



CO-OP BRIEFING

Updated: July 2021

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Attendance:
(Please Scan and
fill the form)



3 Person In Charge

Co-op Placement Coordinator

Name : Ms. Alison Hii

Email : atshii@pilley.edu.my

Co-Op Academic Supervisor

1. Mr. Dominic Hu - B.A. (Hons) in Accounting
2. Ms. Teo Jie - B.A. (Hons) in Marketing
3. Ms. Tiong Huoy Ci– B.SC. (Hons) in Finance & Investment

4 What Is Co-Op?

- Internship for UCSI programmes
- 3 course modules (Co-op 1, Co-op 2 & Co-op 3)
- 2 months real workplace training experience.
- Compulsory subject.
- Each module carries 3 credit hours and grades based on written assignments & employer's evaluation upon completion.

5 Placement Requirements

- Must complete **60%** of the course work each year / level with a minimum **CGPA of 2.0 (50-59%)**.
- Most employer require a minimum CGPA of 2.5 (65%) or more.
- A student who has not met the academic prerequisites **is not eligible** for co-op and has to defer the co-op term.
- Co-op 1 prioritize soft skills training. Students may apply for administrative or support services job.
- Co-op 2 and 3 **must be** related to your course.

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5 Steps To Complete Placement Process

- **Step 1.** Create or edit **CV/ resume** and prepare a **Cover Letter** (Samples provided).
- **Step 2.** Source & secure a **Co-Op placement offer** – find your own placement or through Co-Op Placement Coordinator (for Co-Op 2 & 3 you are encourage to look for your own Co-Op Placement).
- **Step 3.** Submission of **Appointment Letter** from the company OR **Confirmation & Acceptance Slip + Co-op Job Approval Form** (to be approved/ signed by respective Co-op Academic supervisor).
- **Step 4.** **Obtain & Submission** of assignments (from/ to) your respective program Academic supervisor before due date.
- **Step 5.** Submission of **Co-op Employer evaluation form & Co-Op placement experience survey form** (to Co-op Coordinator) at the end of placement (before due date).

7 Important Forms to Use

Confirmation and Acceptance Slip - A form to be completed by the company after they have accepted your application.

Job Approval Form – to be completed by students and signed by Co-Op supervisor.

Co-Op Student Evaluation Form – to be completed by the Company Supervisor / Employer at the end of Co-op period.

Co-Op Placement Experience Survey Form – to be completed by the student at the end of Co-op period.

Samples of the above forms are attached for reference & is available on MPI website at this link:

<http://www.pilley.edu.my/ucsi-co-operative-education-placement-programme/>

8 Co-Op Schedule

- The Co-Op term is scheduled annually from **1 Nov to 31 Dec** of each year. (Subject to changes by UCSI).
- Graduating students who would be completing your final year can apply for your Co-op in January Semester, May Semester or Sept Semester.

9 DOs & DON'Ts Obtaining A Co-Op Placement

- What to do:

- ✓ Ensure your CV/ Resume is up to date.
- ✓ Start early to apply for Co-op job (as early as May).
- ✓ Regularly check your email to stay updated to company reply.
- ✓ Reply and confirm any interview invitations.
- ✓ Inform interviewers if you are unable to make it to the given interview timeslot.
- ✓ Dress appropriately for an interview; preferably in formal unless informed otherwise.
- ✓ Seek for help and advise from Faculty if you need.

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- **What NOT to do:**

- × Do not forget to spell-check your Resume before sending it to recruiter.
- × Do not only start to look for your Co-op job a month before commencement.
- × Do not lie in your application.
- × Do not be ill-prepared for your interview.
- × Do not be late for an interview.
- × Do not miss any opportunities given.

DOs & DON'Ts

Accepting a Co-Op Placement

- What to do:

- ✓ Check and **understand your offer letter** before accepting it.
- ✓ Make sure the **work-term** fulfills your requirement Co-op duration.
- ✓ Be sure of your **duties & responsibilities**.
- ✓ Ensure it fulfills your Co-op level requirements.
- ✓ Be sure of your **working days & hours**.
- ✓ Be sure of all **terms & conditions**.
- ✓ Sign & accept the offer upon checking all the above.
- ✓ Consider all conditions before accepting the job.

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- **What NOT to do:**

- × Do not sign offer that you are **unclear** of.
- × Do not sign & accept **multiple offer letters** for the same duration.
- × Do not assume your **duties & responsibilities, working hours** and / or **duration**.

