Getting Started with SCOPE

UBC Science Co-op Student User Manual (2017 v4)
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Quick Checklist for Each Work Term

Complete EACH Work Term in Scope
Each work term you will need to complete the following:

1. Accept the Co-op Terms And Conditions
   a. From your Dashboard view / change to the “Science Co-op” view (left side of screen)
   b. Review the Terms And Conditions for the current term
   c. Click on the blue button “Accept”

2. State your Intention for the term
   a. From your Dashboard view / click on the “Co-op” tab, then blue button “View Record”
   b. Select your intention for the term from the drop down menu
   c. State your job preferences in the text box (i.e. employer or job type, research topic, location, etc.)
   d. Click “Submit Intention”
   e. Note: There is no edit option after clicking “Submit Intention”; contact your Coordinator if your preferences or intention changes
   f. If you do not see any Intention options, your Co-op schedule has not been confirmed; please contact your Coordinator

3. Update “My Account” - ensure information is current
   a. From your Dashboard view / click on “My Account” on the Dashboard menu
   b. Ensure fields are updated and accurate – ensure contact and citizenship information is current. If not, please notify your ESP to update in SSC and inform our Co-op team
   c. International students – ensure work permit information is current

4. Create an up-to-date Default Application Package - a Default Application Package is used by the Co-op office when making direct referrals to employers. Every student must create a Default Application Package.
   a. From your Dashboard view select “Science Co-op” from the Navigation Menu (left hand side of the screen)
   b. Select “My Documents”
   c. Click on Blue Button “Create an Application Package”
   d. Your default Application Package must include the following files:
      i. Summary Page
      ii. Most recent Resume
      iii. Transcript
      iv. “Non-UBC Transcript” (For transfer students only)
   e. Name your Application Package “Default Application Package”
   f. Review your Application Package by clicking on the document icon
   g. To delete your Application Package click on the garbage can
Part I: Getting Started

First Time Log In

1. Go to: https://scope.sciencecoop.ubc.ca
2. Select “Students”
3. Click “CWL Login”
4. Use your CWL username and password to login to Scope

General Profile Set Up
Complete your personal information in Scope.

1. From your Dashboard view / click on “My Account” on the Dashboard menu
2. Update all fields with your current contact information and Co-op information
3. Upload your picture
   • Click “Browse” and search for a picture of yourself
   • Click “Update Image” – Please ensure this is a professional image of yourself although it is not necessary to have the image taken by a professional photographer. This image can be viewed by the Co-op office and will help our coordinators to recognize you.
4. The email address field is defaulted to your email in SSC. If you wish to change it, please update directly in SSC and it will be reflected in Scope. This email address will be the address for Co-op correspondence so be sure you are checking this account regularly.
5. **International Students**: If you are an International Student please complete the section at the bottom of the screen as well. Please ensure this is updated each term as our Co-op staff will need to know that you have a valid work permit.

   ![International Students Section](image)

   **The section below is for International Students Only:**
   - Study Permit Expiry:
   - Date of Co-op Work Permit Submission:
   - Co-op Work Permit Expiry:

   *You must have a valid SIN number before beginning your work term.*

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**Navigating the System**

There are a number of different ways to access information in Scope. You can navigate through Scope using the Action Bar, Tab Structure, Dashboard Menu, or you can navigate through the system using the Navigation Menu on the left hand side of the screen.

![Navigating Scope](image)
Each application contains access to the following information:

1. **Action Bar**
   Upload a Document, Search Postings, Book an Appointment and Submit a Form using the Blue Buttons on the Action Bar. Blue Buttons can be found throughout the system. The Blue Buttons act as a shortcut to tasks or actions frequently used.

2. **Tab Structure**
   Tabs provide a summary of your information.
   - **Dashboard Tab** – Provides an overview of what’s happening in Scope and provides an overview of your activities in Scope
   - **Co-op Tab** – Provides an overview of your Co-op information. Here you can view your work terms and your Co-op Sequence.
   - **Documents Tab** – Shows all of the Co-op documents and packages you have uploaded and created. You can view your documents by clicking on the PDF file or you can delete your documents by clicking on the garbage can.
   - **Posting/Applications Tab** – Displays the jobs you have applied for and the jobs applications you have submitted. Click on the PDF file to view the documents submitted. Learn the status of your application by scrolling to the right and checking under “Status”.
   - **Interviews Tab** – This tab displays Unbooked and Booked Interviews. Click on the Interviews Tab to book your interviews.
   - **Appointments Tab** – Displays an overview of your scheduled appointments
   - **Events Tab** – Displays a calendar of events or workshops available hosted by the Co-op Programs.

