corner of the screen, there will be a green circle with three white dots. Clicking on this circle will populate a pop-up menu titled 'Actions'. These sections will be explored in further detail in later sections of this guide.



Co-op Resources

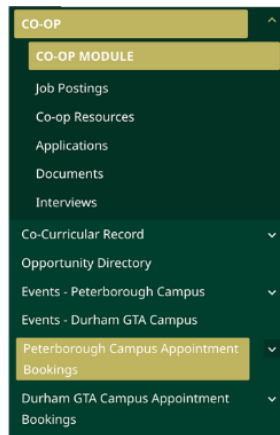
When you open the sidebar, you will see an option titled 'Co-op Resources' in the Co-op dropdown menu. Selecting this will take you to a page full of useful information and resources to assist you in your co-op journey. These resources include links to your program's Co-op Handbook, access to Co-op Program Information Sheets, information for students with disabilities, information for international students, links to Careerspace Quick Tip videos and resources, and links to equity resources for 2SLGBTQ+ students, Indigenous students, and BIPOC students!



Appointments

Navigating to the Appointment Booking Module

Open the sidebar and find the Peterborough Campus Appointment Bookings tab. Clicking this will take you to the dashboard of the module.



Academic Skills	Careerspace	Academic Advising	Trent International	Peer Support	Co-op
<ul style="list-style-type: none">• Online submission or in-person instruction• Research papers, lab reports & essays• Time management & study skills• Grammar & documentation• Math skills & more	<ul style="list-style-type: none">• Career counselling• Work search coaching• Explore further education options• Resume, cover letter & LinkedIn profile critiques• Interview preparation <p>Other ways Careerspace can help:</p> <ul style="list-style-type: none">• Workshops & Events• Career & Job Search Resources	<ul style="list-style-type: none">• Academic Goal Setting• Educational planning• Selecting/changing your major• Review your academic status & degree requirements• Academics & life issues, referrals, resources <p>NOTE: If the calendar is blank, this means our appointments are booked. New appointments are opened up daily, please check back the following day after 9:00am EST.</p>	<ul style="list-style-type: none">• International Student Academic Advising• International Student Immigration Advising• Study Abroad Advising <p>NOTE: In person, online and telephone appointments available</p>	<ul style="list-style-type: none">• Peer support is held in our drop-in space in rooms 3.04 and 3.05 in the Student Centre• Monday to Friday 12pm-4pm• Connect 1-1 with a trained Peer Support staff• Share your struggles & concerns• Receive compassionate & active listening without advice or problem-solving• Talk something out so you can find your own path	<ul style="list-style-type: none">• Conversations with your Co-op Coordinator about co-op progression and work terms• Resume & Cover Letter Critiques• Mock Interviews <p>NOTE: In person and online appointments available</p> <p>Co-op Appointments on the SEP are only available to registered co-op students in AGRS, ASCI, CAST, COCB, CUST, ECON, ENGL, FREN, FINA, GESO, HIST, IDST, IESS, INDG, MDST, PHIL, POST, SOCI.</p> <p>Co-op students in Business and Conservation Biology should connect with their Co-op Coordinators directly for appointments.</p>

Appointment Options

When you are booking a Co-op Appointment, you may choose to book either via *appointment type* or *appointment provider*.

Please select a booking option:

Book by Appointment Type

Book by Appointment Provider

Appointment Type

There are 4 different appointment types to choose from depending on what kind of questions you have for your Co-op Coordinator. Each image contains a description of what the appointment entails.

Asynchronous/Email Critique: Resume and Cover Letter

- Submit a digital copy of your draft resume or cover letter (.doc or .docx)
- If you want to submit both a resume and cover letter, include both in one file
- Note that you must submit a file at the time of booking. If you would like to upload a different file before your appointment time, you may do so by returning to the Co-op appointment booking screen, clicking "View Appt" on your booked appointment, and selecting the "Upload New File" button.
- Your Co-op Coordinator will offer written feedback and your document will be returned via email in an attached document within 2 business days of the appointment.
- If there is a particular co-op job you are applying for, please include a link to the posting. If there is no specific position you are applying for, please indicate the type of co-op position you are applying for in the "Reason for Appointment" section.