13 DOs & DON'Ts

Confidentiality

- What to do:

- ✓ Request for permission to include confidential company information in your Co-Op report.
- ✓ Ensure you are aware of any confidential policy that your Co-Op company may have.
- ✓ Keep your computer locked when not in use.
- ✓ Keep a password to protect sensitive files and documents.

- What NOT to do:

- × Do not post or share confidential information to any third parties.
- × **Do not misuse or forge signatures.**
- × Do not leave sensitive information lying around the office.
- × Do not synchronize any personal devices to company's computer without consent from your supervisor.
- × **Do not install unauthorized software in your work computer.**

15 DOs & DON'Ts Resignation

- What to do:

- √ **Obtain approval** from both your **Faculty & Co-Op supervisor** before resigning.
- √ Seek advice from a professional in the field and / or your Co-op supervisor before resigning.
- √ **Read the terms & conditions**, and / or company's policy on resignation.
- √ **Be professional** in all your actions (both written & verbal)
- √ Submit a **formal resignation letter** along with an **apology letter** to your supervisor and a copy to your Faculty & the Co-op supervisor.

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- **What NOT to do:**

- × Do not resign without approval from your Faculty & Co-Op supervisor.
- × Do not resign **via text message** or **voice mail message**.
- × **Do not leave a bad impression.**
- × **Do not leave a Co-Op placement** because you 'don't like it' or 'thought it would be different'.
- × **Do not take company property with you (including office supplies).**

DOs & DON'Ts Taking Leave / Time Off

- What to do:

- ✓ **Obtain approval** from both your **Faculty** and **Co-Op supervisor**.
- ✓ **Obtain approval & acknowledgement** from your **company supervisor**.
- ✓ Understand the company's policy on taking leave or time-off, if any.
- ✓ **Immediately inform your company supervisor, Faculty & Co-Op Supervisor** if you are on any **medical or emergency leaves** on a working day.
- ✓ Do provide supporting documents.

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- **What NOT to do:**

- × Do not be absent from work without any notice.
- × Do not take time off / leave without your Faculty, Co-Op Supervisor & Company supervisor's approval.
- × Do not take time off/ leave without company supervisor's consent.

19 DOs & DON'Ts Termination & Layoff

- What to do:

- ✓ Immediately inform your Faculty & Co-Op supervisor on any terminations or layoffs.
- ✓ Provide sufficient evidence if deemed as wrongful termination.

- **What NOT to do:**

- × Do not withhold the termination or layoff information until the end of the Co-Op term.
- × Do not make false or negative statement that damage the reputation of the company or employer after being terminated.

21 Clash With Examination

- Students can take leave **3 days for 1 subject (including exam day)**
 - if exam on Sunday (can take leave on Friday and Saturday)
 - if exam on Monday (can take leave on Saturday and Sunday)
 - if exam on Tuesday (can take leave on Sunday and Monday)
 - if exam on Wednesday (can take leave on Monday and Tuesday)
 - if exam on Thursday (can take leave on Tuesday and Wednesday)
 - if exam on Friday (can take leave on Wednesday and Thursday)
 - if exam on Saturday (can take leave on Thursday and Friday)
- Students can take leave **4 days for 2 subjects** in **one day or continuous days (including exam day)**.

22 Notes :

- Students will need to get the approval from Company and need to inform Co-op Coordinator or Co-op Supervisor (by email, or call 084-322268) if company had approved. Students need to submit the approval letter for leave from the company together with experience form.
- Extra leave (MORE THAN 3 OR 4 DAYS) will not be accepted even though company approved it. (you may refer to Co-Op Student Handbook in section 13.3)
- **Failure to do so will result in a FAIL grade.**
- **For more information, you may refer to Student Co-op Policy:**
<http://www.pilley.edu.my/ucsi-co-operative-education-placement-programme/>

23 Sample – Confirmation & Acceptance Slip

CONFIRMATION AND ACCEPTANCE SLIP

To: Co-Operative Placement Coordinator

METHODIST PILLEY INSTITUTE
Jalan Lily, P.O.Box 760
96008, Sibul, Sarawak.

Attn: Ms. Alison Hii

Tel: 084-322268

Fax: 084-320623

From: Company Name:
Address:

Tel:


Fax:

I / We hereby accept / do not accept the student(s) for Industrial Placement.

