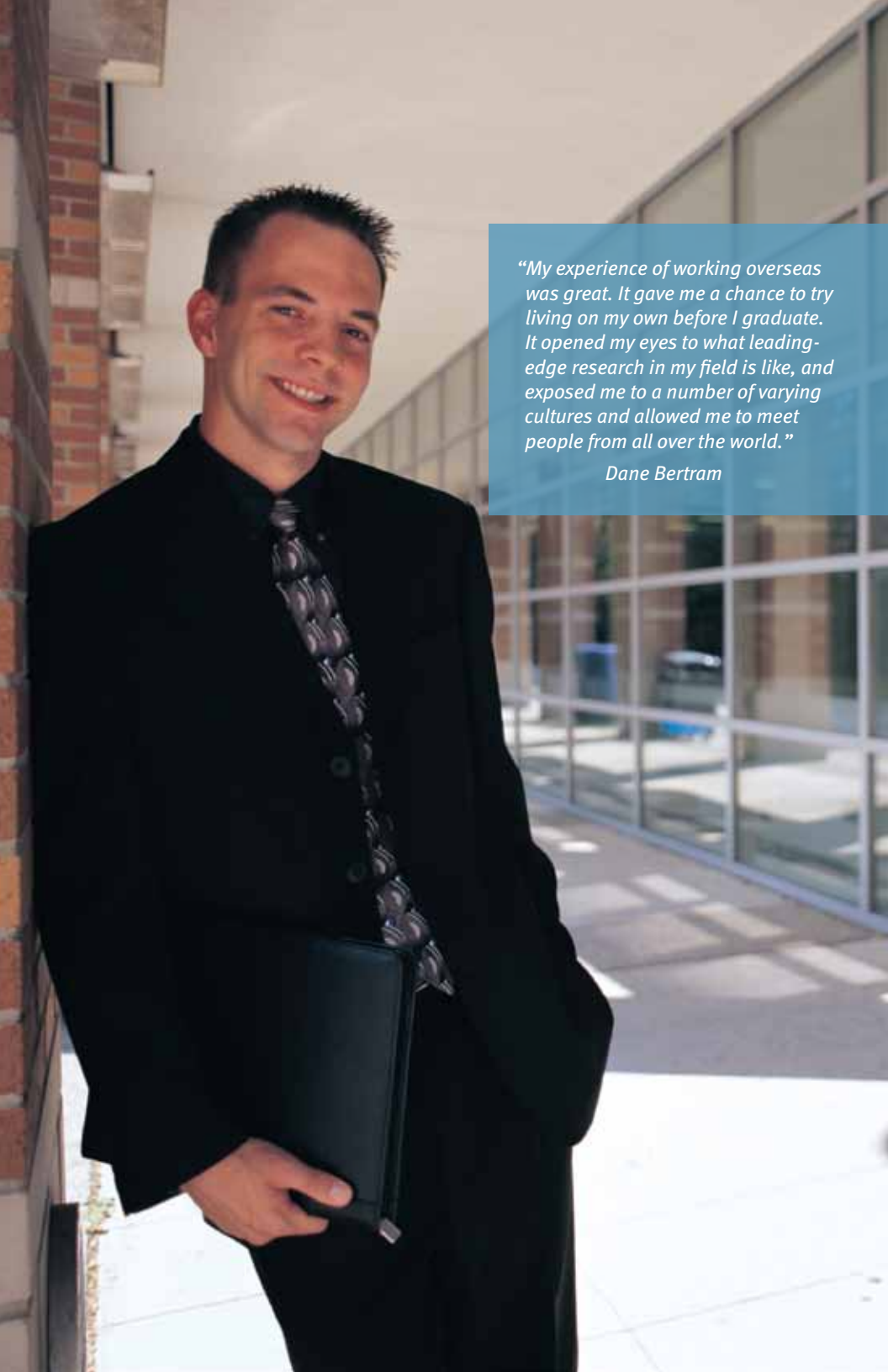


A word cloud centered around the text 'Centre for Career Education'. The words are in various colors (white, yellow, blue) and orientations (horizontal, vertical). The largest words are 'Centre for Career Education' in white. Other prominent words include 'experience', 'research', 'program guide', 'planning', 'jobs', 'interviews', 'flexible', 'learning', 'advice', 'helpful', 'commitment', 'encourage', 'discovery', 'resumé', 'excellence', 'hands-on', 'thinking', 'resources', 'goals', 'professional', 'opportunity', 'forefront', 'skills', 'workplace', 'future', 'CO-op', 'responsible', 'innovation', and 'networking'.

Centre for
Career
Education

experience
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helpful
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forefront
skills
workplace
future
CO-op
responsible
innovation
networking



“My experience of working overseas was great. It gave me a chance to try living on my own before I graduate. It opened my eyes to what leading-edge research in my field is like, and exposed me to a number of varying cultures and allowed me to meet people from all over the world.”

Dane Bertram

The Centre for Career Education offers a wide variety of programs and resources that assist students with career development matters including career exploration and planning, job search strategies, resumé writing, interview preparation, and experiential education. This guide outlines our workshops, programs, individual services, on-line services and more in detail.

Students may also log in to the myCareer system via the student portal (<https://my.uwindsor.ca>) to register for workshops and events, book appointments, review job opportunities and more.

