

Co-op Representative Report

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The main duties I performed this semester include:

1. Attending biweekly meetings at the Dalhousie Technical Co-op office on Sexton campus.
2. Communicating important information from these meetings and any other co-op related information to Computer Science co-op students via email.
3. Presented co-op meeting minutes to the CS Society each week along with statistics on student placement.
4. Answered questions from students in person and via email regarding the co-op program and associated procedures.

1. Weekly co-op office meetings

These meetings took place biweekly (sometimes more or less frequently) at the Dalhousie Technical Co-op office on Sexton campus. At the meetings I would present concerns and questions on behalf of the CS Society and Computer Science co-op students. At these meetings I would receive statistics on how many jobs were available and how many students were placed from Ms. Linda Burke and Ms. Quenta Tynes, the Student Services Coordinators. I also communicated with Ms. Linda Burke frequently via email to discuss any concerns/questions from students that required more immediate attention. I would email relevant information from these meetings and communications with Ms. Linda Burke to all Computer Science students using an email list provided to me by the co-op office.

2. Changes in Co-op Representative selection process

Typically a co-op representative is elected each year for the CS Society. Independent of this, the co-op office chooses a co-op representative each semester to represent the students. This semester the two positions “overlapped”, as I was appointed as co-op representative by both the CS Society and co-op office. However, the CS Society expressed interest in being able to select a Co-op Representative on behalf of the co-op office. I presented this idea at a weekly co-op office meeting, and Ms. Linda Burke and Ms. Quenta Tynes both agreed that they would accept whichever Co-op Representative the CS Society chose as the office’s Co-op Representative. So in future semesters, the Co-op Representative elected for the CS Society should contact the Dalhousie Technical Co-op Office immediately and inform

them they have been selected as the Co-op Student Representative for the Faculty of Computer Science.

3. Co-op Survey

The Faculty of Computer Science is currently considering making co-op mandatory for incoming Computer Science undergraduate students. They are interested in surveying current 2nd, 3rd, and 4th year students to find out why they did not choose to enroll in the co-op program. I have submitted tentative survey questions for review by Dr. Norm Scrimger, chair of the undergraduate committee. It is this committee which is investigating the possibility of mandatory co-op. The incoming Co-op Representative should contact Dr. Scrimger to find out the status of the survey (if the Undergraduate Committee would still like to survey the students, and what questions will be included on the survey) in order to assist with the surveying process.