Immediate Work Supervisor (Full Name)	
Position	
Contact Number	
Email	
Date	
Company Cop	
Signature	
Name of student(s) accepted	
Duration of Employment	
Working Days & Hours	
Allowance (Optional)	RM per month/ per day/ not applicable

24 Sample – Co-Op Job Approval Form

Co-Op Job Approval Form
UCSI Education Sdn. Bhd. (185479-U)
 Kindly complete sign and submit this Form to the Co-op Coordinator/HoD/HoP
 BEFORE commencement of Co-Op Term



STUDENT SECTION (All particular must be fully completed by student)

Student No	Full Name <small>(underline surname)</small>	Programme Enrolled	Year	Co-Op Term (i.e. KP Level)
Telephone No	Email Address			

Company Name: _____

Department: _____ Immediate Supervisor: _____

Telephone No: _____ Facsimile No: _____ Email: _____

Office Address: _____

(state/province) (post code, city) (country)

Reason(s) For Co-op Job Selected

Student Declaration
 By completing and submitting this Form, I declare that I have obtained my own Co-Op job and attach my employer's Letter of Appointment duly signed by myself as proof of employment. I hereby instruct the Faculty not to find me a Co-op Job for the above Co-Op Term.

_____ Student Name
_____ Signature
_____ Date

SCHOOL/CENTRE SECTION (Please obtain Co-op Coordinator approval)

	Checklist For Full Approval <small>(Please initial in appropriate column)</small>	Verified by Co-op Coordinator/HoD/HoP
1.	Above student section fully completed	
2.	Letter of Appointment from Co-op Employer which includes at least the following: <ul style="list-style-type: none"> duties and responsibilities duration of employment working hours allowance (if applicable) name of immediate work supervisor signature of Co-op student indicating acceptance of Job Offer 	
3.	Letter from student stating obtained own job (if Letter of Appointment is not yet issued)	
Co-op Coordinator / Head of Department (HoD) / Head of Programme (HoP) Approval: <small>(Please tick appropriate box)</small>		
<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted		
Remarks:		

_____ Co-op Coordinator / Head of Department (HoD) / Head of Programme (HoP) Approval (Name & Signature)
_____ Date

25 Sample - Co-Op Assignment Submission Form



Faculty of Management and Information Technology Coursework Submission Form BA (Hons) in Marketing KAD1051:- COOPERATIVE PLACEMENT 1

Student Name: Student ID:

Subject Name: COOPERATIVE PLACEMENT
Subject Code:
Lecturer/Tutor: Programme: COOP TERM

Assignment Number/Title:
Due Date:
Assignment Weightage: 50%
☐ JAN – FEB 2015
☐ MAR – APR 2015
☐ MAY – JUN 2015
☐ JULY - AUG 2015
☐ SEP – OCT 2015
☐ NOV – DEC 2015

All work must be submitted by the due date.
If an extension is granted, this must be specified with the extended due date and a signature from the lecturer or tutor.

Extension until: Signature of Lecturer/Tutor:

Student's Statement:
I hereby declare that the work submitted is my own. I confirm that I have read and understood the University regulations with regard to plagiarism, and that Plagiarism, Collusion and Cheating in this work will be penalized.

Note:
1) You are expected to retain copies of your assignment report.
2) If you require an acknowledgement receipt of this assignment, please prepare a duplicate copy of this form.

Student Signature
Date

Receipt of Assessment

Assessment Received by Date/Time

(Name & Signature)

Student's Checklist: I have met the following Assessment Criteria (Check ☒ relevant boxes)

	Wtg.	Mark	%
A) Assignment	50%		
(1)			
(2)			
(3)			
(4)			
B) Employer Evaluation	50%		

Co-op Supervisor's Comments:

Co-op Supervisor's Signature Date

TOTAL:

Report Grade:

MARK KEY:
0 = Totally inadequate
1 = Very poor effort
2 = Minimum satisfactory effort
3 = Fairly good to good
4 = Very good
5 = Excellent

Note: Assignment questions to be obtained from your respective Academic Co-ord. of your programme

Sample - Co-Op Placement Experience Survey Form

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Co-Op Placement Experience Survey Form

UCSI Education Sdn. Bhd. (185479-U)

Student Name	:	
Student ID	:	
Programme	:	
Co-Op Level	:	
Co-Op Company	:	

(A) Overall assessment of my Co-Op Placement experience.