The myCareer system is also accessible at <https://career.uwindsor.ca>.

Please visit our website for more information
www.uwindsor.ca/cce

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CAREER PLANNING

Workshops	Sign up on myCareer through https://my.uwindsor.ca
Interest Testing	Sign up on myCareer through https://my.uwindsor.ca
Individual Career Advising Appointment	Sign up on myCareer through https://my.uwindsor.ca

HOW DO I ACCESS THIS?

EMPLOYABILITY SKILLS TRAINING & ACTIVITIES

Workshops	Sign up on myCareer through https://my.uwindsor.ca
Resumé/Cover Letter Review	Clinics held daily in Room 115 Dillon Hall. For dates and times, visit us at: http://www.uwindsor.ca/cce/menu-of-service

You may also e-mail your resume/cover letter to resume@uwindsor.ca

Individual Appointment	Sign up on myCareer through https://my.uwindsor.ca
Job Postings	Visit https://my.uwindsor.ca and click on myCareer to access a centralized online system for job postings and other related links.

Employer Visits & Special Events	Visit https://my.uwindsor.ca and click on myCareer for a list of upcoming events including our annual Job Fair.
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Online Resources	Visit https://my.uwindsor.ca and click on myCareer to access resources on the Career Development Process, Self-Assessment, Career Planning / Mapping, and Job Search. As well as the Optimal Resume and Optimal Interview Resources.
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FURTHER EDUCATION

Continuing Education Fair	Visit https://my.uwindsor.ca and click on myCareer for a listing of upcoming events including our Continuing Education Fair.
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Professional School Mock Interviews	Sign up on myCareer through https://my.uwindsor.ca
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EXPERIENTIAL EDUCATION PROGRAMS

Co-op Programs	Visit www.uwindsor.ca/cce/co-operative-education
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Volunteer Internship Program (VIP) I & II	Visit us at http://www.uwindsor.ca/cce/volunteer-internship-program
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CUSTOMIZED PROGRAMMING & SERVICES

Class Presentations	To sign up for an in-class presentation, visit us at http://www.uwindsor.ca/cce/how-can-we-help , and click on "Book a Presentation"
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Event Support	Contact the Director of the CCE at 519-253-3000, ext. 3895
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Applied Learning Support	E-mail vip@uwindsor.ca
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Career Information Briefs	Available at: http://www.uwindsor.ca/cce/career-information-briefs
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WORKSHOPS/CLASS PRESENTATIONS

Developing a Life/Career Plan

Length: 60 mins.

The Life/Career Plan workshop provides practical information, exercises, and instruction on the development of a life/career plan. Topics covered in this workshop include: What is a life/career plan and why is it important? What are my goals? What is it that I want to “be, do, have” with respect to my life, work, career? How do I identify my core values, and interests? What is a personal mission statement? Why is a mission statement important? How do I develop a mission statement? How do I incorporate this information and use it to develop a personal roadmap (life/career plan) to achieve my goals?

Following this workshop, students will be able to:

- Identify personal interests and values and articulate their relevance towards the development of a life/career plan
- Develop a personal mission statement
- Understand the importance of experiential learning in career planning.

Career Bootcamp

Length: 180 mins.

The Career Bootcamp is designed to provide career information and develop employment readiness skills in one session by incorporating all of the key teachings and exercises from four different workshops: Developing a Life/Career Plan; Understanding Labour Market Information & Developing a Personalized Job Search; Developing a Professional Resumé & Cover Letter; Interview Theory and Practice.

Following this workshop, students will be able to:

- Articulate a general understanding of the following four concepts:
 - Development of a career plan
 - Job search strategies
 - Resumé and cover letter writing
 - Interview preparation and skills

INTEREST TESTING/CAREER ASSESSMENT

Length: 120 mins.

(test writing, feedback appointment)

Interest-based testing can be particularly useful in identifying a career path and developing academic and career plans. Two assessments are currently available – the Jackson Vocational Interest Survey (JVIS) and the Career Directions Inventory (CDI). Students can complete these on line and then have a feedback appointment with a Career Advisor. A detailed assessment report will be provided that addresses work roles, work environment preferences, and potential academic satisfaction. The report will also provide links, resources and industry contacts to help students learn more about potential careers that match their profile. Arrange to complete an interest assessment with one of our Career Resources staff by e-mailing resume@uwindsor.ca or dropping by the Centre for Career Education.

After completing this activity, students will be able to:

- Articulate personal interests and occupational themes
- Match personal interests/occupational themes to university majors
- Identify and explore related job groups
- Develop a personal action plan for moving forward in the career development process

INDIVIDUAL CAREER ADVISING APPOINTMENT

Length: 30 to 60 mins.

Book an individual appointment with a Career Advisor for assistance in exploring career opportunities associated with your degree as well as developing a career and job search plan. Drop by the Centre for Career Education to book an appointment or do so directly on the myCareer system.

After meeting with a Career Advisor, students will have an increased understanding of the career development process, employment readiness skills, workplace realities and/or the competencies needed to excel in the workplace.

“Michael Gerenda provided my class with a concise and practical guide to writing resumés based on his considerable experience in reviewing resumés. His ability to summarize the key points and to forcefully explain the real-life consequences of inadequate resumé construction was greatly appreciated! He really woke my students up and gave them explicit instructions that I know that they will remember. Well done!”

