CO-OPERATIVE EMPLOYMENT PROGRAM
APPLICATION AND COMPLETION INSTRUCTIONS
WINTER 2006/2007

WHO IS ELIGIBLE TO APPLY? government-funded organizations; municipal governments, and non-profit organizations in Nova Scotia.

A)   OBJECTIVE

The program will partner with eligible employers to provide skills-based work experience, and learning opportunities, throughout Nova Scotia for **post-secondary co-operative education students** enrolled in eligible institutions (see Section 15). These highly-qualified students provide superior value to employers.

B)   PROJECT APPLICATION DEADLINE

Applications **must be clearly postmarked, or delivered by hand, to the Nova Scotia Office of Economic Development, on or before September 29, 2006.** If you use a courier service, it is suggested you use one that provides you with a receipt of arrival, as deadlines are strictly enforced**. Faxed applications will not be accepted.**

C)   DURATION OF PROGRAM

Projects will be funded **starting January 2, 2007** and **ending April 20, 2007.** A work term will be funded for a **maximum of 15.8 weeks** of continuous employment within this period. **Applicants must contact educational institutions to verify minimum weeks required for each course**.

D)   FUNDING ASSISTANCE

Government-funded organizations and municipal government departments receive a rebate of **50%** of the employee's hourly wage, up to a **maximum of $5/hour.**

Non-profit organizations receive a subsidy of **$5/hour.** Non-profit organizations may apply for an advance payment up to 75% of approved funding.

Positions must be full time. The student must work at least the minimum hours per week approved by the educational institution, during the approved weeks, in order to receive the rebate. The rebate reimburses the organization for a maximum of 35 hours per week.

E)   ELIGIBLE ORGANIZATIONS

1.   Non-profit organizations legally registered and/or incorporated.
2.   Government-funded organizations as defined under the program guidelines include: colleges, universities, schools, school boards, medical care clinics, hospitals and special care facilities. Private special care homes are **not eligible**.
3.   Municipal government units.

F)   PROOF OF ELIGIBILITY: Applications received without this documentation may not be considered. If you have any questions about this section, or any other section, please call us.

All applicants must provide proof of eligibility. Proof sent with previous co-op applications must be submitted again. At least one of the following documents must accompany this application:

I)   **ACTIVE** *Societies Act* Registration Number issued by Registry of Joint Stocks; **or**
ii)   Revenue Canada Charitable Organization number issued by Revenue Canada (xxxxxxxRRxx), **or**
iii)   **ACTIVE** *Companies Act* (Limited by Guarantee) issued by Registry of Joint Stocks, and a copy of legal documentation showing clearly that upon dissolution, all assets of would be distributed to a recognized charity, not to members, **or**
iv)   Acts of Legislature: Name of Act, Chapter, Number and Year

G)   ELIGIBLE STUDENTS:

1.   Must be currently registered **at one of the eligible post-secondary co-operative education institutions** listed on the enclosed information**.** This work term must be a **mandatory requirement** for graduation with a co-op education degree/diploma**.**

2.   Must be legally entitled to work in Canada.

3.   Must be a resident of Nova Scotia for at least six months prior to the work term. Because this program is a partnership between the Nova Scotia Office of Economic Development and Nova Scotia post-secondary educational institutions, students who claim their principal residence as Nova Scotia and attend school outside the province are **not eligible** for consideration under this program.

4.   Organizations may hire students if they are not family members of the following:

❖**In non-profit, or government-funded organizations**
 - the project contact, chairperson of the board, or senior administrative staff.

❖**In municipal government organizations**
- the project contact, mayor, warden, or senior administrator.

Family under this program includes the contact person's (and spouse's) child, stepchild, ward, spouse, common-law spouse, parent, sister, brother, grandparent, grandchild, aunt, uncle, niece, and nephew.

