In addition to applying for positions on Simplicity, as an Arts & Social Science Co-op student you are eligible to search for your own work term. Here are some guidelines and additional material to support and assist you in your search. Please check our web site or meet with a Coordinator for further details.

**Developing Your Own Co-op Job**
Through networking, you may know of employers whom you would like to work for, or you may want to develop the job search skills you will need after graduation. By taking a proactive approach to getting a Co-op placement you can increase your opportunities and find the job that is right for you.

**Contacting the Employer**
Employers are busy people; respect their time by coming to the point quickly when contacting them. Prepare ahead of time what you will say or discuss with the employer. You may also want to indicate that you are an Arts Co-op student calling to discuss the possibility of a Co-op or temporary position within their organization.

**Presenting Yourself**
If an employer you have contacted is interested in meeting with you, treat it like a formal interview by:
- Doing research on the company and industry head of time.
- Bringing several copies of your resume.
- Dressing as you would for a formal interview.
- Asking for other contact names or referrals before leaving, especially if there does not appear to be any immediate opportunities available.
- Indicating that you will follow up with regard to future possibilities.
- Sending a thank you note, acknowledging the time and information they gave you.

Even if you are following up with a contact you made previously, be prepared to impress this person. They may not have an opportunity immediately available, but may be hiring in the future.

**Indicating Your Interest to Accept**
Consult with a Co-op Coordinator before accepting a job offer.

**Co-op Procedures**
To qualify a position as a Co-op Work Term:

1. Review your plans regarding the development of your own job with a Coop Coordinator.
   - Provide current industry and organization information
   - Indicate if employer has already been contacted or has posted a Coop job opportunity previously
   - Provide employer contact names
2. Ensure the following placement criteria are met:
   - Position is full time (at least 30 hours per week, for 12 to 16 weeks per semester)
   - On the job supervision and training is provided
   - Offers a minimum salary of $1600/month
   - Utilizes the skills you are gaining in your course work, and provides an opportunity for you to develop new skills
3. Complete the **Self-Directed Work Term Application** form (on web site).

Complete and submit the above documentation to your Co-op Coordinator for approval.