Professor Jacqueline Power

WORKSHOPS/CLASS PRESENTATIONS

Understanding Labour Market Information and Developing a Personalized Job Search

Length: 60 mins.

This workshop explores current labour market conditions, and provides instruction on how to research and interpret changing labour market information. It outlines traditional job search techniques and explains why these are the least effective techniques for finding and securing work. This workshop teaches the steps involved in developing a personalized job search plan, including: accessing employer information, conducting informational interviews, and networking techniques.

After participating in this workshop, students will be able to:

- Research/analyze labour market information
- Identify techniques on penetrating the hidden job market
- Develop an individual job search plan

Developing a Professional Resumé and Cover Letter

Length: 60 mins.

This workshop explains the nature and purpose of resumé and cover letters and how they are viewed and used by employers. A review of resumé and cover letter formats and formatting techniques is given, along with detailed instructions for the construction of an industry specific resumé. The formatting of electronic resumé and cover letters is also explained, along with the proper protocols for sending and following up on resumé submissions.

After participating in this workshop, students will be able to:

- Identify different resumé formats and when/how to use each
- Articulate the key elements of an industry specific resumé
- Format and construct a professional resumé including the illustration of specific skills/experience

Interview Techniques

Length: 60 mins.

This is an interactive workshop that provides instruction on preparing for and conducting a job interview. The workshop provides an explanation of the employer mindset and what the employer is looking for. It teaches how to research a company and position, identify individual skills and experience, and explain how these skills and experience have been used, and can be applied towards the position being sought. Individuals practice and respond to a variety of behavioural questions, skills questions, and personal background questions.

Students may sign up for any of these activities on the myCareer system accessed through the student portal (<https://my.uwindsor.ca>). More information is available through the Centre for Career Education.

After participating in this workshop, students will be able to:

- Articulate the steps involved in thorough preparation for an interview
- Differentiate between five types of interviews
- Identify strategies for building knowledge about potential employers
- Assess their skills and abilities utilizing the STAR method
- Confidently communicate these skills and abilities

Networking

Length: 60 mins.

Learn the ins and outs of successful networking for your job search and career. This interactive workshop will provide the necessary tools and knowledge to succeed when networking by providing practice in the art of introductions and conversations, and guidance on developing an individual network.

After participating in this workshop, students will:

- Understand the basic concept of networking (what it is and is not) and articulate its benefits
- Be able to apply different networking strategies
- Feel more confident about approaching and speaking with potential networking contacts

Transitioning from school to work for students with disabilities

Length 60 mins.

This workshop is designed to provide information and techniques in preparing for and transitioning to the world of work for those with disabilities. Employment Rights legislation, roles and responsibilities of employers, self-advocacy and disclosing a disability are some of the topics covered.

After participating in this workshop, students will:

- Have an increased awareness of employment rights legislation and the roles/responsibilities of employers
- Be able to articulate the best practices for transitioning from school to work and develop/employ a plan of action
- Be able to self-advocate and understand when and how to disclose a disability

Resumé/Cover Letter Review Clinic

Length: 15 mins.

A drop-in resumé/cover letter review clinic is held in Room 115 Dillon Hall. For specific dates and times, visit us at <http://www.uwindsor.ca/cce/menu-of-service>. Students should come prepared with a resumé and/or cover letter for critique.

Students may also submit a copy of their resumé for critique electronically by e-mailing it to resume@uwindsor.ca.

After participating in this activity, students will be able to:

- Properly format a resumé/cover letter
- Enhance their resumé/cover letter with the identification and expression of skills and strengths

INDIVIDUAL APPOINTMENTS

Length: varies

Students and recent graduates are encouraged to meet individually with a Career Advisor to discuss any element of the career planning and job search process (labour market research, job search plans, resumé and cover letter preparation, interview skills, portfolio development and salary negotiation.)

MOCK EMPLOYMENT INTERVIEWS

Mock interviews are designed to enhance skills and confidence, and provide immediate feedback and evaluation. Practice and respond to a variety of behavioural questions, skill questions, stress questions and personal background questions. Receive feedback on articulating goals, demonstrating skills, explaining what you do and how you fit in, and making a few favourable and lasting impressions.

After completing this activity students will:

- Understand the preparation required for an interview
- Respond effectively to different types of interview questions
- Make clear and concise ability statements, identify desirable skills/attributes and providing supporting evidence

EMPLOYER RECRUITMENT ACTIVITIES

All job postings targeted to University of Windsor students and recent grads are posted on the myCareer system accessible through the student portal. This includes full-time, part-time, summer, contract and international career opportunities. Some volunteer positions are posted as well. For more information, stop by Room 111 Dillon Hall or visit <https://career.uwindsor.ca>.

We work with employers to provide them with interview space on campus or to coordinate information sessions upon their request. In addition, we hold an annual Job Fair in collaboration with St. Clair College. Visit the myCareer system for a listing of activity dates.