Appointment Providers:

Sabrina Kuipers (Co-op Coordinator - Humanities & Social Sciences)

Tim Claydon (Co-op Coordinator - Sciences)

Important: Please disregard that the "Location" says that this appointment takes place over video chat. This is an asynchronous critique, meaning that you do not need to be available at the booking time. The critique will take place via email.

Co-op Conversation

Co-op Conversations are opportunities for you to meet with your respective Co-op Coordinator and get answers to any questions surrounding the co-operative education process, co-op work terms, and your progression throughout your co-op journey at Trent.

This appointment can take place over a built-in video chat on the SEP or in-person at Careerspace (TSC 3.10). Keep in mind that you can turn your video off in the video chat option.

Appointment Providers:

Sabrina Kuipers (Co-op Coordinator - Humanities & Social Sciences)

Tim Claydon (Co-op Coordinator - Sciences)

Interview Prep (1/2 hour)

Get one-on-one advice on how you can prepare for your co-op job interviews. Practice your answers to common interview questions with your respective Co-op Coordinator.

The appointment takes place over a built-in video chat on the SEP or in-person at Careerspace (TSC 3.10). Keep in mind that you can turn your video off in the video chat option.

Appointment Providers:

Sabrina Kuipers (Co-op Coordinator - Humanities & Social Sciences)

Tim Claydon (Co-op Coordinator - Sciences)

Resume/Cover Letter Critique (1/2 hour)

Get feedback and advice on improving your resume and/or cover letter for your co-op job applications.

This appointment can take place over a built-in video chat on the SEP or in-person at Careerspace (TSC 3.10). We will be reviewing your documents together during this appointment. Keep in mind that you can turn your video off in the video chat option.

If you would like to upload a different file before your appointment time, you may do so by returning to the Careerspace appointment booking screen, clicking "View Appt" on your booked appointment, and selecting the "Upload New File" button.

Appointment Providers:

Sabrina Kuipers (Co-op Coordinator - Humanities & Social Sciences)

Tim Claydon (Co-op Coordinator - Sciences)

Appointment Provider

You may choose to book your appointment by provider. You will then be able to select your appointment type.

The Job Search

Co-op Job Board

Now for the exciting part: finding the co-op job that's right for you! Open the sidebar and select the Job Postings option from the Co-op dropdown menu. This will bring you to the job posting dashboard.

If you are familiar with the SEP's Student and Alumni Job Board, you may be pleased to discover that the Co-op Job Board is very similar. You will be required to find a new position for each of your work terms. It is possible to return to a previous employer so long as you are doing different work tasks and new learnings can be demonstrated. You can work with your Co-op Coordinator to learn more about this option. **Please note:** Co-op positions will only be posted to the Co-op Job Board. Do NOT look for co-op positions from the Student and Alumni Job Board.



Co-op Job Board

Q Overview

Welcome to Trent University's Co-op Job Board.

Please search the job board for co-op positions relevant to your co-op program. You will be able to view postings and submit your job applications.

Please ensure that you read all of the application instructions carefully.

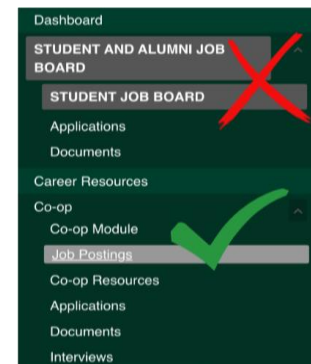
Student Responsibilities

As a co-op student, you are responsible for working diligently to successfully land your co-op job. You will be responsible for setting up meetings with your Co-op Coordinator on the Peterborough Campus Appointment Bookings tab and ensuring your job applications are targeted to the employer postings. You will need to have a successful application, interview, and job offer from your employer in order to secure your work term.

You are encouraged to book Resume/Cover Letter Critiques and Mock Interviews with your Co-op Coordinator in your recruiting term (term prior to first work term) to ensure you are fully equipped and prepared. You can also book a Co-op Conversation with your Co-op Coordinator to have any of your questions around co-op work terms or your progression through co-op answered. You can book appointments with your Co-op Coordinator here.