Please tick (✓) the relevant boxes for the below:

On a scale of 1-5 (1=Poor, 5=Excellent, and NA=Not Applicable), rate your experience on the following skills:

	1	2	3	4	5	NA
1. The Co-Op Placement has strengthened my confidence in my career/academic programme						
2. I feel more prepared for my career after completing my Co-Op Placement						
3. The Co-Op Placement experience has positively influenced my educational and career goals						
4. During my Co-Op Placement, I demonstrated discipline						
5. During my Co-Op Placement, I demonstrated competency in professionalism / work ethics						
6. During my Co-Op Placement, I demonstrated competency in problem solving skills						
7. During my Co-Op Placement, I demonstrated competency in communication skills						
8. During my Co-Op Placement, I demonstrated competency in teamwork						
9. I was able to successfully adapt to the location and surrounding of my Co-Op Placement						
10. I practiced more self-reflection throughout my Co-Op Placement period						
11. UCSI University's coursework has prepared me for my Co-Op Placement experience						

(B) My Co-Op Placement experience has open the doors for me to future job offer(s) ☐ Yes ☐ No

(C) The company where I worked during my Co-Op Placement has already offered me a job, for when I graduate
☐ Yes ☐ No

(D) Please rate yourself in the following areas:

Please tick (✓) the relevant boxes for the below:

On a scale of 1-5 (1=Poor, 5=Excellent, and NA=Not Applicable), rate yourself on the following skills:

	1	2	3	4	5	NA
a) Personal Organisation						
b) Individual Initiatives						
c) Business Knowledge Skills						
d) Analytical Skills						
e) Presentation Skills						
f) Oral Communication Skills						
g) Written Communication Skills						
h) Team Skills						
i) Supervisory/ Management Skills						

Others :

Note:
Completed
by students

27 Sample - Co-op Student Evaluation Form



Methodist Pilley Institute Co-Op Student Evaluation (TO BE COMPLETED BY EMPLOYERS)

Student Name: _____

Student ID No.: _____

Co-op term: (please tick ✓ the correct work term and the year)

- ☐ **1 Sep – 31 Oct** (Year: _____)
- ☐ **1 Nov – 31 Dec** (Year: _____)
- ☐ **Other** (please specify) **Term:** _____ **(Year: _____)**

This form is to be completed by the Co-Op/ Intern's Supervisor.

- 1) Kindly use one form per student.
- 2) You may photocopy/re-print this form if necessary.
- 3) This evaluation should be completed by the individual in the best position to assess the student's performance.

A discussion of the evaluation with the student would be most beneficial to his/her career development.

Co-Op In Malaysia:

Please submit hardcopy to their respective Co-Op coordinator in faculty prior to the LAST DAY of Co-Op.

Co-Op In Overseas:

Please email softcopy to their respective Co-Op coordinator in faculty prior to the LAST DAY of Co-Op.

Employers may choose to complete and submit the evaluation form in the following ways:

- (a) Hardcopy of this form to:

Allison ~~HU~~
Cooperative Education & Career Services (CECS)
Methodist ~~Pilley~~
Jalan Lily, 96000 Sibu, Sarawak
Tel: +6 (084) 322268

