

# CO-OPERATIVE EDUCATION PROGRAM 2022

**INFORMATION  
BROCHURE**



**NVIT**  
NICOLA VALLEY INSTITUTE OF TECHNOLOGY

**SHARING KNOWLEDGE  
PREPARING LEADERS**

# Co-operative Education

Co-operative education is a flexible, cost-effective partnership between employers, educators and students.

NVIT's Co-op department is committed to assisting students in gaining relevant industry work experience and achieving career success. Co-operative education blends on-campus learning with practical applied learning. We link highly motivated students with employers in various fields.

- Blends on-campus learning with practical applied learning
- Provides experience and skill-building in ways that may not be possible in the classroom alone
- Provides an opportunity to discover your interests with a first-hand glimpse inside an industry or career
- Links work, academic and career objectives
- Earn while you learn!

## Eligible Programs

- Associate of Arts – General, First Nations Studies, Criminology
- Administrative Studies Certificate/Diploma
- Office Administration Certificate
- Executive Assistant Diploma
- Business Administration
- Environmental Resources Technology Certificate
- Environmental Resources Technology Diploma
- Culinary Arts Professional Cook
- Renewable Energies Technology Diploma

*NVIT's Co-operative Education Department aims to plan, organize, and administer work experiences in a purposeful, meaningful, and authentic context to sharpen learners' skills. A safe place where students can stumble, make mistakes, and learn from them.*

## Work Terms

Both work and academic terms are full-time and follow a formalized sequence. Co-op students can alternate their study terms with paid, monitored work terms in industry, non-profit, private business, and public sector organizations. Typically, Co-op work terms are 4, 8 or 12 months of full-time, paid employment beginning in May, September or January.

### Sample Timetable for 1-year Certificate Program

Academic Year	Fall: Sep – Dec	Winter: Jan - Apr	Summer: May - Aug
1	Academic Semester 1	Academic Semester 2	Work Term 1

### Sample Timetable for 2-year Diploma Program

Academic Year	Fall: Sep – Dec	Winter: Jan - Apr	Summer: May - Aug
1	Academic Semester 1	Academic Semester 2	Work Term 1
2	Academic Semester 3	Work Term 2	Work Term 3 (optional)
3	Work Term 4 (Optional)	Academic Semester 4	

## Fees

Fees are based on NVIT's tuition per credit policy.

Check online for the most up-to-date fee schedule:

<https://www.nvit.ca/tuitionandfees/default.htm>

1 credit	Coop 101 - Workplace Preparation	Mandatory to all Co-op Students
3 credits	Coop 110 - Work Term 1	
3 credits	Coop 120 - Work Term 2	
3 credits	Coop 210 - Work Term 3	
3 credits	Coop 220 - Work Term 4	
3 credits	Coop 240 - International Work Term	

### For more information contact

Anita Dumont | Co-operative Education

Email: [adumont@nvit.ca](mailto:adumont@nvit.ca)

[coop@nvit.ca](mailto:coop@nvit.ca)

Phone (office): 250-378-3366

# Learner Stories



**LeSandra Archachan**

**UNIB  
Sylx**

LeSandra is a Business Administrative Studies student and during her co-op work term she worked on a partnership project between the School District and NVIT, providing iPads for Seniors.

*"If you do not take this opportunity, you will be losing out on building a strong foundation for a successful career."*

- LeSandra A.



**Shannon Varley**  
**Northern Saskatchewan**  
**Chippewyan Dene**

Shannon has completed her Executive Assistant program with NVIT and is doing multiple consecutive co-op work terms. She is currently working with the Scw'exmx Tribal Council/ Timx' Research as a Referral's Administrator.

*"The co-op program has made it possible for me to achieve my goal of employment. In my work term through co-op, I have gained significant self-confidence in myself and at my job."*

- Shannon V.



**Joel Reid**  
**Merritt**  
**Metis**

Joel Reid is a student in Culinary Arts, and is doing his work term at the Grand Pub & Grill.

*"It's a great place to work. The people are awesome, and we have the best food in town. Chef Don has tons of experience, I'm learning a lot from him. I learned so much from Chef Andrew in the Culinary Program at NVIT, it totally prepared me for this job."*

- Joel R.



**Andrew Jack**  
**OKIB**  
**Sylx**

Andrew is an ENRT student who did his co-op work term at Round Lake Treatment Centre. One project he worked on was a native medicinal plant trail.

*"I feel so fortunate to have had this work term, I couldn't have asked for a more perfect starting point for furthering my forestry career."*

-Andrew J.