



Co-op Information Package & Application Process, Fall 2025

For Semester 1 students in:

- BCTI, CETI, IWWT, and ELIC

For Semester 3 students in:

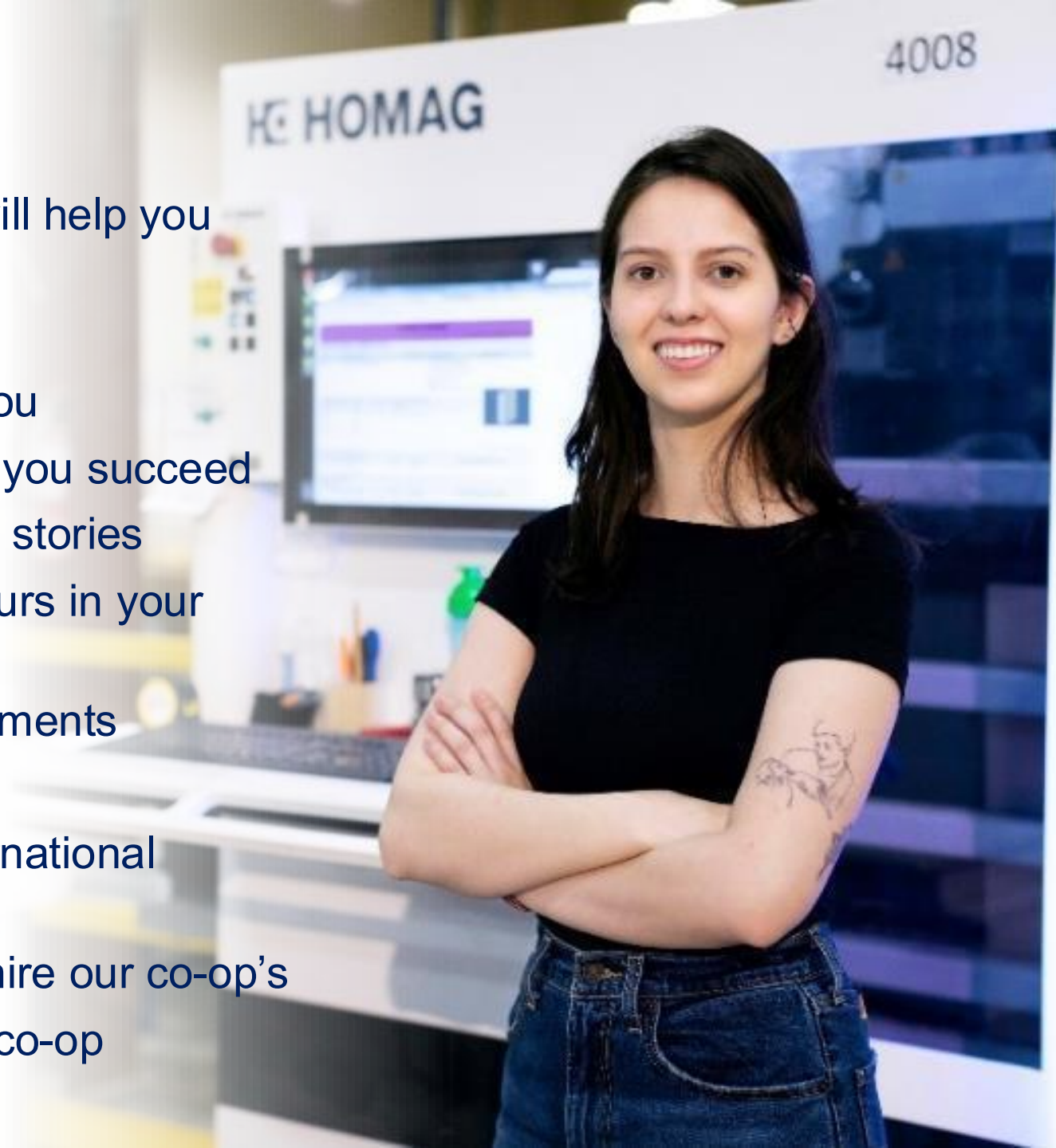
- ARC, ATMN, CIVL, CPAN, ELEC, ELIC, MECH

Co-op & Work Placement Services
Room NX302

Overview

This presentation will help you learn more about:

- What is co-op
- What's in it for you
- Services to help you succeed
- Student success stories
- When co-op occurs in your program
- Eligibility requirements
- Fees
- Process for International students
- Employers that hire our co-op's
- How to apply to co-op



The Co-op Advantage



Did you know....