3. **Dashboard Menu**
   The Dashboard Menu provides a summary of your information.
   - **Overview** – Provides an overview of recent activity in Scope and your upcoming schedule
   - **My Account** – Shows your current contact information. This area **must** be kept up-to-date
   - **My Forms** – Displays forms you have created
   - **My Calendar** – Provides a look at upcoming interviews you have booked and appointments you have scheduled
   - **My Schedule** – Displays your upcoming schedule

4. **Navigation Menu**
   Navigate through Scope using the menu on the left hand side of the screen.
   - **Dashboard** – This is the main landing page.
   - **Science Co-op** – Accept the Science Co-op Terms and Conditions each work term, view your Co-op Record and your Co-op Sequence
     - **Job Postings** – Search job postings using a variety of methods
     - **My Documents** – View and delete documents and packages you have uploaded and created.
     - **Applications** - An overview of the jobs you have applied for and the job applications you have submitted. Click on the PDF file to view the documents submitted. Learn the status of your application by scrolling to the right and checking under “Status”
To Complete EACH Work Term in Scope
Each work term you will need to complete the following:

1. Accept the Co-op Terms And Conditions
   - From your Dashboard view / change to the “Science Co-op” view (left side of screen)
   - Review the Terms And Conditions for the current term
   - Click on the blue button “Accept”

2. State your Intention for the term
   - From your Dashboard view / click on the “Co-op” tab, then blue button “View Record”
   - Select your intention for the term from the drop down menu
   - State your job preferences in the text box (i.e. employer or job type, research topic, location, etc.)
   - Click “Submit Intention”
   - Note: There is no edit option after clicking “Submit Intention”; contact your Coordinator if your preferences or intention changes
   - If you do not see any Intention options, your Co-op schedule has not been confirmed; please contact your Coordinator

3. Update “My Account”
   - From your Dashboard view / click on “My Account” on the Dashboard menu
   - Ensure fields are updated and accurate – **ensure contact and citizenship information is current**

Part II: Applying for Jobs

Document Preparation
In order to apply to jobs in Scope, the first step is to prepare all required documents and upload them into the system. Upload the following document types: .pdf, .doc, or .docx. Scope will convert files to a pdf.

Each application must contain the following documents (unless otherwise specified):

1. Co-op Summary Sheet
   - Available: Dashboard view/Navigation Menu/Student Resources/Template Downloads/Job Application Summary Sheet
   - Fill in all fields
   - Indicate availability for upcoming work term (Delete the lines that do not apply)
     - Delete the instruction, “Please delete the ones that are not applicable”
2. Cover Letter
   - Customize for each job posting
   - Use Co-op letterhead to compose your cover letter. Available: Dashboard view/Navigation Menu/Student Resources/Template Downloads/Co-op Resume Header
   - Ensure your cover letter does not contain any personal contact information (unless you are applying to an employer directly/not through Scope)

3. Resume
   - Use Co-op letterhead on the first page of your resume. Available: Dashboard view/Navigation Menu/Student Resources/Template Downloads/Co-op Resume Header
   - Ensure your resume does not contain any personal contact information (unless you are applying to an employer directly)
   - Make sure your full name is on each page of your resume
   - Must have Coordinator review resume before applying to jobs

4. Transcripts
   - Transcripts are generated by the Co-op office and uploaded to your account, labeled as “UBC Transcript (System Upload Only)”. If you don’t already have one in your account, contact the Co-op office to request one admin@sciencecoop.ubc.ca. Please NEVER upload your own transcript.
   - Transfer Students: upload transcript from previous institution and name the document “Non-UBC Transcript”. Remove your student ID and upload the transcript using a portrait orientation. Select the file type Non-UBC Transcript.