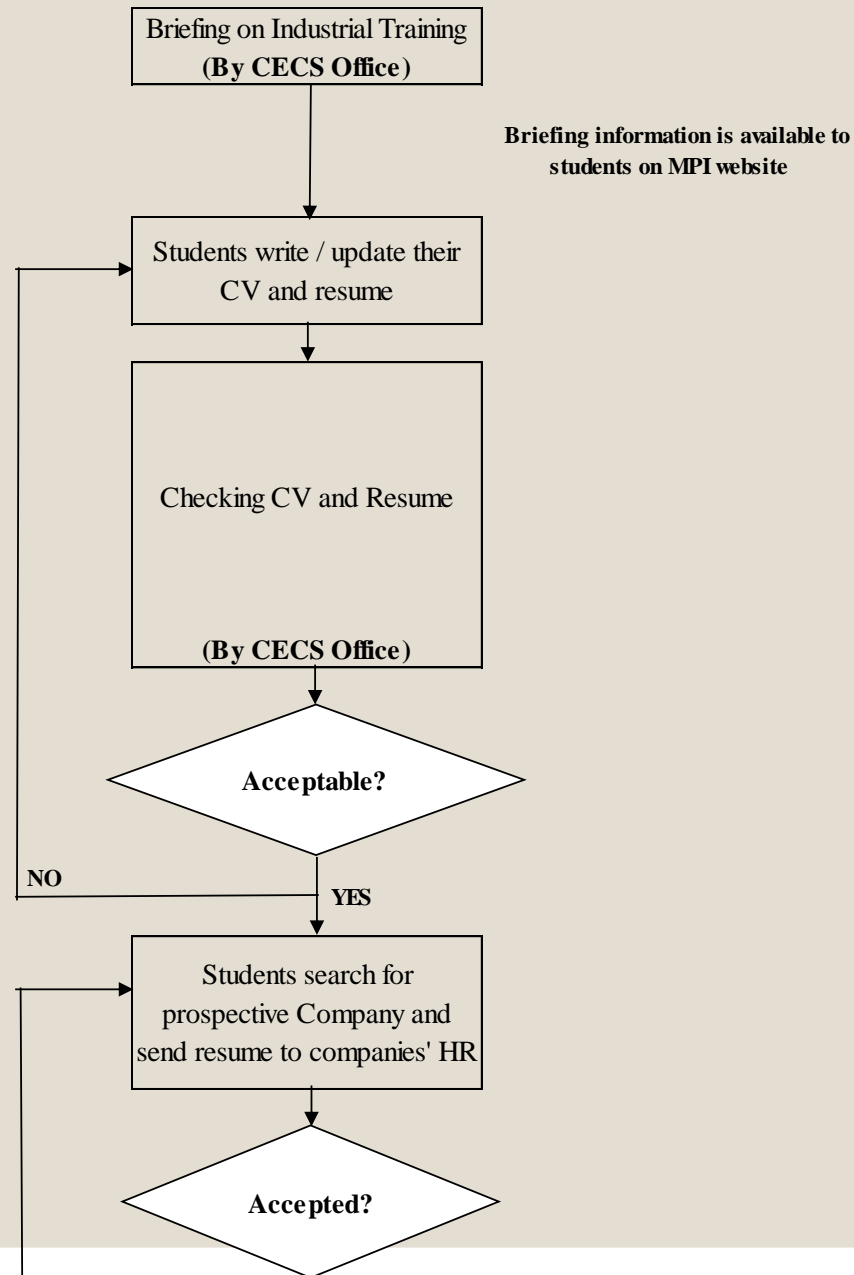
OR

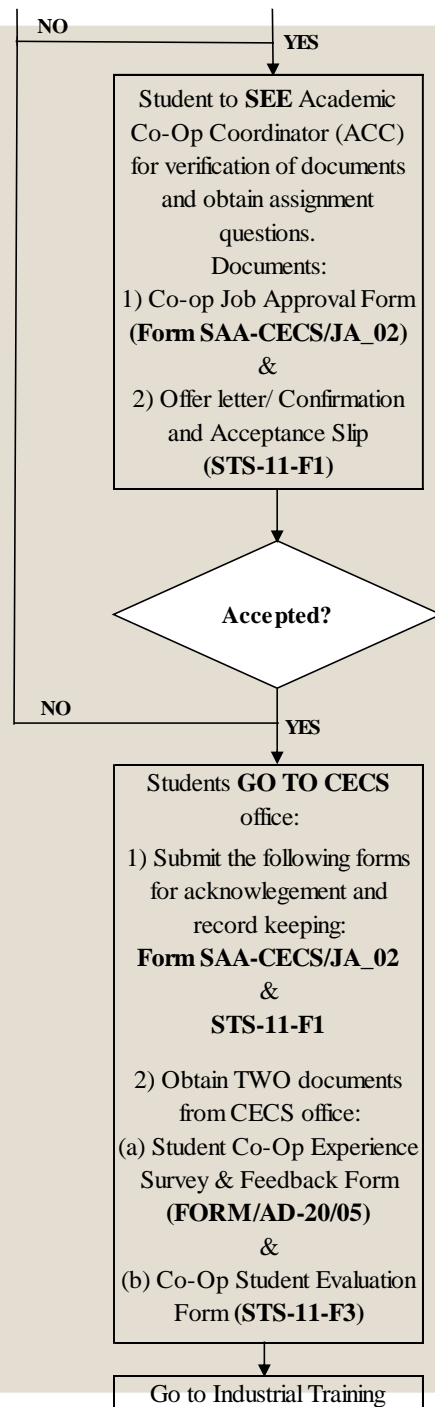
- (b) Softcopy of this form to CECS Office @ Email: atshli@pilley.edu.my