When employers hire recent grads, over 80% of the time they prefer to hire a grad who did co-op at their workplace.

Employer's second choice is a grad who did co-op at another company.

Graduates with co-op experience tend to get full-time jobs faster and earn more in wages to start.

What is Co-op?



- Meaningful work related to your academic program
- Productive work (not job shadowing)
- Paid by the employer
- 14 consecutive weeks of full-time employment (Minimum 12 weeks or minimum 420 hours)
- Supervised and evaluated by the employer
- Occurs at specific time in your curriculum, in blocks of 4, 8 or 12 months, depending on your program

What's In It For You?



- Gain valuable work experience in your chosen field
- Be career-ready when you graduate
- Earn money
- Meet people – for references, build your network
- Learn about the workplace
- Gain confidence – in yourself, your career direction
- Access a range of services to help you succeed

Co-op & Work Placement Services Supports to Help Launch Your Career



**TEAM OF DEDICATED
ADVISORS**



JOB SEARCH WORKSHOPS



**RESUMES, COVER LETTERS,
LINKEDIN PROFILES,
PORTFOLIOS, MOCK
INTERVIEWS**



**PERSONALIZED JOB SEARCH
COACHING**



**JOB FAIRS, CAREER
NETWORKING EVENTS**



**ONLINE JOB BOARD AND JOB
POSTINGS**



STRONG INDUSTRY SUPPORT

What does Co-op look like?



"Co-op is a great opportunity to get hands-on experience. It's also a chance to connect with companies in your field of interest and experience your first step into your career while still in school". **Click on the link to learn more.**

[Roberta da Silva Muller, Mechanical Engineering Technology Co-op](#)
Co-op Placements @ Ben Machine Products and CIF Labs

What does Co-op look like?



“No one would give me a job without references. I knew if I took a co-op program at Humber, it would give me more connections.” **Click on the link to learn more.**

[Taranjeet Mann, Computer Systems Technician Co-op](#)
Co-op Placement and Grad Hire @ Polytainers

What does Co-op look like?



“Working at D’Orazio helped me develop a greater understanding of the construction industry and the hard work involved in completing a job. I would highly recommend all students participate in co-op as it gives you the opportunity to gain real world experience in the career you are planning to pursue.”
Click on the link to learn more.

[Karandeep Jhamat, Construction Engineering Technology, Co-op](#)
Co-op Placement at D’Orazio Infrastructure Group

What does Co-op look like?



“My work placement experience not only developed my adaptability skills and self-confidence, but it taught me so much about the industry. At the beginning the unknown is scary and you might feel like you don’t know enough, but it’s worth it. You gain so much insight and knowledge. Experiencing the industry firsthand and not just through classes is invaluable.”
Click on the link to learn more.

[Miki Nuraj, Architectural Technology, Co-op Placements at Build IT by Design](#)



What is Optional Co-op?

Optional Co-op IS the option to apply (through a competitive selection process) to be in a co-op stream, once you are at a certain point in your academic studies.

Optional Co-op is NOT choosing to do co-op, or not do co-op, or taking classes, etc during a scheduled co-op term. Once in the co-op stream you are expected to follow the work/study sequence per your curriculum.

Students who successfully complete all co-op requirements will graduate with a Co-op Designation.

What is a “Co-op Work /Study Sequence”?

The Work/Study Sequence refers to the order when you work and when you study (as well as when you take scheduled breaks). Co-op students must follow the sequence as scheduled. Note that the sequence can vary from program to program.

Here's an example of a program with a winter intake.

- While the “regular stream” is in Sem4, the “co-op stream” students are doing Co-op 1.
- When the “regular stream” is on a summer break, the “co-op stream” is in Sem4.