5. Other document as required by job (If applicable)
   - Do not include an “other document” if additional documents have not been requested by the employer. (Application Package will not be sent.)
   - If an employer requires an “other document” to be included in the application package, this will be stated in the job description
   - Some examples of an “other document” are: list of references, project samples, portfolio

6. Notes:
   - Delete any blank spaces/pages at the end of the document
   - Ensure student name is on all pages of the application
   - References should not be included in application unless they are requested in job description

Uploading Files

1. From your Dashboard view
2. Select the Blue Button “Upload a Document”
3. Select “Co-op Documents”
4. Name your document. Clearly identify your document by using the job number, the name of the company etc. Please ensure the document you are uploading into Scope is distinguishable from others. This will help to avoid errors when creating application packages and applying for jobs.
5. Using the drop down menu, select the document type i.e. “Resume or Cover Letter” etc.
6. Select “Browse” to locate the document from your computer
7. Click “Upload Document”
8. Review the uploaded document by clicking on the document icon. Check the document icon for a “zap symbol” (see image below). If you see a “zap symbol” the document was corrupted and the upload was unsuccessful. Delete the document by clicking on the garbage can.
9. If your upload was unsuccessful. Try to upload your file again
10. Reminder: Establish the habit of deleting old files after each placement term

Create Application Package
This process combines documents into one PDF file which is required for each job application.

1. From your Dashboard view select “Science Co-op” from the Navigation Menu (left hand side of the screen)
2. Select “My Documents”
3. Click on Blue Button “Create an Application Package”
4. Review and Upload Required Document Types
5. Name your Application Package. Please Note: the name of your Application Package is visible to employers. Use the company name or job number when naming your Application Package.
6. Select documents to include in Application Package
7. Click “Create Package” - the “Create Package” button will appear when the required documents have been selected
8. Review your Application Package by clicking on the PDF document icon
9. To delete your Application Package click on the garbage can
Default Application Package

A Default Application Package is used by the Co-op office when making direct referrals to employers. Every student must create a Default Application Package.

1. From your Dashboard view select “Science Co-op” from the Navigation Menu (left hand side of the screen)
2. Select “My Documents”
3. Click on Blue Button “Create an Application Package”
4. Your default Application Package must include the following files:
   i. Summary Page
   ii. Most recent Resume
   iii. Transcript
   iv. “Non-UBC Transcript” (For transfer students only)
5. Name your Application Package “Default Application Package”
6. Review your Application Package by clicking on the document icon
7. To delete your Application Package click on the garbage can

Job Search

There are many ways to search for jobs in Scope.
1. From your Dashboard view select “Science Co-op” from the Navigation Menu (left hand side of the screen)
2. Select “Job Postings”
   - Keyword Search (Job title or by Company) – enter a keyword
   - Search Job Postings
     - Click on “Search Job Postings” to conduct a criteria-based search. The filter feature allows students to customize their own search preferences based on various parameters (i.e., keyword(s), date posted, application deadline, location, duration, NSERC and citizenship requirements, programs, etc.). Students can save their customized searches.
     - Ensure that the correct Placement Term has been selected
     - Targeted Co-op Programs – this is an option to search by “Program Clusters” or “Individual Programs”. “Program Clusters” are a way to quickly search by combinations of “Individual Programs” as listed below.
       - Please note that if you have not selected a placement term, the subheading above the clusters list will be indicate the current term (not the job search term)
Clusters:

- Chemistry
  - Chemistry
- CompSci/Math/Stat
  - Cognitive Systems (Computer Intelligence & Design)
  - Computer Science (BA)
  - Computer Science (BCOM)
  - Computer Science (BCS)
  - Computer Science (BSc)
  - Mathematics
  - Mathematical Sciences
  - Statistics
  - Statistics (Graduate Program)
- Engineering Physics
  - Engineering Physics
- Environmental Science Group
  - Atmospheric Sciences
  - Atmospheric Sciences (Graduate Program)
  - Earth & Ocean Sciences
  - Environmental Sciences
  - Geographical Biogeosciences
- Food & Nutritional Sciences
  - Land & Food Systems
- Life Sciences Related Programs
  - Biochemistry
  - Biology
  - Biopsychology (Psychology)
  - Biotechnology
  - Cellular, Anatomical & Physiological Sciences
  - Combined Major in Science
  - General Science
  - Integrated Sciences
  - Land & Food Systems
  - Microbiology & Immunology
  - Pharmacology
- Natural Resource Management
  - Earth & Ocean Sciences
  - Environmental Sciences
  - Geographical Biogeosciences