The Centre for Career Education has launched a CCE Career Resources Page on the myCareer site. Whether you are interested in self-exploration, developing a career plan, or preparing for a job search, you will find the tools and resources to support and assist you in identifying, planning for and achieving your career goals. The site includes information, exercises, and resources on:

- The career development process
- Self-assessment
- Research and career exploration (including “What can I do with my degree” files)
- Developing a career plan
- Preparing for a job search (including resumé writing and interview preparation)
- Transitioning from school to work for students with disabilities
- Job search techniques for international students
- Negotiating a salary
- Attending graduate school
- Conducting phone interviews
- Evaluating job offers

All UWindsor students can easily create and customize an industry specific resumé with step-by-step instructions, intuitive examples, career exploration tools, action words, automatic spell checking, and a myriad of styling options.

The site also includes an online Optimal Resume Builder and Optimal Interview program. The Optimal Resume builder offers a flexible structure tailored to a wide variety of educational backgrounds, each of which can be changed in any way to fit any career goal and career interest. The Optimal Interview practice program provides the opportunity to gain valuable interview skills. The application offers tough-case sample interviews conducted by professional actors to simulate a live interview situation. The Optimal Interview program offers many kinds of interview situations – from a high-pressure interview to a final interview. A unique feature is the Virtual Coach that assists in understanding the interview question and positioning answers. You can record your responses using a webcam and microphone for personal review and/or critique with a CCE staff member.

To access the CCE Career Resources Page, as well as the Optimal Resume and Interview programs, log onto the myCareer site via the student portal at <https://my.uwindsor.ca> with your UWin ID and password, click on the resources tab, and then click on the CCE Career Resources link.

A NET-BASED GATEWAY TO LEARNING THROUGH EXPERIENCE (ANGLE)

Visit www.uwindsor.ca/cce/angle to read about experiential learning, its benefits and the types of opportunities that are available on campus.

CUSTOMIZED PROGRAMMING & SERVICES

for faculty, staff and student groups

The Centre for Career Education strives to complement academic programs of study by supporting a wide range of career-related programs and resources with an emphasis on excellence in learning from experience.

Our relationship with faculty, staff, and departments across campus is vital to our success in fulfilling our goals and therefore we are always very interested in partnering with others to deliver career-related programs and initiatives to University of Windsor students.

CLASS/GROUP PRESENTATIONS

Faculty members and student groups may arrange for a Career Advisor to conduct a customized presentation to their class or group including but not limited to the following career development topics: career planning, resumé writing, cover letter writing, job search management, and the VIP Program. To sign up for an in-class presentation, visit us at www.uwindsor.ca/cce/how-can-we-help and click on “Book a Presentation”. For further information, contact the Career Development Coordinator:

E-mail: cce@uwindsor.ca

Phone: 519-253-3000, ext. 3554

EVENT SUPPORT

We are happy to provide career development expertise for any event you are hosting or considering. For example, we can sit on a panel presentation, plan a networking event with you, or offer an on-site resumé clinic. To discuss the possibilities, contact the Director of the Centre for Career Education.

Phone: 519-253-3000, ext. 3895

APPLIED LEARNING SUPPORT

We are eager to work with faculty members to create or enhance experiential opportunities for students. Whether a one-time in-class simulation or a semester-long internship with an outside organization, we are here to support your efforts. You may also wish to visit our online resources related to learning through experience at: www.uwindsor.ca/cce/angle.

For more information, contact the Applied Learning Coordinator:

E-mail: vip@uwindsor.ca

Phone: 519-253-3000, ext. 3559

CAREER INFORMATION BRIEFS

Faculty and staff may sign up to receive our monthly career information brief via e-mail. Each month we explore a topic related to career development. Topics have included: Career Opportunities for Liberal Arts Majors; A Look at University Degrees by Salary; Career Development Principles for Academic Advisors; Seven Employment Trends That Will Shape the Canadian Job Market; and Tomorrow's Most Promising Jobs.

To sign up to receive the monthly career information brief, send an e-mail request to cce@uwindsor.ca indicating in the subject line that you would like to be added to the opt-in list to receive the monthly Career Information Brief.

"I look forward to working with Kerri Zold and the Centre for Career Education again this fall to screen and select the seventh class of students in my fourth year Practicum in Developmental Psychology class. CCE makes sure that the students selected are mature, and suitable to work with children with special needs, and obtain their police clearance. Last year's 11 practicum students provided over 1,100 volunteer hours with children with special needs in our community. The CCE was instrumental in helping me start and maintain this course. I could not do it without them!"

*Marcia Gragg
Assistant Professor, Department of Psychology*

CONTINUING EDUCATION FAIR

The Centre for Career Education in partnership with the Faculty of Graduate Studies hosts an annual continuing education fair. The continuing education fair showcases the post-graduate and continuing education programs from educational institutions located throughout Canada, the United States, Australia, and Great Britain. The goal of the fair is to provide University of Windsor students with the opportunity to explore and research educational opportunities in their degree programs, interact with representatives from the educational institutions, and obtain information on application requirements, deadline dates and new initiatives.

PROFESSIONAL SCHOOL MOCK INTERVIEWS

Length: 60 mins.

When trying to gain admission into a professional school, it is important that candidates make a good impression at the school interview. Students must be able to articulate their goals, explain their fit with the institution, demonstrate emotional maturity and confidence and sell their strengths. Our professional school mock interviews are designed to enhance students' interview skills and confidence, and provide immediate feedback and evaluation.

