



**JR SHAW**  
SCHOOL OF BUSINESS

# BACHELOR OF BUSINESS ADMINISTRATION – COOPERATIVE EDUCATION PROGRAM

## OVERVIEW

The Bachelor of Business Administration Cooperative Education Program (BBA Co-op) is an excellent addition to your degree. Students begin learning about business foundations, then applying their knowledge in a workplace setting after their second year of study. Not only will you acquire valuable experience, but you will gain greater insights into career options and make stronger connections with employers. In short, the BBA Co-op program provides a stronger advantage when looking for work after your studies.

## WHY CHOOSE A BBA CO-OP?

- Network with employers: Co-op students meet many employers and expand their professional networks.
- Higher salaries: Starting salaries for graduating co-op students are an average 5-10% higher than non co-op students.
- Higher employment rates: Co-op students have nearly 100% employment rates within several months of graduating. Nearly a third of our students have received permanent offers of employment by their co-op employers.
- Flexibility: The co-op option is highly flexible, allowing students to complete work terms based on their needs and available opportunities.
- Gain experience: Co-op students can test out future careers before they graduate.
- Earn money: In 2019/2020, NAIT co-op students earned an average of \$12,000 for a 4-month work term.

## CAREER OPPORTUNITIES

Examples of positions students can expect to experience during their co-op include:

- Business development intern
- Marketing intern
- Social media coordinator
- Accounting intern
- Audit intern
- Tax intern
- Human resources intern
- Recruitment specialist
- Finance intern
- Investment banking intern

NAIT BBA students have held co-op positions at companies such as:

- AltaSteel
- ATCO
- BioWare
- Canterbury Foundation
- Freedom Cannabis
- Gateway Mechanical
- Grant Thornton
- Industrial Machine Co.
- Keen Creative
- Medidas

## FOR MORE INFORMATION

STUDENT SUCCESS CONTACT CENTRE  
780.471.6248  
1.877.333.6248  
asknait@nait.ca

## PROGRAM CONTACT

BUSINESS INFORMATION CENTRE (BIC)  
780.471.8998  
businfo@nait.ca

## PROGRAM OUTCOMES

After completing the BBA Co-op Program, you will have the necessary skills and knowledge that will lead you to a successful career. These include:

- Analyze situations and make strategic recommendations
- Assess and evaluate performance of business operations and tactics
- Demonstrate professionalism and leadership
- Develop effective strategies for interacting with the environment in which businesses operate
- Expand personal networks and skills that lead to better employment opportunities

## HOW IT WORKS

The program consists of 4 years of study and 12 months of co-op work experience. Each Co-op term is 4 months in length, but it is possible to do back-to-back placements (most accounting positions are 8 months in length). A Co-op position must be a full-time position lasting 15 weeks (or a minimum of 525 hours). The start/end times are typically the same as the semester. We expect, but not require, Co-op placements to be paid.

- Generally speaking, we expect the following as you progress through the work terms:
- Work Term 1 (COOP3091): You will gain general awareness and exposure to professional work environments.
- Work Term 2 (COOP3092): You should be in a position aligned with your concentration. You will gain an in-depth understanding of workplace settings.
- Work Term 3 (COOP4093). You will be working in a position aligned with your concentration and will be taking on a leadership role on a project or plan.

## WHO CAN APPLY?

All students in the BBA degree are eligible to enrol in the Co-op option and can complete their first Co-op work term during the summer after their second year of study.

- Transfer students with a diploma can participate in a work term after completing 9 credits of study.
- International students are eligible to participate but will need to obtain a Co-op work permit prior to starting a work term.

Placements need to be full-time and occur in a 4, 8 or 12-month term. Co-op students can apply and secure placements through NAIT's Career Connect portal. While we actively work with companies to find placements, student are ultimately responsible for securing a position and are encouraged to seek out or even create their own positions that are relevant to their course of studies.

To enrol in Co-op, you first must be in the BBA program. Once you are accepted and enrolled in the BBA program, you can talk to an advisor in the Business Information Centre (BIC) to complete the necessary paperwork to transfer into the BBA Co-op program.

## FOR MORE INFORMATION

STUDENT SUCCESS CONTACT  
CENTRE  
780.471.6248  
1.877.333.6248  
asknait@nait.ca

## PROGRAM CONTACT

BUSINESS INFORMATION  
CENTRE (BIC)  
780.471.8998  
businfo@nait.ca