H)   TERMS AND CONDITIONS

●   Employers must pay at least a minimum of **$ 9/hour and 4% vacation pay.** Employers are responsible for Employment Insurance, Canada Pension premiums and Workers' Compensation coverage.

●   Positions must be **related to the student's field(s) of study**, and be acceptable to the Co-op Program Coordinator at the student's institution. Before sending an application for a position to the Office of Economic Development, the applicant must **speak** with the Co-op Coordinator at an eligible institution. (See the list provided in this package. In that conversation, if it is agreed that the proposed student position is suitable to the institution's requirements, the applicant must send a copy of the application and position description to the institution's Co-op Coordinator. This can be a copy of the original application that will be sent to the Office of Economic Development.

●   The position offered to the co-op student must not displace existing staff.

●   The rebate will not be paid if wages are also funded by another assistance program.

??????   QUESTIONS   ??????

To ensure your application is processed quickly, please contact us with questions about the this application form, **BEFORE** sending it to:

> **Co-operative Employment Program**
> **Office of Economic Development**
> **1660 Hollis Street, Suite 600**
> **PO Box 2311**
> **Halifax, NS   B3J 3C8**
> Telephone: (902) 424-6000
> Toll-free within Nova Scotia: 1-800-424-5418
> Fax: (902) 424-0508
> **Email: SEPINFO@gov.ns.ca**
> Website: www.gov.ns.ca/econ/sep/

STEPS TO COMPLETE THIS APPLICATION:

1. **Name of Organization** - as appears on the eligibility documents submitted – document of incorporation, Act of Legislature, etc. (see F - Proof of Eligibility)

2. **Organization Mailing and Civic Address** - year round for Canada Post or delivery service.

3. **Organization Contact Numbers:**
   Telephone Number - a main number that will be answered 8:30 a.m. to 4:30 p.m., or where a voice message can be left.
   Fax Number - either owned by your organization, or someone who will accept faxes for you.

4. **Division/Department** - to identify your application from others we could receive from your organization. i.e. Town of Truro (organization) Public Works (division).

5 & 6. **Division Information** - self-explanatory. **Contact Person's Email Address -** this is used frequently. MUST BE PROVIDED.

7. **Name of Contact Person** - the contact person is the only person authorized to speak about this application. He/she should read these guidelines, complete and sign this application and be primarily responsible for all aspects of this project. Ideally, the contact should be available week days between 8:30 - 4:30 pm, and have access to e-mail and a voice-messaging system.

8. **Statement of the Organization's Purpose:** this brief statement (10-12 words) should reflect your organization's reason for being. It is often called a Mission Statement (e.g.: "*Volunteers providing resource services, and workshops on community health issues).*

9. **Statement of Division's Purpose:** a brief statement (10-12 words) which describes the activities of the division if different from the main organization.

10. **Information to prove eligibility for consideration under the funding program**. VITAL This information is **essential**. Without it we cannot evaluate your eligibility. You may have to consult with senior administrators within your organization to find this information.

11. **Statement describing the project** - this brief statement (10 - 12 words) should explain the main objective your organization wants to meet by using this employment opportunity.

12. **Benefits to the Organization -** this statement (approximately 20 words) should **describe the measurable results** your organization expects to achieve by hiring a co-op student.

Signature Line - the contact person should read these guidelines, complete and sign this application and be primarily responsible for all aspects of this project. If this application is approved, we will ask you to name a second contact person in case you are not available when we need you.

13. **Position Start Date** - the date you intend the student to start work. It could be the same as the program start date, or it may be different as long as you have the required number of weeks and hours.

14. **Position End Date** - the last day of eligible employment for the student under this program is **April 20, 2007.** After that date, you may continue to employ the student under your own agreement, outside the jurisdiction of the Co-operative Employment Program. **Before completing this section**, please contact the educational institution to verify the minimum number of weeks the student is required to work

15. **# Hours Per Week** - please enter the number of hours you expect the student to work.
e.g. 5 days per week x 7 hours per day = 35 hours per week.