Note:
Completed by
employers

Co-Op Placement Flow Chart Procedures

BEFORE CO-OP



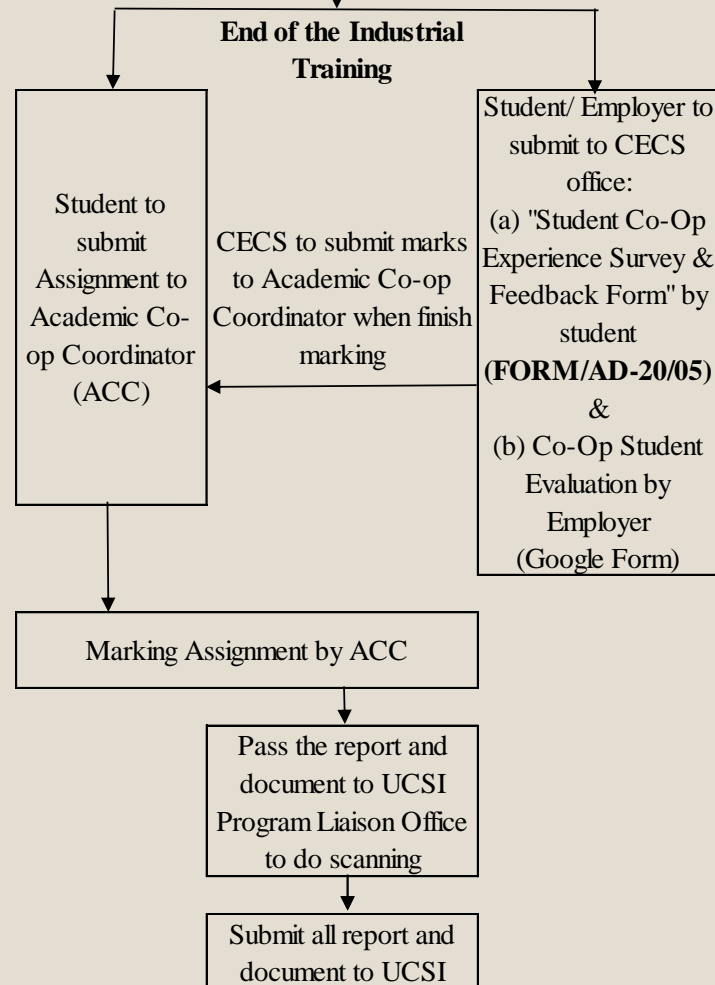


Student doing industrial training in company

Visitation by CPC and Academic Co-op Coordinator

Note:
Students are to submit a photo of yourself at place of internship and write a short testimony of how your internship benefits you.

After Co-op





WHAT CONSTITUTES A RESUME?

Key Components

- **Personal Profile** – brief about yourself
- **Objective** – why do you want to apply?
- **Education** – past & current
- **Skills & Strengths** – Soft & hard skills
- **Experience** – past work experience (if any)
- **References** – from lecturers or past employers

(Note: remember to include your contact information)



JANE DOE

STUDENT AT UCSI UNIVERSITY AT
METHODIST PILLEY INSTITUTE,
SIBU.

CONTACT ME AT



Address:



Email:



www.reallygreatsite.com



@reallygreatsite

SKILLS SUMMARY

- Able to use apps/
applications.....
- Able to use Microsoft Word,
Excel,.....
- Able to do full set of accounts

PERSONAL PROFILE

I am a final year student at UCSI University taking a Degree
in B.A. in Accounting. I am experienced in

WORK/ INTERNSHIP EXPERIENCE

Westheon FGW | Oct 2017 - present

- Conduct day-to-day project coordination, planning, and
implementation across multiple teams
- Create functional and technical application documents

Senior UX Designer

Pixelpoint Hive | Jan 2014 - Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs



Email:



www.reallygreatsite.com



@reallygreatsite

SKILLS SUMMARY

- Able to use apps/ applications.....
- Able to use Microsoft Word, Excel,.....
- Able to do full set of accounts
- Enterprise Resource Planning
- Staff and User Training
- Process Improvement