After completing this activity, students will:

- Be able to articulate their strengths and weaknesses related to interview skills
- Be able to identify improvement strategies
- Feel more confident and prepared for upcoming interviews

EDUCATION OPTIONS – PERSONAL STATEMENT

Length: 30 mins.

Graduate and professional schools often require some sort of written statements as part of the application. Some statements require rather specific information while others suggest topics which should be addressed. Still others are quite unstructured, leaving the applicant free to address a wide range of matters. Have your statement reviewed for content, style and professionalism.

After completing this activity, students will:

- Be able to properly format a personal statement
- Understand what information should be included in a personal statement
- Feel more confident about their abilities and achievements and how they relate to their future academic goals

jobs
résumé
discovery
encourage
commitment
networking
learning
flexible
advice
interviews
helpful
experience
goals
**Experiential
Learning
Programs**
excellence
thinking
resources
hands-on
research
planning
professional
opportunity
forefront
workplace
future
responsible
skills
CO-op
innovation

- VIP I
- VIP II
- CO-OP

VOLUNTEER INTERNSHIP PROGRAM I

The Volunteer Internship Program (VIP) offers students valuable, career-related work experience while providing local non-profit and not-for-profit agencies with top-notch volunteers who can make a meaningful contribution. Students volunteer for a minimum of 40 hours over one semester and complete a number of professional development and reflective activities. Students who successfully complete VIP and its requirements receive recognition on their official transcript and receive a Certificate of Achievement.

After completing this program, students will be able to:

- Compose an industry related resumé and cover letter
- Articulate an understanding of the importance of community involvement
- Deliver a professional presentation
- Describe the discovery or confirmation of personal preferences that will contribute to planning their career path
- Articulate employability skills developed through the internship that can be transferred to multiple career options

Students may participate in this program by submitting an application on the myCareer system at <https://career.uwindsor.ca>. Visit www.uwindsor.ca/cce/volunteer-internship-program to learn more.

Prerequisite: Good Academic Standing

Length: One semester (approximately four hours/week; forty hours per term)

VOLUNTEER INTERNSHIP PROGRAM II

Students who are interested in completing the VIP Program for a second time may do so. This time, they will focus on different career-related elements of the experience.

After completing this program, students will be able to:

- Further develop and demonstrate workplace skills and competencies
- Articulate skills developed through the program to potential employers in an interview situation
- Construct a professional development portfolio
- Formulate a career plan, identify a realistic career path and alternative career paths

Students may participate in this program by submitting an application on the myCareer system at <https://career.uwindsor.ca>. Visit www.uwindsor.ca/cce/volunteer-internship-program to learn more.

Prerequisites: Good Academic Standing; Completion of VIP I

Length: One semester (approximately four hours/week; forty hours per term)

“My VIP placement allowed me to test and improve the way I communicate with people during times of stress. I was able to talk to people experiencing a variety of emotions or concerns, and some individuals under a great deal of strain. In doing so, I was exposed to somewhat difficult situations, allowing me to improve my ability to put people at ease or explain things to them clearly and calmly. In some cases I was lucky enough to observe doctors interacting with the family members of patients under their care; an ideal opportunity for emulation. In addition to these positive aspects, my VIP experience also allowed me to network and cultivate a positive reputation for myself in the community.”

Rohann Correa, Biology, VIP Student

Placement: Windsor Regional Hospital, Metropolitan Campus

CO-OPERATIVE EDUCATION (CO-OP) PROGRAMS

The University of Windsor currently offers co-op in the following programs:

- Business Administration
- Business/Computer Science
- Computer Science
- Engineering
- Kinesiology
- Physics (Physics & High Technology, Medical Physics)
- Master of Science in Computer Science

Co-operative Education provides students with a well-rounded education that is founded both in academic theory and real world application. By combining semesters of study with semesters of full-time, paid employment in career-related positions, students are able to:

- Apply classroom theories to the workplace
- Gain hands-on experience related to their academic program
- Network with employers and professionals in their field
- Explore different career options and clarify career goals
- Learn how to compete confidently in the job market
- Earn a salary to help offset the cost of tuition (all work placements are paid, full-time positions)

Co-op at the University of Windsor is a partnership between students, employers and the University. The Centre for Career Education will work with students to help them develop their job search skills, find appropriate placements and define career goals. Employers will provide students with challenging work experiences that develop their transferable job skills. Faculty members will evaluate student work and help integrate experience from the workplace into the classroom. Our programs provide a diverse range of opportunities yet are structured to offer students individual attention. The location of placement opportunities varies. Students may seek a placement anywhere in Canada, as well as in many other countries around the globe.



“Coming into the University of Windsor Business Administration program I knew that I wanted to be in business, but my specific ambitions weren’t as crystal clear. During my program I was able to work alongside knowledgeable and experienced professors and enrolling in the co-op program gave me the opportunity to gain hands on, real-world skills in reputable business environments. As a result of the coaching and assistance provided by the University of Windsor and the co-op program, I have been able to determine what area of business I am passionate about, which has allowed me to develop clear and focused career goals. With the support I have received from the University of Windsor in developing my skill set and passion, as well as my experiences from my co-op work terms, I have grown from a business student to a business professional!”