Each institution requires that a student work a minimum number of hours per week.
Please refer to the table below to verify the hours with the Co-op Coordinator.

Eligible Educational Institution	Minimum hours/minimum weeks required for Co-op Credit
Acadia University	35 hours/13 weeks
Dalhousie/Science	32.5 hours/13 weeks
Dalhousie/Architecture	35 hours/14 weeks
Dalhousie University/Commerce	35 hours/14 weeks
Dalhousie University/Engineering	35 hours/14 weeks
Mount Saint Vincent University	35 hours/13 weeks
Nova Scotia Community College	30 hours/13 weeks
Universite Sainte-Anne	35 hours/12 weeks
Saint Mary's University	32.5 hours/13 weeks
St. Francis Xavier University	35 hours/13 weeks
Cape Breton University	32.5 hours/13 weeks

16. **Hourly Wage** - the rate the student will be paid (provincial subsidy + organization's portion). We are requesting organizations to pay a minimum of $9/hour for these highly-skilled students. The wage specified does not include vacation pay of **4%. Frequency of Pay** - please circle the frequency of how often the student will receive a pay cheque. We encourage employers to pay their students bi-weekly.

17. **Actual Work Location** - Please identify the town, village, or community where the work site is located. We do not need to know the street name or building name.

18. *County* **of Work Location** - Please identify the county where the work site is located. Positions are distributed on this basis. e.g. CBRM is in Cape Breton County.

19. **Preferred Educational Institution** - we track this information from year to year. You may include more than one institution. Before you send the application to the Office of Economic Development, you must speak directly with a Co-op Coordinator at each eligible institution you are considering to let them know you are interested in posting a position. You must **also send them a copy of this application and a position description.**

20. **Desired Field of Study** - the available fields are outlined on the list of Co-op Coordinator's. Please discuss your student requirements with Co-op Coordinator during your phone call to him/her before you submit this application to the Office of Economic Development.

21. **Coordinator(s) you contacted** - please write in the name(s) of the Co-op Coordinator(s) you have telephoned about this particular position, your organization's need, and the student's skills. You must fill in this section of the application before we can consider it for approval.

22. **Date you spoke to the Co-op Coordinator** - this assists us and the institutions in tracking correspondence, and assures us that only authorized Co-op Coordinator's are speaking with you.

23. **Please attach a copy of the position (job) description** to this application. As noted previously, you must also send a copy of this application and the position description to the Co-op Coordinator(s) you have phoned.

24. **Position Title - only one title** is to be circled, or added in the "Other" category. If more than one position title is circled, your application may not be considered.

25. **Position Functions** - please circle every item that reflects the skills the student will be required to use, perform, or exhibit for this job. They should be measurable, be reflected in the expectations and position description. If your application is approved, discuss these with the student at the beginning and at the end of the employment period. See attached definitions.

POSITION DESCRIPTION - A detailed position description is to be attached to the application. The title must match the title stated in Section 24. Applications will not be considered if this position description is not included. Please discuss the required qualifications for the position description in advance with a Co-op Coordinator.

APPENDIX A - SKILL CATEGORIES

For our purposes, a **skill** is the ability to perform a task competently. An **occupation** is the combination of the professional, or technical skills, and knowledge required to perform a particular type of work. Using the book, *Expert Panel on Skills[1]*, skills are categorized skills as essential, technical, contextual, managerial, and leadership. Each set of skills describes categories that are important to the performance of any occupation:

1. **List A** consists of reading text, document use, writing, numeracy, thinking skills (problem solving, decision making, job task planning ,significant use of memory, and finding information) oral communications, working with others, computer use, and continuous learning. They can describe a person's skill level without reference to external measures such as level of education and work-based training.

2. **List B** refers to the ability to do or perform specialized tasks that may be particular to a single occupation or industry or cross a range of industries. They are considered foundational to other learning, including formal education.