Save Job Search Results

- Select “Search Job Postings”
- Choose filters to search through the job postings and click on Blue Button “Search Job Postings”
- To save your search criteria select the Blue Button “Save My Search Results”
- Name your search
- Check the box if you want to be notified by email when new job postings that match this criteria are added into Scope
- Select “Save”
• Click on Quick Searches:
  - **Shortlist**
    - Students can keep track of jobs they would like to apply to later by clicking on Shortlist within the job posting
    - **Search Job Postings** and click on Job Title
    - Click “Shortlist”
    - Shortlist will now appear as a quick search
    - When you are ready to apply, click on Shortlist to bring up jobs, select job and click on Blue Button “Apply”
  - **Viewed** (Scope tracks all jobs student has viewed)
  - **New Posting Since Last Login**
  - **Application Deadline Today** (All Co-op jobs close at 9:00am on deadline day)
  - **Application Deadlines in the next 10 Days**

• **My Saved Searches**
  - Under the heading **MY SAVED SEARCHES**, click on the drop down menu
  - Choose the search you’d like to run
  - A list of jobs will appear that match the selected criteria you’ve saved
  - **Manage Saved Searches**
    - Look under the heading **LIST MANAGEMENT OPTIONS** (below Additional Quick Searches section)
    - Click on “Manage Save Search and Email Notification”
    - View your saved search
    - Click on “notify me” to receive emails of jobs that match your search criteria.
    - You can manage your notification settings by clicking on the ☑️ or ☐️.
    - To delete your saved search click “Delete”

• **Search Posting** – search by entering the Job ID in the search field

• **Additional Quick Searches** – check for custom searches created by the Co-op office

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**Exclude Job from Search Results**
Job will not appear in student’s future job search results.

1. Search for jobs
2. Click on the trash can in the Search Results to exclude job from future job search results
3. To recover job, go to **Job Postings** search page click “Manage My Not Interested List” Under List Management Options section, click “Include in Search Results”

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**Not Interested List**
Students can flag jobs they are not interested in. Flagged jobs will not show up again in their job searches. This option can be found within individual job postings.

4. Search Job Postings
5. Click on Job Title
6. Click “Not Interested” (grey button is to the right of the job posting)
7. **Manage My Not Interested List**
   a. From the **Job Postings** search page, scroll down the page and look under List Management Options
   b. Click “Manage My Not Interested List”
   c. Select “Apply” or “Include in search results”
Job Location Defined
When viewing jobs in the search results please note the Location and City may be different.

**Location** = the actual location of the job

**City** = the office where the job posting came from (i.e., the company’s Head Office)

The “Map” sometimes reflects the location of the HR recruiter/company head office and not the actual location of the job.

Rely on the “**Job Location**” field for the actual location of the job.
Application Procedure
There are three different Application Procedures. When viewing a job posting, click on the Application Information tab to learn how to apply for the job. Review both the Application Procedure and Additional Application Information (if applicable).

1. Application Procedure: Through UBC Science Co-op
   - From the Posting Detail tab, student applies in Scope by clicking the Blue Button “Apply for this position”
   - Student creates an Application Package in Scope (see details in sections below)
   - The Co-op office will submit student applications to employer

2. Application Procedure: Through Employer Website
   - From the Posting Detail tab, student applies in Scope by clicking the Blue Button “I intend to apply for this position”. This step is important as it keeps the student’s Co-op coordinator informed and will allow them to follow up with the employer on their behalf if necessary.
   - Student follows the additional application information directions and applies directly to the employer (via employer’s website, email, etc.)
   - Personal contact information will need to be included on student’s application in this case
   - Employers will contact student directly. Students must be sure to let the Co-op office know about any interview invites. If an office space is needed to conduct a Skype or telephone interview student should contact the Co-op office or their Co-op coordinator. Job offers must go through Co-op office/coordinate.

