

Good day,

Our records indicate you have not yet secured a co-op work term for the Winter 2021 Term and you are a Canadian Citizen, Permanent Resident, or an International Student with a valid Co-op Work Permit and have access to co-op job postings through myCareer.

In addition to reducing the work term minimum length from twelve to eight weeks (announced November 24) the Rowe School of Business is offering COMM 3803 (Concepts in the Application of Work Integrated Learning) for the Winter 2021 term. Students **scheduled** for COMM 2801 in Winter 2021 without a work term on Monday, February 22 may apply at that time to be registered for COMM 3803 as a replacement for COMM 2801.

**To be eligible for COMM 3803, students must:**

1. have applied to a **minimum** of eight co-op jobs via myCareer since December 21 and applied to a **minimum** of fifteen co-op jobs via myCareer since September 8 (job postings are available in myCareer now and more will be made available in January)
2. upload a current resume to our resume book by **Monday, January 18** – upload as soon as possible via <https://mycareer.dal.ca/myAccount/mcs/resumeBook.htm>
3. have had an appointment with their Career and Recruitment Specialist (CRS) since September 1, 2020. Almost 70% of unemployed students have not met with their CRS this term. Book via: <https://mycareer.dal.ca/myAccount/mcs/appointments.htm>. Appointments must take place by **Friday, January 22** - do not wait to book your appointment.

For the Winter 2021 Term over 720 co-op positions have been posted. It is our desire to support the co-op employment of as many students as possible and COMM 3803 is a **last resort** for students as there is still time to secure a work term. Please note that:

- COMM 3803 is a 3.0 credit hour **graded course** (not Pass/Fail)
- there is no tuition fee for COMM 3803, the same as COMM 2801
- the course will be taught March 1 to April 23, 2021 by the Director of Undergraduate Programs, Dr. Florence Tarrant
- COMM 3803 can be taken with only one additional course in the Winter 2021 Term as students are expected to be conducting an aggressive job search until February 22

Students that self-develop a co-op must have job details [submitted through the myCareer system](#) as soon as possible to ensure it meets co-op requirements. Each term students do not submit their self-developed job in a timely manner and, unfortunately, some are not approved as they do not meet our program or accreditation requirements. Jobs outside of Canada or your home country are not permitted due to the cancellation of International Learning Experiences, communicated by the Provost to all students on October 1, 2020. Note that:

- approved work terms must be full-time (35 hours per week) with one employer, and the job content must be relevant to the study of business
- an eight-week work term must start no later than **March 8** and end on **April 30, 2021** however work terms must be secured, and all details submitted to myCareer by **Monday, March 1, 2021** to allow time for job validation and administration
- the Summer term begins May 3, 2021 and for this reason, work terms cannot continue beyond April 30, 2021

Students preferring to modify their program schedule and solely take academic courses for the Winter Term should email [uao@dal.ca](mailto:uao@dal.ca) or book an appointment with their Academic Advisor via <https://appointments.studentservices.dal.ca/eSARS/bcomm-mgmt/eSARSLDAP.aspx> to discuss their options.

Please continue to check your Dalhousie email regularly for updates from your CRS. The MCS team is here to support you and we look forward to working with you in 2021.

Sincerely,

Robert Wooden  
Director, Management Career Services