All Trent co-op students are expected to follow the Trent Charter of Student Rights and Responsibilities and conduct themselves in a respectful, ethical, and professional manner while on their work terms.

As a representative of Trent University, students are expected to be punctual to their workplaces, dress according to their workplace's dress code, communicate professionally with their supervisor, complete their required work tasks, take initiative, and be a friendly and enthusiastic team player.



Saved Searches & Quick Searches

Saving a Search

A saved search allows you to quickly search for something specific without having to apply filters every time. Once you have customized your search parameters to your liking, you can save the search by clicking 'Save'. Any searches you save will appear under 'My Saved Searches' on your Co-op Job Board homepage and will expire after 1 year.

Search
- or - Search Co-op Job Postings

QUICK FILTERS:
Filter by Program
Ancient Greek & Roman Studies
Arts & Science
Canadian Studies
Computer Science
Cultural Studies
Clear
Apply Filters New Search Save My Search Criteria

Advanced Search
Search Job Postings
GENERAL SEARCH PARAMETERS
Date Live: [] to []
App Deadline: [] to []
Featured Posting: ☐
COMPANY INFO
Organization: []
Division: []
Website: []

MY SAVED SEARCHES

i Saved searches will automatically expire 1 year after creation.

You have no saved searches

Quick Searches

On the Co-op Job Board homepage, you will find a list of quick searches created by your Co-op Coordinator. These searches are designed to ease your search and keep you updated on new postings as well as upcoming deadlines.

QUICK SEARCHES:	
0	For My Program
0	Applied To
0	Shortlist
0	Viewed
0	New Posting Since Last Login
0	Postings added in the last 7 days
0	Application Deadline Today
0	Application Deadline in the next 10 Days

The Application Process

Uploading Resumes & Cover Letters

Once you have found a position you are interested in, it is time to apply! To do so, you will need to upload your resume and cover letter. **You should be creating a targeted resume and cover letter for each application that you apply to.** Open the sidebar and select 'Documents' from the Co-op dropdown menu. This will bring you to the 'My Co-op Documents' dashboard.

Next, select 'Upload Document'. Select 'Choose File' to upload each separate PDF file - your resume, cover letter, and transcript (only if requested). Name your files and specify what type of document you are uploading. Click 'Upload Document' to save it on the Student Experience Portal.

1

CO-OP

CO-OP MODULE

- Job Postings
- Co-op Resources
- Applications
- Documents**
- Interviews

2

My Co-op Documents

Upload Document Create Application Package

Please upload the requested documents to create your application package:

- Resume (.pdf)
- Cover Letter (.pdf)
- Transcript (if applicable)

3

Name

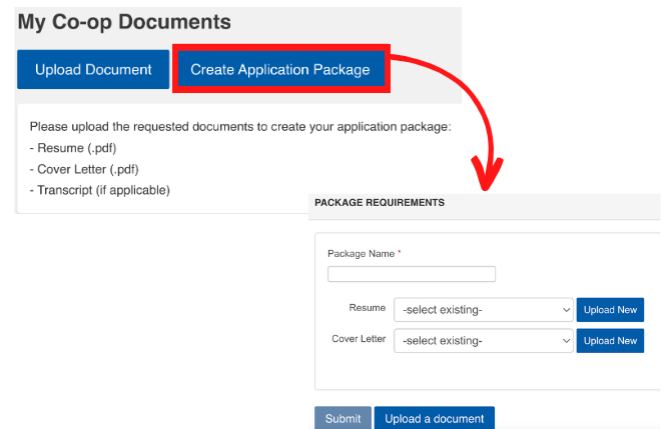
Type

Document Max File Size: 1.00 MB

Upload Document Cancel

Creating an Application Package

After you have uploaded your documents, you are able to create an application package. Application packages bundle a resume and cover letter together to make applying to jobs that much easier. If you wish to create an application package, select that option when you enter the 'My Co-op Documents' dashboard. You will be able to select a resume and cover letter from the documents you have uploaded to the Student Experience Portal ('select existing'). Application packages are helpful to tailor applications to specific jobs so you may find it useful to create packages for this purpose and name them after the targeted position.