3. **List C** refers to the ability to undertake organizational activities such as planning, marketing, and evaluation as well as the ability to manage people, capital, budgets, and so on, which has broad application across industry sectors.

SKILL DEFINITIONS

1. List A

Reading Text– refers to reading material that is in the form of sentences or paragraphs and generally involves reading notes, letters, memos, manuals, specifications, regulations, books, reports or journals.
Document Use– refers to tasks that involve a variety of non-textual documents such as signs, labels, lists, tables, schedules, forms, graphs, drawing sketches, blueprints, diagrams, schematics, maps etc.
Writing– includes text writing and writing in documents such as filling in forms and non-paper-based writing such as typing on a computer.
Numeracy– refers to the use of numbers by workers in the occupational group and their requirement to think in quantitative terms in order to complete tasks.
    Numerical Calculation consists of:
    Money Math– financial transactions, e.g., handling cash, preparing bills or making payments.
    Scheduling or Budgeting and Accounting Math– managing time and money as resources, planning and monitoring their use, assessing best value and reducing waste.
    Measurement and Calculation Math– measuring and describing the physical world.
    Data Analysis Math– analysis of numerical data.
All include some combination of the following mathematical foundations: Number Concepts, Patterns and Relations, Shape and Spatial Sense, and Statistics and Probability.

Oral Communication– pertains primarily to the use of speech to give and exchange thoughts and information by workers in an occupational group. The purposes of Oral Communications include: to greet, to take messages, to provide information, explanation, direction, to seek information, to obtain information, to co-ordinate work with that of others, to reassure, to comfort, to discuss, to persuade, to facilitate, to animate, to instruct, to instill understanding and knowledge of, to negotiate, to resolve conflicts, and to entertain.
Problem Solving– involves finding solutions to problems.
Decision Making– refers to making a choice based upon options. It occurs during problem solving, but not all decision making is part of problem solving.
Job Task Planning – refers to the extent to which the workers plan and organize their own tasks. It does not refer to involvement in the planning function for the organization that they work.

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[1]Stepping Up: Skills and Opportunities in the Knowledge Economy, 2000

Significant Use of Memory– includes any significant or unusual use of memory for workers. It does not include normal memory use that is a requirement for every occupation.

Finding Information– involves using any of a variety of sources including text, people, computerized databases and information systems.

Working with Others– examines the extent to which workers work with others to carry out their tasks. Do they have to work cooperatively with others? Do they have to have the self-discipline to meet work targets while working alone?

Computer Use– includes use of computer as part of everyday aspect of work from use of word processing software, to computer controlled machinery, to data entry, to developing software, to managing a network etc.

Continuous Learning– the requirement of workers to participate in an on-going process of acquiring skills and knowledge.

2. List B

Accounting– performing accounting functions such as preparing bills, invoices, inventory reports and account statements; coding, totaling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements; and preparing period or cost statements or reports etc. using commonly accepted procedures and standards

Analyzing– analyzing situations, data, statistics, problems, etc., to discover linkages that increase an understanding of the situations etc.

Auditing– examining and analyzing journal and ledger entries, bank statements, inventories, expenditures, tax returns and other accounting and financial records, documents and systems to ensure financial recording accuracy and compliance with established accounting procedures, methods and standards or examining and analyzing systems, procedures, policies, equipment etc. to maximize efficiency, effectiveness and overall quality of products etc.

Cartography– creation and use of maps

Counselling– assisting clients etc. to identify, understand and overcome personal problems and achieve personal objectives or to provide assistance, counsel and information to clients on aspects of employment search, education requirements, career planning etc.

