

Student's Schedule

ON-CAMPUS SCHEDULE LEADING TO SUMMER 2024 WORK TERMS

This schedule is to be used with the *Co-operative Education Students' Handbook*.

All Co-op students are required to have a copy of the **Students' Handbook**, which can be downloaded off the Co-op website (www.uregina.ca/careercentre/coop/current-students/handbook.html) or found on UR Courses. Students are responsible for reviewing the Handbook and knowing what their responsibilities are as the placement process evolves

JANUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 UNIVERSITY CLOSED	2 Once Students have applied for Co-op, access to UR Courses will be granted with additional information	3	4	5
8 FIRST DAY OF CLASSES	9	10 Co-op/Internship Information Session – TBD - Zoom webinar. Link will be sent out via Email	11 Co-op/Internship Information Session – TBD - Zoom webinar. Link will be sent out via email.	12 Return to Campus (RTC) and Job Site Forms (JSV) due Undergraduate Fall 2023 work term reports due at faculty offices (except CS)
Co-op Applications accepted - Apply Now! - - - Entrance Meetings for all new and potential Co-op Students				
15 Co-op Application Deadline (For new & re-admission students)	16	17	18	19 Resumes due for Review – submit via email to Coordinator
MANDATORY: 1 st work term students are required to review Resume, Interview, and Career Connect workshops found on UR Courses (self-directed). Drop -in sessions for questions related to workshops will be available – see UR Courses for more information.				
22 Start Applying for JOBS Apply by 11:59 pm of each deadline date.	23	24	25 Check every day for new postings	

FEBRUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan. 29	Jan. 30	Jan. 31	1	2
INTERVIEW WEEK 1				
5	6	7	8	9
INTERVIEW WEEK 2				
12	13 Last Day for Interviews in Round 1	14 MATCH/POST-MATCH INFO SESSION 1 st work term students must attend -see UR Courses for more information (Zoom link will be provided)	15 RANKING DAY Students MUST submit rankings through Career Connect by 12:00 noon	16 MATCH DAY Job assignments for the 2024 Summer work terms are posted after 2:00 p.m.
19 FAMILY DAY UNIVERSITY HOLIDAY	20 Winter Reading Week – Co-op office still open Beginning of 2nd round of hiring, or Direct Offer Round	21 Winter Reading Week – Co-op office still open <i>Students placed at Match will be emailed a copy of their placement letter from the Co-op office after 2 pm</i>	22 Winter Reading Week – Co-op office still open	23 Winter Reading Week – Co-op office still open
26	27 Keep checking Career Connect daily for new jobs	28	29	

BE PREPARED FOR YOUR CO-OP INTERVIEWS:

- Research the company with which you have the interview. Information is available on the Internet.
- Double-check the time, method (Virtual, Phone, In-Person) and location of the interview.
- Dress appropriately.
- **Have your resume checked by your Co-op Coordinator before uploading it to Career Connect.** If this is the first time you are going through interviews, you must have your Co-op Coordinator review your resume. If you have completed a work term, it is optional as to whether or not you have your resume reviewed. Resumes are expected to be submitted to Coordinators for review by Friday, January 19, prior to applying for jobs.

MARCH - APRIL

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Note: When you are placed in a job, it is your responsibility to register for your Co-op work term.
4	5	6	7	8
11	12 Keep checking Career Connect daily for new jobs	13	14	15
18	19	20	21	22
25	26	27	28	29 GOOD FRIDAY University Holiday
Apr. 1	2	3	4 Keep checking Career Connect daily for new jobs	5
8	9	10	11	12
15 Keep checking Career Connect daily for new jobs	16	17	18	19
22	23	23	25	26
29	30			

FIRST APPLICATION DAY: Thursday, January 26, 2024

- Apply for jobs on-line through Career Connect link on Co-op's website.
- Note any special application instructions outlined in the job description.

CONTINUOUS POSTINGS

- Remember to check Career Connect daily for new job postings. New postings will close within 2 to 3 days after having been posted.

RANKING/POST-MATCH INFORMATION SESSION: Review on UR Courses

- 1st (mandatory) and 2nd (optional) work term students must attend the Ranking/Post-Match Information Session - Zoom link to be found on UR Courses