Regular Stream – Winter Intake

Winter Sem 1	Summer Sem 2	Fall Sem 3	Winter Sem 4	Summer Break	Fall Sem 5	Winter Sem 6
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Optional Co-op Stream – Winter Intake

Winter Sem 1	Summer Sem 2	Fall Sem 3	Winter Co-op 1	Summer Sem 4	Fall Co-op 2	Winter Co-op 3	Sum Sem 5	Fall Sem 6
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Find the Co-op Work/Study Sequence and Eligibility Requirements for Your Program

1. On the [Co-op website](#), go to “[Optional Co-op Stream](#)”

Or copy and paste this link in your browser:

<https://appliedtechnology.humber.ca/current-students/work-integrated-learning/optional-co-op.html>

2. Navigate to your academic program.

3. Select your intake (if applicable).

4. Review the work/study sequence and eligibility requirements*.

*Eligibility Requirements to be considered for Co-op:

You must be enrolled as a full-time student in good academic standing, and have successfully completed all core courses, with a minimum GPA or CPGPA of 75%. Not all students who meet the minimum GPA is accepted.

Who finds the Co-op opportunities?



Students are ultimately responsible for finding their own placement through employer research, making direct applications to companies and networking.

The Co-op team works closely with employers to post co-op job opportunities and is a major resource for students.

Students are required to apply to all jobs they can reasonably travel to (eg 1 hour one way), interview with a variety of companies and explore options.

Co-op Fees – An Investment in Your Future

Co-op fees cover the costs of services provided by the Co-op office, such as the work preparation course, employer marketing, career events, student job search coaching, maintenance of the online job board, etc.

The co-op fee of \$495 applies to each work term. The fee does not guarantee a co-op position, nor is it an individual placement fee. The same fee will be applied to Domestic and International students. Co-op fees may be considered to be compulsory fees for education-related costs, under OSAP.

Compare: \$495 fee $\longrightarrow$ \$8,600 in wages based on
\$17.60/hr, 35 hrs/wk for 14 wks



You will recover the co-op fee within the first week on-the-job!



International Students

International Students can participate in co-op.
Same fee applies: \$495 per each co-op term.

Applying for a Co-op Work Permit:

- The Co-op office will issue a letter to accompany your application at the time of Final Acceptance.
- You must be first advanced to the co-op stream of your program, so that your Co-op Work Permit letter and Confirmation of Enrolment (from MyHumber) show the same information.

Co-op Application Process Fall 2025

Step 1	Apply by 11:59 pm, Wednesday November 5, 2025 https://forms.office.com/r/nVgrpQzds2
Step 2	Conditional Acceptances will be issued in early November. This will be based on your GPA at the end of your last academic semester (or mid-term of students in Semester 1), and the number of spaces available in co-op.
Step 3	Co-op Readiness Session (CRS). To be held November 2025. In-person and/or virtual sessions will be held to help you start to work on your co-op resume, with support from a Placement Advisor. This is to ensure students have a resume to use to apply to early job postings at the beginning of January 2026.
Step 4	Final Acceptances will be issued end of Dec/early Jan based on: ▪ Your GPA & academic standing at the end of F25 term, ▪ Having a final resume by the end of F25, and, ▪ Job market demand/other external factors. You will be notified by email.

What happens when you are accepted into Co-op?



First of all, CONGRATULATIONS!

- You will be advanced to the co-op stream effective January 2026.
- You will see the mandatory Work Preparation class (WRK099) starting in January, and the scheduled work terms on your academic progress in MyHumber.
- You will be charged the first co-op fee of \$495. Payable in January.
- International students will receive a letter in January 2026 to be used as part of the application for their Co-op Work Permit. Proof of application, along with a final resume, is required to access the co-op job board.
- With the final resume you developed during Co-op Readiness, you will gain access to CareerConnect, the co-op job board.



Is Co-op Right for YOU?

Before you apply, consider if co-op is right for you:

- You must be good at managing your time, and able to make a commitment.
- You must take initiative and look for your own co-op placement.
- Commit to 3 - 5 hrs per week to do research, apply to jobs, go to interviews.
- Speak to someone whose opinion you trust and can advise on your career path. Your parents, relatives, a professor, etc.

Co-op requires most students to move outside of their comfort zone.

If you are nervous about job searching, that shows your career is important to you.

Take a few minutes to watch this empowering video.

Fall forward.

[FALL FORWARD - Denzel Washington Motivational Speech Video](#)



"If you don't *fail*, you
aren't even trying.

To get something you
never had, you have to
do something you *never
did*."