Collecting Data– using commonly accepted methods and standards to collect data

Designing/Developing Databases, Software and/or Website– using IT to develop or design software, website or databases

Drafting– developing and preparing designs and drawings from preliminary concepts, sketches, calculations, specification sheets and other data

Financial Modeling– using financial procedures

Fund-raising– conducting various aspects of fund-raising from canvassing to leading campaigns

Inspecting– inspecting products, processes etc. to ensure that they meet expected standards and specifications

Instructing/Training/Tutoring– instructing, training or tutoring participants/workers in a formal educational program such as teaching or research assistants who conduct seminars, lead discussion groups or supervise laboratory sessions

Marketing– conducting research, formulating policies or managing programs etc. to promote products and services

Press releases– implementing communication and promotion strategies and information programs, publicizing activities and events, and maintaining media relations

Public Speaking– preparing and delivering presentations, speeches etc. to large groups

Report Writing– writing reports that compile research results, inform the reader about the results of a program, describe the work of the organization, etc.

Researching– using research skills to gather information from various sources to gather knowledge for various purposes including informing future decision making, program development, design etc. Includes literature reviews, surveys etc.

Technical Writing– writing technical reports to instruct or inform

Testing– conducting tests, experiments, laboratory analyses, field research etc. using formal scientific methods and procedures.

3. List C

Administering– managing the overall administrative functions of an organization, program, project, initiative etc.
Budgeting– preparing costs and resources estimates for programs or projects.
Coordinating– coordinating teams of people or their work, or the overall direction of projects/ programs
Developing– developing policies, standards and procedures for the organization.
Evaluating– leading formal discussions or conducting formal evaluations of procedures and results
Implementing– implementing policies, standards, and procedures for the organization
Interviewing– conducting interviews to gather information from clients, participants etc.
Managing/Supervising Staff– interviewing, making hiring decisions, orienting new workers, assigning tasks to other workers, identifying training that is required or would be useful to other workers, monitoring the work performance of others, dealing with other workers grievances or complaints.
Monitoring– monitoring and reviewing procedures etc. to ensure optimum performance
Negotiating– negotiating with partners/clients to a contractual agreement, development or design of a work product etc.
Planning & Organizing– planning and organizing operations, activities and/or projects
Recruiting– actively seeking out potential program participants, workers etc. by creating ads (electronic, print, media etc.), running seminars, participating in trade shows etc.

COOPERATIVE EMPLOYMENT PROGRAM WINTER 2006/2007
FUNDING APPLICATION

Only mailed or hand-delivered applications will be accepted   (NO FAXES).

Please keep a copy of the completed application for your files.

Mailed applications must be postmarked no later than September 29, 2006.

	FOR OFFICE USE ONLY:	
This form must be completed in full, even if you are attaching additional information	2006	

ORGANIZATION

1. Name of Organization or Municipality

2. Organization Mailing Address   Postal Code

3. Organization Telephone #   Organization Fax #   Other (if applicable)

4. Division/Department (if applicable)

5. Division Mailing Address (if different from Organization's)   Postal Code

6. Division Telephone #   Division Fax#   Contact Person's Email address

7. Name of Contact Person (signs all program forms) Mr. Ms. Other   Contact's Daytime Phone - Ext. #

8. Brief statement of the organization's purpose (please write in space below)

9. Brief statement of the division's purpose (if different from organization's)

THIS SECTION MUST BE FULLY COMPLETED: Please read the enclosed guidelines. **If you have any questions, please call us prior to submission. Failure to provide proper information may result in your application being disqualified.**

10. Please check one of the following to identify your organization:
☐   Municipal Government
☐   Government-funded Organization: universities/colleges, schools, school boards, medical clinics, hospitals and special care facilities are classified as government-funded organizations under this program. **Private health care facilities are not eligible.**
☐   Not for Profit Organizations

☐   All organization**s must provide at least one of the following:**

Societies Act Number: (Must be ACTIVE with Registry of Joint Stocks to be considered eligible)

OR Canada Customs and Revenue Agency Charitable #:   RR   (Is Not RP or Business Number)

OR Companies Act Number/NS Limited by Guarantee*:

OR   Acts of Legislature: Act Name, Chapter Number and Year:

*If using this designation, a **copy** of your Articles of Incorporation or By-Laws clearly showing that proceeds from the sale

of assets would be distributed to a recognized charity, not members, **must be included** in order to be considered.