3. Application Procedure:
   Through UBC Science Co-op
   &
   Additional Application Information: Also apply at www.employerwebsite.com – This means students will need to apply in BOTH places.
- From the posting detail tab, student applies in Scope by clicking the Blue Button “Apply for this position”
- Student creates an Application Package in Scope (see details in sections below)
- Personal contact information **will need to be included** on both applications in this case
- The Co-op office will submit student applications to employer
- Student will **ALSO** need to follow the Additional Application Information directions (i.e., go to the employer's website and apply for the position)

**Apply for Jobs**
1. From your Dashboard view select “Science Co-op” from the Navigation Menu (left hand side of screen)
2. Select “Job Postings”
3. Search job postings and select a job
4. Review Job Description and Job Requirements
5. Review Application Documents Required
6. Click on Application Information Tab to review Application Procedure and Additional Application Information (see section above for more information on application procedures)
7. From the Posting Detail Tab, click on the Blue Button “Apply for this Position” or “I intend to apply for this position”
8. OPTION 1: To apply with an application package already created
   • Review the Application Package Name. Please Note: the name of your Application Package is visible to employers. Use the company name or job number when naming your Application Package.
   • Click on the PDF Document icon to review the application package before submitting
   • Click “Apply”
   • To cancel your application select the red button “Cancel Application”
9. OPTION 2: To create a new application package
   • Review/Upload required documents
   • Name your Application Package. Please Note: the name of your Application Package is visible to employers. Use the company name or job number when naming your Application Package.
   • Select documents to include in Application Package
   • Click “Create Package”
• Find the newly created Application Package under Option 1.
  o If you do not see your new Application Package you may have too many packages in your list. To delete older packages go to Dashboard view, select the Documents tab, find the Application Package and click on the garbage can to the right.
• Review the application package before submitting by clicking on the PDF Document icon
• Click “Apply”
• To cancel your application select the red button “Cancel Application”

Application Package Error
To fix an error in your Application Package (example: wrong document was included in the Application Package) you will need to Cancel Application and Create a New Package.

1. From your Dashboard view select “Science Co-op” from the Navigation Menu (left hand side of the screen)
2. Select “Applications”
3. A list of jobs you have applied to will be displayed
4. To view the application you submitted for the job click on the PDF Document icon
5. To cancel your Application click on Blue Button “Cancel Application”. You will only be able to cancel your application if the job is still open (i.e., the deadline date has not yet passed).
6. Reapply to job by creating a New Application Package
7. Notes:
  • Jobs are typically posted for three business days (but may vary with employer requirements)
  • Jobs close at 9:00am on deadline day

View Applications
View jobs you have applied to and check your application status.

1. From your Dashboard view select “Science Co-op” from the Navigation Menu (left hand side of the screen)
2. Select “Applications”
3. A list of jobs you have applied to will be displayed
4. To view the application you’ve submitted for the job click on the PDF document icon
5. To cancel your Application click on “Cancel Application”. You will only be able to cancel your application if the job is still open (i.e., the deadline date has not yet passed).
6. Review your application status by scrolling to the right and looking under the heading “Status”
   a. **Application Status**
      i. **Application Submitted** – You have applied to the job
      ii. **Sent** – The administrative staff has sent your application to the employer
      iii. **Viewed** – The employer has viewed your application (this is rarely used by employers)
      iv. **Application Withdrawn (by Co-op Office)** – There was an error with your Application Package. The Application Package has **not** been sent to the employer. Possible errors could include:
         1. Missing required documents
         2. Cover Letter addressed to the wrong person
         3. Package contains student’s personal contact information
         4. Not eligible for position (i.e., NSERC Required, Canadian Citizens only)
      v. **Expressed Intention to Apply** – Student has applied directly to the employer
      vi. **Scheduling in Progress** – Employer has selected student for an interview
      vii. **Interview Booked** – Student has selected a date and time for their interview
      viii. **Additional Interview** – Student has been selected for secondary interviews
      ix. **Not Invited for Interview** – Student has not been chosen to interview at this time
      x. **Interview Completed** – Student has completed their interview
      xi. **Other Position Accepted** – Student has accepted another position
     xii. **Position Accepted** – Student has been placed
     xiii. **Position Declined** – Student has declined offer

**Cancel Application**

1. From your Dashboard view select “**Science Co-op**” from the Navigation Menu (left hand side of the screen)
2. Select “**Applications**”
3. Scroll to the right hand side of screen
4. Click on Blue Button “**Cancel Application**”. You will only be able to cancel your application if the job is still open (i.e., the deadline date has not yet passed).

