

FAQ's - Application for Work Term Challenge (Co-op Course Credit)

- 1. When is Work Term Challenge?** In your Work Term Challenge application, you can use previous work experience which meets the [criteria](#) that you completed by **August 31** prior to entering the **3rd year core of the BCom program** (as long as you were not on a Leave of Absence from UVic during that time period). You may obtain credit for the **first** of your three work terms only, and you must apply to Challenge a work term during your first academic term of the 3rd year core of the BCom program. See the [Undergraduate Calendar](#), for details. *Note: the work term course you Challenge (COM 001) will appear on your transcript in the spring academic term - it is not recorded in the term in which your work experience actually occurred.*
- 2. I haven't completed COM 204 yet, so can I still apply for Work Term Challenge?**
Yes, if you are entering the 3rd year core this fall and registered in COM 204 this fall. All 3rd year students (who did not take COM 204 in 2nd year as a Pre-Core student) will take COM 204 in the fall semester of their 3rd year core courses, and are eligible to apply for Work Term Challenge at that time. See the [Co-op & Career Program Manual in BrightSpace](#), for more information.
- 3. I registered my first Co-op work term as a Pre-Core student before I started the 3rd year core. Can I still apply for Work Term Challenge?**
You may obtain credit **only for the first** of your three work terms in one of three ways – **either** by completing a registered Pre-Core work term, **or** by the Work Term Challenge process, **or** by Transfer Credit. Students are required to complete at least two of their work terms in 3rd or 4th year as part of their degree program. See the [Undergraduate Calendar](#), for details.
- 4. I don't have enough hours at my last job to meet the 420 hour minimum. Can I combine more than one employment experience for Work Term Challenge?**
Yes - you may combine two employers, as long as the time at each together equals the 420 hours minimum; but please note that you will need to provide **two sets of documentation** (*Summary of Work Experience, Employer's Evaluation, and Employment Confirmation Letter*). You will, however only write about one employment experience in your Challenge Work Term Report.
- 5. I worked part time for several years at the same company. Can I use that work experience for Work Term Challenge?** *As long as you were not on a Leave of Absence from UVic during that employment period, you can use previous part time work in your Challenge application that totals a minimum of 420 hours and meets the [criteria](#).*
- 6. My supervisor is no longer there. Who should complete the online evaluation?**
If you are still in contact with your former supervisor, please ask them to complete the evaluation. They will need to enter the company information where you worked together, but they should enter their current email and phone number in case we need to contact them. If you are no longer in contact with them, you may ask another manager, or a co-worker to complete the evaluation - **whoever you choose to evaluate you needs to be able to confirm the information you provide on your application.**
- 7. My supervisor says the online evaluation form cuts-off some of the questions, and it doesn't have a "submit" button. What's wrong?** Suggest they try a different Internet browser. Some people experience difficulties using Internet Explorer, but the form works well with **Chrome and Firefox.**

FAQ's CONTINUED - Application for Work Term Challenge (Co-op Course Credit)

- 8. Can I submit my Record of Employment (ROE) as my Employment Confirmation Letter?** Wherever possible, we prefer a **current signed letter from your employer on their company letterhead** confirming the total duration you worked including the criteria posted at our web site; however, we may accept an ROE or equivalent document that confirms the completed employment [criteria](#). If unsure, please [contact us](#) prior to the application deadline.
- 9. Does my Employment Confirmation Letter have to be in English?** **Yes.** If any of your [required documents](#) are not in English, please **provide both the original document and a translated version** indicating the language of the original document, so that we can verify the translation.
- 10. Can I be finishing my work experience up to the deadline to apply for Work Term Challenge?** The work must be **completed prior to your entry to the 3rd year core**. Your application must include documentation that you **completed** a minimum of 420 hours of work **by August 31**.
- 11. What if I own my own business? Can I use that to apply for Work Term Challenge?** **Yes**, as long as you have **supporting documents** that prove your work experience meets the [criteria](#). Please review the [Challenge application information for Entrepreneurial students](#) in the [Co-op & Career Program Manual in BrightSpace](#), and submit your **business plan** following the [ENT Challenge Business Plan Guidelines](#). If unsure, please [contact us](#) prior to the application deadline.
- 12. Do I have to Challenge my first Work Term?** **No.** In fact, many students choose NOT to obtain credit for their first work term, and **instead** complete **three** Co-op work terms during their 3rd and 4th years, thereby gaining additional valuable industry experience and contacts. Early in the fall semester of the 3rd year core, we encourage you to meet with your [Co-op Coordinator](#) to discuss your personal career goals in order to determine whether you will benefit from completing three Co-op work terms. If you decide not to apply for Work Term Challenge, we recommend you consult a [BCom Academic Advisor](#) to discuss your academic schedule.
- 13. What if my Work Term Challenge application is not approved?** While we are unable to guarantee approval of Challenge applications, we do post the criteria on our [website](#) to assist applicants. Please also see the [Undergraduate Calendar](#) for further details; and be sure to [contact us](#) before the application deadline, if you have additional questions/concerns. Students whose Challenge applications are not approved will have 3 work terms scheduled in their program.
- 14. Can I submit my Work Term Challenge Application early?** Students may apply to Challenge a work term **during September and October of their first academic term of the 3rd year core of the BCom program. We begin accepting applications from core students in September** - the fall application deadline is posted on our [website](#) and in the [Co-op & Career Program Manual in BrightSpace](#). We are unable to accept applications before September of your Core year.
- 15. Is there a fee, for Work Term Challenge?** Students pay a tuition fee for the co-op program, just like for regular courses. BCom students pay their [Co-op tuition fees](#) on an installment basis. Students who obtain credit for COM 001 (*their first work term*) via Challenge pay one less tuition installment. All tuition and student fees are managed by Accounting Services at UVic. Please contact the [Tuition Office](#) for information about your individual tuition installment plan.

- 16. In my Challenge application, can I use work experience from a time period that I was on an academic leave of absence?** It is the policy of the Gustavson School of Business that students on a leave of absence are considered to be outside the program, so students will not be granted work term course credit for experience gained during the leave. See the [Undergraduate Calendar](#), for details.