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11. Brief statement of the project (**information needs to be written in this space to be considered**)

12. Brief description of benefits to the organization (**information needs to be written in this space to be considered**)

Project Application CONTINUED on reverse side - MUST BE COMPLETED

CO-OP PROGRAM: Winter 2006/2007 - POSITION DESCRIPTION

13. Position Start Date	14. Position End Date	15. # hrs/week	16. Hourly Wage
			(Does not include vacation pay)

Frequency of Pay
(circle which applies)

Weekly	Bi-Weekly	Monthly

17. Actual Work Location (name of town, village, community)	18. **COUNTY** of Actual Work Location

EDUCATIONAL INSTITUTION (Selected from list provided with application form)

19. Preferred Institution	20. Field of Study	21. Coop Coordinator	22. Date Contacted

23. _____

1. A position description MUST BE ATTACHED. The description should include organization name, position title, and duties. **2.** A copy of the description and this application must be sent only to those co-op coordinators included in the assessment process. **3. Complete Sections 24 and 25. * Position title must match the title on position description document you attach to this application.**

24. **POSITION TITLE** (Circle ONE only) * **this must match title on your attached position description document.**

Accountant	Designer	Personal Care Worker
Activity Worker	Director	Program Analyst
Administrative Assistant	Editor	Programmer
Administrator	Financial Officer	Public Health Inspector
Analyst	Facilitator	Records Assistant
Assistant	Field Worker	Researcher
Auditor	GIS Technician	Supervisor
Bio Technologist	Instructor	Surveyor
Bookkeeper	Interpreter	Technician
Computer Assistant	LAN Administrator	Tour Guide
Computer Instructor	Marketing Specialist	Web Page Developer
Coordinator	Naturalist	Other:
Counselor	Manager	_____
	Paralegal	

25. POSITION FUNCTIONS. Circle the Skills that best describe how the employee will spend most of his/her time. If an important responsibility or duty is missing from the list, you may write it in OTHER. **Please refer to definitions in Appendix A.**

List A	Cartography	Technical Writing	Planning
Reading Text	Conducting Experiments	Word Processing	Recruiting
Document Use	Counseling	Testing	
Writing	Collecting Data	Translation	**List D**
Numeracy	Designing/Dev. Databases,	Other_____	Working Alone
Problem Solving	Software and/or Websites		Working with Others
Decision Making	Drafting	**List C**	Working with the Public
Job Task Planning	Faxing	Administering	Working in an Industrial
Significant Use of Memory	Filing	Budgeting	Setting
Finding Information	Financial Modeling	Consulting	Working in a Lab
Oral Communication	Fund-raising	Developing	Environment
Computer Use	Inspecting	Evaluating	
Continuous Learning	Instructing/Training	Implementing	Other:_____
	Marketing	Interviewing	_____
List B	Press Releases	Managing Staff	
Accounting	Public Speaking	Monitoring	
Analyzing	Report Writing	Negotiating	
Auditing	Research	Organizing	
	Records Management		

I certify this application for funding is complete, and that all required documentation is attached, and that if not included, the application may not be considered, and that I am sending a copy of the application and position description to the Co-op Coordinator(s).