**Part III: Interviews**

**Interview Reminders**

- Students will be notified by the Co-op office via email should they be selected for an interview
- Students are expected to attend all interviews and can only request to reschedule under the following circumstances:
  - Time conflict with another interview
- Time conflict with a lab, mid-term or exam
- Out of town
- Other reasons with Coordinator’s consent

- Follow sign-up instructions written in the interview email
- Should a time conflict arise, reply to the interview staff and copy message to the Coordinator for fastest response

**Booking Interviews**

1. After receiving the interview invitation email, log into Scope
   a. You will always receive an email from one of the Co-op staff inviting you to sign up if you’ve been invited to interview.
2. From your Dashboard view look under the heading “**Unscheduled/Unconfirmed Interviews**” (towards bottom of screen)
3. Select Blue Button “**Schedule**”
4. Review the available time slots
5. Click on a time slot to book your interview
6. When you book your interview, the following confirmation will show in green, “Your interview booking was confirmed on: day, month, year”
7. If you have made an error and need to unbook click, “You are booked in this time slot (click to unbook)”
8. If you have an issue with your interview time and are no longer able to unbook the time slot you reserved, reply to the interview invitation email and let the administrative staff know ASAP.
9. Students are given 24 hours to respond to an interview request. It is important to sign up promptly as the invitation will disappear in Scope after the sign up deadline.

**Mock Interview Module – these are not mock interviews – please read details below**

When a secondary interview is being set up or when a new batch of students is being invited for an interview, the interview schedule is set up in the Mock Interview module instead. These are still actual interviews. Please disregard the word “Mock” as we have been unable to have the programmers change this wording in our current version of Scope. Unfortunately, there's currently a glitch in our system which will sometimes cause an interview in the Mock Interview module to show up which you were not invited for. You will always receive an email from one of the Co-op staff inviting you to sign up if you've been invited to interview. If you are unsure please check with one of our Co-op staff.

1. After receiving the interview invitation email please follow the booking interview instructions above

**Review Interview Schedule**

1. From your Dashboard view select “Science Co-op” from the Navigation Menu (left hand side of the screen)
2. Click on “Interviews”
3. Look under “Booked Interviews” to review your interview details
4. Click on the job title to bring up the interview details
5. Review interview details before each interview. Take note of the interview time, location, the interviewers’ names and any special/upon arrival instructions that have been provided in Scope.
6. Booked interviews will show up on “Your Upcoming Schedule” when you log into Scope (bottom of screen in Dashboard view)
   a. Click on the blue button “View” to review the interview details
7. Booked interviews will also appear in your Calendar
   a. From Dashboard view click on “My Calendar” Tab
   b. Booked interviews will be displayed
Part IV: Appointments & Events

Booking Appointments

1. From your Dashboard view select “Appointments” from the Navigation Menu (left hand side of the screen)
2. Click on “Book by Appointment Provider”
3. Select your Co-op Coordinator’s name to view their availability
4. Select an “Open” time slot
5. Select the Appointment Type from the drop down menu
6. Click Blue Button “Book Appointment”
7. You will receive a confirmation email when an appointment has been booked

Cancel Appointments

Please cancel your appointments 24 hours in advance.

1. Email your Co-op Coordinator to notify them of the cancellation
2. Cancel the appointment in Scope
   - Login to Scope
   - From your Dashboard view click on “My Calendar” tab
   - Click on the appointment you’d like to cancel
   - Click “Cancel Appointment”
   - Add reason for cancellation
   - Select “Commit Cancellation”

View Scheduled Appointments

- From your Dashboard view click on the “My Calendar” tab
- View Co-op Appointments-Booked
- Please note “My Calendar” tab also shows Interviews-Booked
- Or
  - From your Dashboard view click on “Appointments” Tab
  - View a listing of Co-op Appointments-Booked

Events & Workshops

Click on “Events” in your navigation menu and you will see a calendar of events or workshops available hosted by the Co-op Programs. Occasionally some events requires RSVPs. Click on the event by date and you will be able to sign up or waitlist an event.
Part V: Forms and Templates

Submit a Form
During different stages in the program you may need to submit the following forms: Self-Developed Job Form, Liability & Waiver Form, or a Co-op Program Withdrawal Form.

- **Self-Developed Job Form** – This form is required if you have secured a placement from conducting your own independent job search. Please inform your Co-op Coordinator once you’ve secured a job placement and fill out the Self-Developed Job Form.
- **International Work Term Agreement - Liability & Waiver Form** – Students who have been placed on an international job placement will need to fill out the Liability & Waiver Form
- **Co-op Program Withdrawal Form** – To withdraw from Science Co-op, inform your Co-op Coordinator and submit the Co-op Program Withdrawal Form
- **Science Co-op International Work Term Grant Application Form** – Students working abroad on Co-op may be eligible to apply for the Science Co-op International Work Term Grant Award to subsidize the cost of their international experience. Students eligible will be invited to apply for this award and the form can be accessed here.