Amber Neville, Business Administration

Upon completion of a co-op program, students will be able to:

- Apply confidently for employment with an appropriate resumé, cover letter and interview preparation
- Articulate links between classroom theory and workplace practice
- Achieve greater clarity regarding their academic and career goals, as well as personal strengths, weaknesses and preferences
- Demonstrate critical workplace professional skills such as:
 - Acquisition, application and integration of knowledge
 - Research skills, including the ability to define problems and access, retrieve and evaluate information (information literacy)
 - Critical thinking and problem solving skills
 - Responsible behaviour to self, others and society
 - Interpersonal and communications skills
 - Teamwork, personal and group leadership skills
- Articulate a greater understanding of workplace culture
- Build, maintain and use networks of contacts in their chosen career field
- Make an effective contribution in the workplace

Application Process

Students who are in secondary school can apply to most co-op programs at the University of Windsor on the “Ontario University Application Form.” No separate application form is necessary and admission will be based on academic achievement. For secondary school students interested in Engineering and Kinesiology, the process is slightly different. Students admitted to Engineering with an average of 75 percent or higher in their final year of secondary school are automatically eligible to participate in the application process for the Engineering co-op program beginning in the fall of their first year of study. Kinesiology students will have the opportunity to apply for the co-op program during the winter semester of their first year. Students not admitted directly out of high school may apply to most programs early in September during their first or second year and should contact the Centre for Career Education for more information. Admission during these entry points will be based on academic achievement, an assessment of the student’s resumé, previous work and volunteer experience and, in some cases, an admission interview. The process for admission to the co-op option in the Master of Science Computer Science program is different (see page 27).

Co-op Fees

In addition to your tuition, co-op students are subject to an additional fee which is distributed over eight consecutive semesters for undergraduate programs and over five terms for graduate students. These fees are necessary in order to administer the co-op program and provide co-op students with essential job development resources. For most programs, fee payment will begin in the fall semester of your first year in the co-op curriculum. Please note that fees differ for international students and that fee schedules differ for Engineering and Kinesiology.

“Attending UWindsor has had a very positive impact on my life. My co-op placements have given me the opportunity to apply my knowledge of ergonomics in a variety of industries, while allowing me to travel, become independent and self-sufficient. I am so proud to be a UWindsor student hope to give back what it has given me to by encouraging others to take advantage of the co-op experience.”

Erika Santarossa, BHK '10, Master's student in Human Kinetics

BUSINESS AND BUSINESS/COMPUTER SCIENCE

Program Information

We offer the following degree programs through the Odette School of Business:

- Bachelor of Commerce (Honours Business Administration) Co-op
- Bachelor of Commerce (Honours Business Administration and Computer Science) Co-op

The Admission Process

Students can apply to the Business Co-op Program or the Business/Computer Science Co-op Program directly out of secondary school. No separate application is necessary and admission will be based on academic achievement. Alternatively, students may apply in September during their second year of studies by submitting an application form and resumé. Admission at this point will be based on academic achievement, previous volunteer and paid work experience and, in some cases, an interview.

Work/Study Sequence

The Business Co-op Program allows students to complete their four-year honours degree while gaining the equivalent of one year of career-related work experience.

Year of Study Fall/ Winter/ Summer

Year 1 Study/ Study /Off

Year 2 Study /Study/ Work

Year 3 Study/ Work/ Study

Year 4 Work/ Study/ Study

Placement Information

Business co-op students may work in one of the following positions or fields:

- Account representative
- Administrator
- Bank officer
- Benefits assistant
- Bookkeeper
- Business developer
- Business systems specialist
- Cost analyst
- Claims adjustor
- Communications assistant
- Credit/customer accountant
- Customer service representative
- Database administrator
- Economic researcher
- Event representative
- Financial analyst
- Finance and corporate services
- Fund marketing representative
- General supervisor
- Human resources assistant
- Logistics analyst
- Marketing assistant
- Marketing representative
- Marketing researcher
- Payroll/pension administrator
- Planning and control analyst
- Production supervisor
- Project coordinator
- Promotions and recruitment assistant
- Sales analyst
- Software developer
- Staff accountant
- Tax accounting Assistant

Salary Information

Typical salary range: \$11/hr - \$17/hr depending on the year level of the student

COMPUTER SCIENCE

Program Information

We offer the following degree programs:

- Bachelor of Computer Science (Honours) Co-op
- Bachelor of Science (Honours Computer Information Systems) Co-op
- Bachelor of Science (Honours Computer Science with Software Engineering Specialization) Co-op
- Bachelor of Computer Science (Honours Applied Computing) Co-op

The Admission Process

Students can apply to the Computer Science Co-op Program directly out of secondary school. No separate application is necessary and admission will be based on academic achievement. Alternatively, students may apply in September during their second year of studies by submitting an application form and resumé to the Centre for Career Education. Admission at this point will be based on academic achievement, previous volunteer and paid work experience, and, in some cases, an interview.

Placement Information

Computer Science Co-op students may work in positions or fields such as:

- Analyst
- Analyst programmer
- Database mapping technician
- Desktop support technician
- Help desk agent
- Junior PC support specialist
- Junior/Intermediate network analyst
- LAN consultant
- Network designer
- Office automation assistant
- Product management assistant
- Programmer
- Simulator operations

Work/Study Sequence

The Computer Science Co-op Programs allow students to complete their four-year honours degree while gaining a minimum of one year career-related work experience.