Signed: _____   _____   Date: _____

        Signature of contact person (see #7)

Co-operative Co-ordinators
Winter 2006/2007

SCHOOL	CO-OP PROGRAM	CONTACT
DALHOUSIE UNIVERSITY		
Commerce: School of Business Career Services Commerce Cooperative Education Dalhousie University 6100 University Ave Halifax, NS B3H 3J5 www.dal.ca/sbcs	**Bachelor of Commerce, Co-op** Accounting Finance Management Marketing Informatics Marketing Logistics Marketing Management International Business Entrepreneurship Management Information Systems	Melvina Jones (Commerce) Phone: 494-6935 Fax: 494-1578 Email: melvina.jones@dal.ca
Science: Science Co-operative Education Dalhousie University 1390 LeMarchant Street Halifax, NS B3H 3P9 www.dal.ca/scicoop	**Bachelor of Science, Co-op:** **Honors, Combined, and** **Advanced Major** Biochemistry, Chemistry, Earth Sciences, Economics, Environmental Science, Marine Biology, Mathematics, Microbiology/ Immunology, Physics, Statistics.	Angela McKinnon(Science) Phone: 494-3378 Fax: 494-6643 Email: angela.mckinnon@dal.ca
Technical: Technical Co-operative Education Dalhousie University PO Box 1000 5257 Morris Street Halifax, NS B3J 2X4 www.dal.ca/techcoop (SOME PROGRAMS ARE SEASONAL)	**Bachelor of Engineering** Biological (Winter/Summer) Chemical Civil (Summer/Fall) Electrical/Computer Environmental (Winter/Summer) Industrial Mechanical Metallurgical (Winter/Summer) Mining (Summer/Fall) **Bachelor of Computer Science** **Master of Health Informatics**	Lori Baker (Engineering and Computer Science) Phone: 494-6082 Fax: 422-9311 Email: lori.baker@dal.ca Doug Gallant Phone: 494-6155 Fax: 422-9311 Email: doug.gallant@dal.ca
Architecture & Planning: Faculty of Architecture and Planning 5410 Spring Garden Road Box 1000 Halifax, NS B3J 2X4 www.archplan.dal.ca	**Master of Planning (Summer)** **Master of Architecture (Winter, Summer & Fall)** **Bachelor of Environmental Design Studies (Fall)**	Paula Costello (M. Arch, M. Planning, B.E.D.S.) Phone: 494-6201 Fax: 423-6672 Email: paula.costello@dal.ca
SAINT MARY'S UNIVERSITY Cooperative Education Office 4th Floor, Student Centre Room 417 923 Robie Street Halifax, NS B3H 3C3	**Bachelor of Commerce** All Majors **Bachelor of Science** Biology, Chemistry, Environmental Studies, Geography, Math and Computer Science, Computing Science & Business Administration, Geology **Masters of Applied Science** **Psychology (Arts/Science)**	Sherry Ross (Commerce/Environmental Studies/ Geology/ Masters) Phone: 420-5641 Fax: 491-6249 Email: sherry.ross@smu.ca Debbie Gibson (Commerce/ Biology/ Chemistry/ Math & Computing Science/ Masters) Phone 491-8632 Fax: 491-6249 Email: debbie.gibson@smu.ca Joanne Firth (Commerce/Geology/ Psychology/ Masters) Phone: 496-8142 Fax: 491-6249 Email: joanne.firth@smu.ca

CAPE BRETON UNIVERSITY Student Development Centre 1250 Grand Lake Road (B1M 1A2) PO Box 5300 Sydney, NS B1P 6L2 http://faculty.capebretonu.ca/careerservices/	**School of Arts and Letters** **Bachelor or Arts** **School of Business** **Bachelor of Business Administration** **Bachelor of Technology Information** -Information Management -Network Management **Information Technology** **School of Science and Technology** **Bachelor of Technology Information** (Computer System Development / Instrumentation and Controls) **Bachelor of Technology** (Manufacturing) **Bachelor of Technology** (Petroleum) **Bachelor of Technology** (Public Health)	Michael MacIsaac (All Programs) Phone: 563-1408 Fax: 564-8116 Email: mike_macisaac@capebretonu.ca
ACADIA UNIVERSITY Cooperative Education & Career Services Suite 627, Students Centre 21 Horton Avenue Wolfville, NS B4P 2R6 www.acadiau.ca/employment/coop	**Bachelor of Arts** English, History, French, German, Psychology, Political Science, Sociology, Spanish, Music, Economics **Bachelor of Business Administration** **Bachelor of Computer Science** Specializations: Business Info. Processing Computer Science Software E-commerce **Bachelor of Science** Biology, Chemistry, Environmental Science, Geology, Mathematics & Statistics, Physics, Nutrition, Psychology **Master of Science, Major Computer Science, Applied Mathematics & Statistics**	Michelle Larsen (All Science, Computer Science & Master of Science Programs) Phone: 585-1928 Fax: 585-1065 Email: michelle.larsen@acadiau.ca Shelley McMullin (Business & Arts) Phone: 585-1462 Fax: 585-1065 Email: shelley.mcmullin@acadiau.ca