Denzel Washington

Sample Employers

Information Technology

Telecommunications

- Rogers, Bell

Financial Services

- TD, CIBC, RBC

Government Ministries

Healthcare

- Hospitals

Education

- Humber Polytechnic

Manufacturing

- Automotive
- Food processing

IT Consulting

- SOTI

Industrial Woodworking

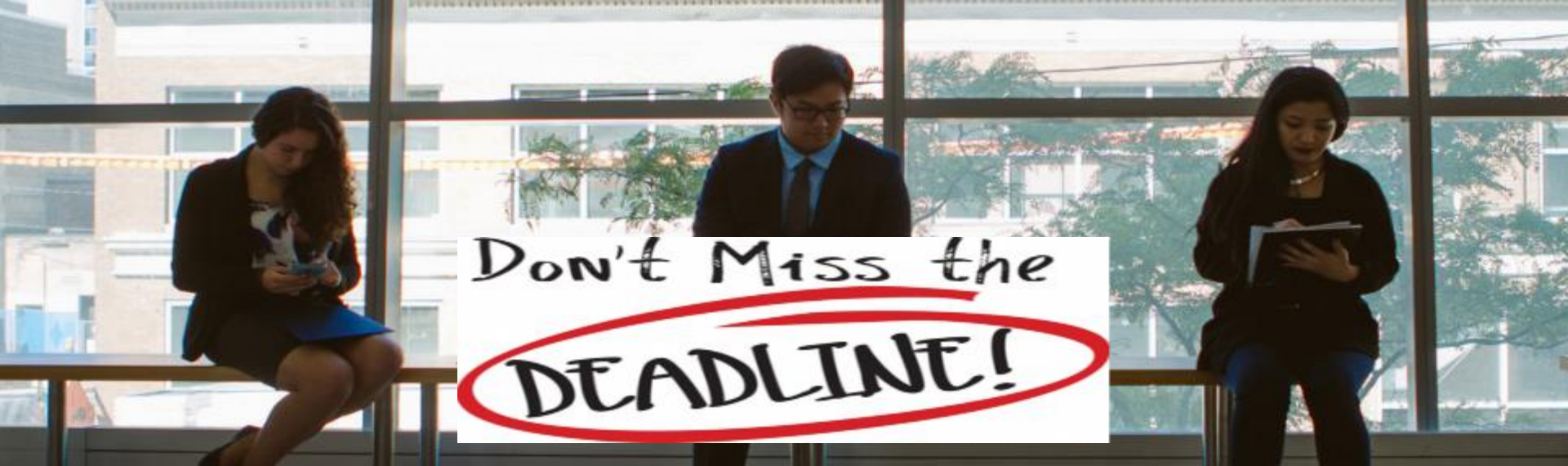
- Store fixtures
- Cabinetry, Millwork

Architectural, Construction, Civil

- Architectural offices
- Consulting Engineering firms
- Municipalities
- Construction firms

Engineering Technology and Manufacturing:

- Automotive parts
- Food Processing
- Utilities
- Plastics
- Consulting Engineering firms
- HydroOne
- Magna International
- OZZ Electric
- Polytainers
- FGF Brands
- Siemens



Deadline to apply to Co-op:

11:59 pm, Wednesday, November 5, 2025

[Click here to submit your application.](#)

OR, copy & paste this link in your browser:

<https://forms.office.com/r/nVgrpQzds2>

NOTE: You can only apply during the Application semester

NOTE: Since spaces are limited, acceptance into the co-op stream will be a competitive process, and not all students who meet the minimum academic eligibility requirements may be accepted.



BE EXCITED FOR YOUR FUTURE YOUR QUESTIONS??

Read through this presentation carefully. If you would still like to talk with us....

SAVE THE DATES – Bring your questions:

- Carrier Drive Cafeteria – BCTI/CETI & IWWT – Wednesday Oct 29, 10 am – 2 pm
- North Campus - Monday Nov 3, or Wednesday Nov 5, 10 am – 4 pm
Drop by the Barrett CTI, Rooms 107/108 with your questions.

OR: Email us: WorkAppliedTechnology@humber.ca

OR : Drop by our office: NX302

[Visit us to learn more about Co-op!](#)

Co-op & Work Placement Services
Faculty of Applied Sciences & Technology