Location of forms:
1. From your Dashboard view
2. Click Blue Button “Submit a Form”
3. Select form type from the drop down menu
4. Fill out information
5. Click “Save”

Template Downloads
Find the Co-op Summary Sheet and Resume Header under Template Downloads.

1. From your Dashboard view
2. Select “Student Resources” from Navigation Menu (on the left hand side of screen)
3. Look under Template Downloads
4. Click on required document
5. Fill out document and save document to your computer
6. Upload the document in “My Documents”
Part VI: Offer Letter

Upload Offer Letter
When an offer letter is received from your employer, upload the document into Scope.

1. From your Dashboard view
2. Select “Co-op Tab”
3. Click on Blue Button “View Record”
4. Look Under Co-op Sequence
5. Click on the Name of the Employer where you have been placed
6. Under Work Term Details click on “Offer Letter – No Record”
7. Click on Blue Button “Create Record”
8. Click on Browse... to find the document in your system
9. Check off the appropriate Offer Letter Remarks if applicable
10. Click “Save”
11. Under Work Term Details the Offer Letter is now Approved
Part VII: Work Term Documents & Evaluation Forms

In order for students to receive a passing grade for their Co-op work term, students must:

- Receive a satisfactory evaluation from their employer
- Receive a satisfactory evaluation on their Work Term Assignment
- Submit all required Work Term Documents by the specified deadline (deadlines posted on Science Co-op website)

Co-op Work Term Document Requirements

<table>
<thead>
<tr>
<th>Document</th>
<th>Work Term # 1</th>
<th>Other Work Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Work Term Record / Site Visit Info</td>
<td>Yes</td>
<td>Yes</td>
<td>By Week 2 of the work term</td>
</tr>
<tr>
<td>2 Learning Objectives &amp; Site Visit Form</td>
<td>Yes</td>
<td>Yes / No</td>
<td>Yes – complete before your site visit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No – if you won’t be visited</td>
</tr>
<tr>
<td>3 Student Evaluation Form</td>
<td>Yes</td>
<td>Yes</td>
<td>Typically 1st week of:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-May for winter work term,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-September for summer work term,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-January for fall work term.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>An email reminder will be sent out.</td>
</tr>
<tr>
<td>4 Employer Evaluation Form</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5 Work Term Assignment</td>
<td>1st Work Term Student Assignment (End of Term Reflection)</td>
<td>Complete one of the following: Technical Report Presentation Progress Report*</td>
<td></td>
</tr>
</tbody>
</table>

Notes: For additional information about the Work Term Assignment visit the Science Co-op website. Deadline dates, writing guidelines, and sample reports are posted on our website: [http://www.sciencecoop.ubc.ca/students/requirement](http://www.sciencecoop.ubc.ca/students/requirement)

*Note that the Progress Report option is not application to Computer Science students
Work Term Documents

Locate and Complete Work Term Document

1. From your Dashboard view
2. Select “Co-op” Tab
3. Click on Blue Button “View Record”
4. Look Under Co-op Sequence
5. Click on the Name of the Employer of your current placement
6. Under Work Term Details a list of assignments will be displayed
7. Click on the required form name (i.e., “Work Term Record/Site Visit Info”)
8. Click on “Create Record”
9. Complete information
10. Click “Save”
11. You can return to the document later to add/edit information (i.e., “Edit Work Term Record/Site Visit Info”)

Assignment: Employer Evaluation
Your direct supervisor will fill out the Employer Evaluation. They will receive a reminder email from the Co-op office prior to the end of your work term. The email will provide your supervisor with information on how to login to Scope to complete your performance evaluation. It is important that your Supervisor’s name and email information has been updated correctly in “Supervisor Information (for Employer Evaluation)” section of the “Work Term Record/Site Visit Info” form. This will ensure the employer evaluation will be sent to the correct individual. Students can review supervisor evaluations on Scope after the term is completed.
Part VIII: Technical Support

Please contact science.coop@ubc.ca or 604-822-2276 if you are experiencing any issues with Scope or require technical assistance.