MOUNT SAINT VINCENT UNIVERSITY Cooperative Education Office Seton Annex 3 166 Bedford Highway Halifax, NS B3M 2J6 www.msvu.ca	**Bachelor of Applied Arts** (Information Technology) Database & Web Development, IT Training, Records Management) **Bachelor of Arts** Major: Public Policy (summer work terms only) **Bachelor of Arts** History / IT **Bachelor of Business Administration** Accounting, Finance, Management, Marketing **Bachelor of Public Relations** Media kit, Fund-raising materials, Promotions, Writing (internal & external), Special events, PR & Marketing campaign **Bachelor of Tourism and Hospitality** Hospitality Management Tourism Development Special Events	Sonya Horsburgh (Public Relations) Phone:457-6493 Fax: 457-1514 Email: co-op@msvu.ca Mausi Reinbold (Tourism) Phone: 457-6493 Fax: 457-1514 Email: co-op@msvu.ca Scott Daniels (Business and Information Technology) Phone:457-6493 Fax: 457-1514 Email: co-op@msvu.ca
ST.FANCIS XAVIER UNIVERSITY Schwartz School of Business and Information Systems PO Box 5000 Antigonish, NS B2G 2W5 www.stfx.ca www.stfx.ca/academic/co-op	**Bachelor of Business Administration** **Bachelor of Information Systems** **Bachelor of Arts and Computer Science** **Bachelor of Science in Computer Science**	Joy Hanley Phone: 867-5359 Fax: 867-5255 Email: jhanley@stfx.ca
UNIVERSITE SAINTE ANNE Bureau des stages Pointe-de-l'Eglise, NE B0W 1M0 www.usainteanne.ca	**Bachelor of Business Administration**	Nadine Belliveau Phone: 769-2114 ext. 155 Fax: 769-0027 Email: nadine.belliveau@usainteanne.ca

NOVA SCOTIA COMMUNITY COLLEGES	(SUMMER TERM ONLY)	
PO Box 487 Kentville, NS B4N 3X3 www.nscc.ca	School of Applied Arts & New Media Cartography: Digital Mapping Computer Electronics Technician Computer Service Technician Digital Animation Geomatics Engineering Information Technology Planning: Land Information Technology Printing & Digital Technology Radio & Television Arts Screen Arts School of Business Business Administration Culinary Arts International Business Library & Information Technology Office Administration Information Management Paralegal Services Tourism & Hospitality Management School of Health & Human Services Recreation Leadership School of Trades & Technology Architectural Engineering Technician Automotive Collision Repair & Refinishing Carpentry - Diploma Construction Administration Technology Drafting - Architectural Drafting - Mechanical Electrical Engineering Technology Electrical-Construction & Industrial Diploma Electro-mechanical Technician Electronic Engineering Technology Heating, Ventilation, Air Conditioning/Refrigeration Heavy Construction Professional Heavy Duty Equipment Repair Industrial Instrumentation Technician Machining Manufacturing Engineering Technology Mechanical Engineering Technology Natural Resources & Forestry Diploma Offshore Operations (16 months) Pipe Trades Water Resources Technology Welding	Julie Johnson Phone: 584-2119 Fax: 584-7211 julie.johnson@nscc.ca