My Co-op Documents

[Upload Document](#) [Create Application Package](#)

Please upload the requested documents to create your application package:

- Resume (.pdf)
- Cover Letter (.pdf)
- Transcript (if applicable)

PACKAGE REQUIREMENTS

Package Name *

Resume -select existing- [Upload New](#)

Cover Letter -select existing- [Upload New](#)

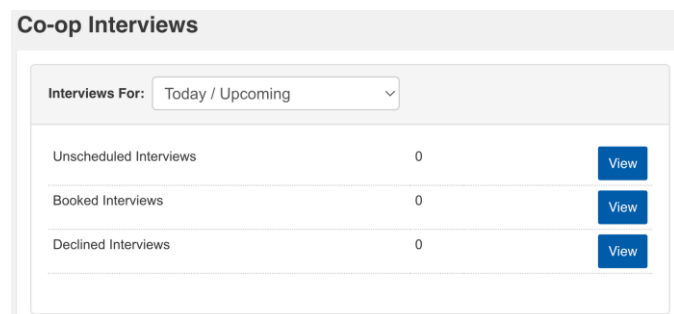
[Submit](#) [Upload a document](#)

Interviews

While some employers may choose to contact you outside of the Student Experience Portal to schedule an interview, others may choose to use the 'Interviews' tab within the Co-op Module.

Scheduling Interviews

Employers who choose to use the interview feature within the Co-op Module can invite students to be interviewed. Students who have been invited to interviews will be able to view their invitations on the 'Interviews' tab. Click 'View Interview Schedule' next to the position and company details. You will now be able to see interview details and can select your preferred day and time. There may be times where you are automatically scheduled for a day and time based on the employer's availability. If you no longer wish to attend the interview, click the 'decline' button and you will not move forward with scheduling.



Co-op Interviews

Interviews For: Today / Upcoming

Unscheduled Interviews	0	View
Booked Interviews	0	View
Declined Interviews	0	View

Accepting a Job Offer

Once you receive a job offer, you must respond within two business days. If you do not respond, your offer may be revoked and offered to another candidate. After accepting your offer, you must complete a Work Term Record (WTR). Click "Create Work Term Record" in the Co-op Module, complete the required fields, and submit. Your WTR will show as pending until it is reviewed and approved by your Co-op Coordinator.

Evaluations

You will be required to complete a midterm evaluation and a final work term report on the Student Experience Portal. These evaluations will allow students to summarize their learnings and reflect on their on-the-job experience. Employers will also submit a midterm and final evaluation. Once the final work term report has been received and upon a successful employer evaluation, students will have officially completed their co-op work term.

Terms & Records

Work Term vs. Study Term

Work Term

A work term is a non-credit 4-month term in which you will be working in a paid position that you have obtained through the recruitment process described above. Throughout the course of your degree, you will complete a total of 3 paid work terms consisting of 35 hours/week.

Study Term

While you are on a study term, you will be taking 2.5 academic credits per term. If you have an accommodation need or extenuating circumstance that prevents you from taking 2.5 academic credits per term, please reach out to your Co-op Coordinator to discuss your co-op progression.

Co-op Record vs. Work Term Record

Work Term Record

Work term records are records of employment with your co-op employers. Work term records track your performance for each work term and help your Co-op Coordinators keep you on track. Midterm evaluations and a final work term report must be completed each work term to demonstrate progress in completing learning goals.

Co-op Record

Your Co-op Record serves as a permanent record of the co-op work terms you have completed during your time at Trent. You can review it each year and download it to keep after you graduate as it can serve as an example of your abilities for your future employers. Co-op Records contain information about a student and their academic progress, including contact information, work term reports, evaluations, current application packages, planned term sequence, and more.

Contact Us

For more information about Co-op, you can connect with your Co-op Coordinator or email coop@trentu.ca for general inquiries.

You can visit our website for additional information:

trentu.ca/careerspace

trentu.ca/co-op

Visit us in-person at Careerspace!

Hours of Operation: Monday to Friday | 8:30 AM to 4:30 PM

Location: Third Floor of the Student Centre (3.10)