Year of Study Fall Winter Summer

Year 1 Study / Study / Off

Year 2 Study / Study / Work

Year 3 Study / Work / Study

Year 4 Work / Study / Work

Year 5 Study

Salary Information

Typical salary range: \$13/hr - \$16/hr depending on the year level of the student

ENGINEERING

Program Information

The University of Windsor offers the following Engineering co-op programs:

- Bachelor of Applied Science in Civil Engineering Co-op
- Bachelor of Applied Science in Environmental Engineering Co-op
- Bachelor of Applied Science in Electrical Engineering Co-op
- Bachelor of Applied Science in Industrial Engineering Co-op (with or without business minor)
- Bachelor of Applied Science in Mechanical Engineering Co-op (with or without options in Automotive, Materials or Environmental)

The Admission Process

Students with an average 75 percent or higher in their best six courses in their final year of secondary school will receive an invitation to participate in the Co-op program in first year. Alternatively, students can apply to begin co-op in the fall of their second year by submitting an application form and a resumé to the Centre for Career Education. Admission will be based on academic achievement, previous volunteer and paid work experience, and in some cases, an interview.

Placement Information

Engineering co-op students may be responsible for some of the following duties:

Civil Engineering

- Blueprint reading/building inspection
- Building and highway construction
- Groundwater supply studies
- Material testing
- Structural design
- Transportation planning

Electrical Engineering

- Communication system development
- Computer and microprocessor interfacing
- Electrical, electronic and computer equipment assessment
- Instrumentation system development
- Robotics programming
- Security system development
- Software programming

Environmental Engineering

- Environmental audits
- Noise surveys
- Solid waste analysis and disposal
- Water and wastewater treatment
- Contamination studies

Mechanical Engineering (with or without options in Automotive Materials or Environmental)

- Production line design, installation, maintenance and monitoring
- Quality control of manufacturing process
- Robotic and production machinery design
- Simulation studies
- Supply and/or installation of mechanical equipment

Industrial Engineering (with or without business minor)

- Capacity and efficiency management
- Computerized information systems
- Ergonomic studies of products and processes
- Facilities planning and design
- Maintenance planning and control

Work/Study Sequence

Students complete their engineering co-op degree in four calendar years.

All programs except for Environmental and Industrial Engineering:

Year of Study Fall Winter Summer

Year 1 Study / Study / Work

Year 2 Study / Study / Work

Year 3 Study / Work / Study

Year 4 Work / Study / Study

Environmental Engineering

Year of Study Fall Winter Summer

Year 1 Study / Study / Work

Year 2 Study / Study / Work

Year 3 Study / Study / Work

Year 4 Work / Study / Study

Industrial Engineering

Year of Study Fall Winter Summer

Year 1 Study / Study / Work

Year 2 Study / Study / Work

Year 3 Study / Study / Work

Year 4 Study / Study

Note: Longer term internships are available beginning in the summer following third year

Salary Information

Typical salary range: \$14/hr - \$18/hr depending on the year level of the student and the engineering specialty

KINESIOLOGY

Program Information

We offer the following degree programs:

- Bachelor of Human Kinetics (Honours Kinesiology) Movement Science Co-op
- Bachelor of Human Kinetics (Honours Kinesiology) Leisure and Sport Management Co-op
- Bachelor of Human Kinetics (Honours Kinesiology) Sport Studies Co-op

The Admission Process

Students must apply for this program at the beginning of their second semester in their first year of study. Admission criteria for the Kinesiology Co-op Program includes: a strong cumulative average in their first semester of study; academic achievement from secondary school; previous volunteer and paid work experience; and an interview.

Placement Information

Kinesiology Co-op students may work in positions such as:

Movement Science-Related:

- Assistant recreation co-ordinator
- Athletic co-ordinator
- Chiropractic assistant
- Ergonomist
- Exercise therapist
- Health and safety co-ordinator
- Health and safety consultant
- Kinesiology assistant
- Operations assistant
- Personal trainer
- Physiotherapy support personnel
- Special needs assistant
- Student kinesiologist

Sport Administration/Leisure Studies-Related:

- Assistant camp administrator
- Athletic therapy assistant
- Ergonomic assessment technician
- Event co-ordinator
- Fitness trainer
- Marketing research
- Marketing representative
- Physiotherapy assistant
- Sports marketing/event management
- Student therapist

Work/Study Sequence

The Kinesiology Co-op Program allows students to complete their four-year honours degree while gaining the equivalent of 1.5 years of career related work experience.

Year of Study Fall Winter Summer

Year 1 Study / Study / Off

Year 2 Study / Work / Study

Year 3 Work / Study / Work - optional

Year 4 Study / Study / Work- optional

Year 5 Study

Salary Information

Typical salary range: \$10.25/hr - \$15/hr depending on the year level of the student and the nature of the placement (clinical placements are typically on the lower end of the scale while ergonomic placements may be at the higher end).

“The University of Windsor’s Centre for Career Education has been instrumental in preparing me for a challenging career. My placements were imperative in providing exposure to the challenges prevalent in a professional work environment, opening possibilities and giving direction towards my future career.”

Obaid Afzal, fourth year business co-op, has benefited from placements with Windsor Family Credit Union, Excel Machinery Ltd., and Medical Laboratories of Windsor.



PHYSICS

Program Information

We offer the following degree programs:

- Bachelor of Science Honours Physics, Co-op
- Bachelor of Science Honours Physics (with Thesis), Co-op
- Bachelor of Science Honours Physics (Physics and High Technology), Co-op
- Bachelor of Science Honours Physics (Physics and High Technology with Thesis), Co-op
- Bachelor of Science Honours Physics (Medical Physics), Co-op
- Bachelor of Science Honours Physics (Medical Physics with Thesis), Co-op

The Admission Process

Students can apply to the Physics Co-op Program directly out of secondary school. No separate application is necessary and admission will be based on academic achievement. Students may also apply for admission in the fall of their second year by submitting an application form and a resumé to the Centre for Career Education.

Work/Study Sequence

Year of Study Fall / Winter / Summer

Year 1 Study / Study / Off

Year 2 Study / Study / Work

Year 3 Study / Work / Study

Year 4 Work / Study / Study

Placement Information

Physics co-op students may work in positions such as:

- Data acquisition and analysis
- Experimentation development
- International scientific experimentation
- Junior physicist
- Laser & gamma ray detection
- Prototype construction, testing and simulation
- Research assistant

Students may contact our office for additional placement information.

Salary Information

Please speak to a co-op coordinator.

MASTER OF SCIENCE IN COMPUTER SCIENCE

Program Information

The School of Computer Science at UWindsor has offered a Master of Science Program in Computer Science for more than two decades. The success of this program is based on maintaining a high-standard, research-based program that enhances a student's comprehensive background in computer science and its main fields, including: algorithm and programming skills, databases, software engineering, programming languages, artificial intelligence, among others. Students then utilize the broad knowledge they have acquired as the foundation for a strong research thesis on a specific field in computer science

The Admission Process

Students can apply to the Master of Science in Computer Science Co-op Program in any of the fall, winter and summer terms.

In addition to the program requirements for the Master of Science Degree, students participating in the co-op option must:

- Have been a full-time student
- Have successfully completed a minimum of one study term
- Have at least one semester remaining after the work term in a maximum of three years in the master's program.
- Have obtained written permission from their academic supervisor, co-supervisors.
- Not be planning to take courses during the work term.
- Be registered in courses for two consecutive terms immediately prior to the work term

Work/Study Sequence

An extended work term of eight months is standard beginning in the fall, winter or summer.

Placement Information

The following is a partial list of functions masters of computer science co-op student can fulfill:

- Websphere integration test
- Compiler validation tester
- Business systems developer
- System administrator
- Compiler technology department
- ESB software developer
- Software developer java profiling
- Courseware developer
- Software testing analyst

Salary Information

Speak with a co-op coordinator.

CONTACT INFORMATION

You can reach any member of our team by phone or by e-mail:

Career Development Services/Career Resources Team resume@uwindsor.ca
Career Development Coordinator 519-253-3000, ext. 3554

Volunteer Internship Program vip@uwindsor.ca
Applied Learning Coordinator 519-253-3000, ext. 3559

Co-operative Education Programs

Business Co-op Coordinator coop@uwindsor.ca
519-253-3000, ext. 3561

Engineering Co-op Coordinator coop@uwindsor.ca
519-253-3000, ext. 3558

Kinesiology Co-op Coordinator coop@uwindsor.ca
519-253-3000, ext. 3561

Science Co-op Coordinator coop@uwindsor.ca
519-253-3000, ext. 3558

If you prefer to visit us, fax or e-mail:

University of Windsor	Phone:	519-253-3000, ext. 3895
Centre for Career Education	Fax:	519-973-7046
401 Sunset Avenue	E-mail:	cce@uwindsor.ca
Room #111 Dillon Hall	Website:	www.uwindsor.ca/cce
Windsor, ON N9B 3P4		

THE ODETTE CAREER AND PLACEMENT SERVICES FOR BUSINESS STUDENTS

The Odette Career and Placement Services Office (OCAPS) provides targeted career advisory and employment services to business students. OCAPS has been launched as an additional resource for business students seeking assistance with a variety of career-related needs including resumé preparation, cover letter writing and mock interviewing. Career-related information is available for those students seeking a career in the areas of accounting, finance, marketing, management, human resources, business strategies and entrepreneurship. Access to targeted online job postings, alumni, business focussed information sessions and networking events is as easy as a click of a mouse. Students can access the myCareer system for business students via the student portal (<https://my.uwindsor.ca>). To learn more about the Odette Career and Placement Services, visit our website at www.odette.uwindsor.ca/careers or e-mail our staff at odettecareers@uwindsor.ca.

CAREER SERVICES OFFICE FOR LAW STUDENTS

The Career Services Office – LAW assists law students in identification of career paths and objectives, resumé and cover letter writing skills, successful interviewing techniques, and transitioning from student to practitioner. Our program provides individual counselling, as well as seminars, workshops, panel discussions and job shadowing opportunities. We provide information on traditional and non-traditional legal careers and encourage students to explore the wide range of possibilities for utilizing their law degree. We administer various recruitment programs, including on-campus interviews, and the coordination of our annual Career Day featuring a variety of legal employers. Employers are a vital part of our office and mandate. We rely on them for job shadowing, mentoring, job postings and our search for interesting speakers and seminars.