STUDENT AWARDS / PARTICIPATION



Most Outstanding Student of the Year, MPI (2015)



MPI Student Council President



Design Awards, College (2012)

WORK/ INTERNSHIP EXPERIENCE

Westheon FGW | Oct 2017 - present

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

Senior UX Designer

Pixelpoint Hive | Jan 2014 - Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs

EDUCATIONAL HISTORY

Diploma

Masters in Project Management | Jan 2013 - Dec 2014

- Studied project planning, coordination, and ethics
- Worked with various startups on launching new apps and services

Cliffmoor College

BA Product Design | Dec 2008 - Dec 2012

- GPA: 3.26
- Minor in Management
- Thesis involved studying several technology companies and optimizing their product design process

SAMPLE 2

Profile
Photo

CHRIS SMITH

83 Prospect Road • Orlando, FL 32837
(407) 555-8975 • ChrisSmith@msn.com

OBJECTIVE

Part time position as a clerk in a dental office

PERSONAL SKILLS AND ASSETS

I am a hard working young lady who is willing to learn more. I am responsible, motivated, educated and punctual. I am friendly person who enjoys helping others.

EDUCATION

Winter Park High School

Winter Park, FL
Aug 2005–present

- Graduating May 2009
- GPA 3.0
- Relevant Courses: Business Systems Technology, Marketing, Biology
- Received an award for being a best student

WORK EXPERIENCE

2005-present

Pizza Paradiso

Orlando, FL

Waitress

- Provided excellent guest service
- Dealt with complaints
- Took orders and served guests in timely manner
- Handled cash

WORK EXPERIENCE

VALLEY STATE BANK, Huntington, IN

Bank Teller, Summers 2005 & 2006

- Provided friendly, professional customer service
- Issued money orders, travelers checks, loan payments and deposits/withdrawals

COMPUTER SKILLS

Experienced with Macintosh, IBM PC, Windows XP,
Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and
Microsoft Publisher

LANGUAGES

Bilingual Spanish and English

REFERENCES

Kristin Tiong (Lecturer)
Methodist Pilley Institute
Telephone:
Email:

John Doe (Supervisor)
Starbucks
Telephone:
Email:

✓ **Always obtain permission from references in advance and provide them with current resume!**

You can also find free resume samples and templates on the internet.

Remember to attach your **academic result** to your resume!

Always include a **Cover Letter** with your resume!



WHAT CONSTITUTES A COVER LETTER?

Heading:

YOUR NAME

ADDRESS

DATE

NAME OF COMPANY

ADDRESS OF COMPANY

SAMPLE COVER LETTER

Internship Position

Body:

Dear Sir/Madam,

Re: Application for Internship

My name is and I am currently pursuing a Bachelor of (Hons) in (in collaboration with UCSI University) at Methodist Pilley Institute. My study requires me to gain internship experience as part of my course requirement and as an accounting (*change to suit your programme*) major, I am looking forward to experience accounting work in the real world.

As such, I am writing in to apply for the accounting intern position at your company. My required internship period will be from 1 September 2021 to 2 February 2022 (*change to suit your programme*). I have also enclosed a copy of my resume for your viewing and consideration.

My key strengths would include teamwork, effective communication with others and time management to ensure my work is done on time). I have a comprehensive understanding of accounting principles and knowledge to apply into accounting work. I also have knowledge in computer applications such as Microsoft Word and Excel. Please see my resume for additional information on my experience.

I can be reached anytime via email at or mobile no. and I look forward to hearing from you about this opportunity and how I can contribute to your company.

Thank you for your time and consideration.

Ending:

I can be reached anytime via email at or mobile no. and I look forward to hearing from you about this opportunity and how I can contribute to your company.

Thank you for your time and consideration.

Sincerely,

alisonhii

[YOUR NAME TYPED]

YOUR NAME

ADDRESS

DATE

NAME OF COMPANY

ADDRESS OF COMPANY

SAMPLE COVER LETTER

Internship Position

Dear Sir/Madam,

Re: Application for Internship

My name is and I am currently pursuing a Bachelor of (Hons) in (in collaboration with UCSI University) at Methodist Pilley Institute. My study requires me to gain internship experience as part of my course requirement and as an accounting (*change to suit your programme*) major, I am looking forward to experience accounting work in the real world.

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My key strengths would include teamwork, effective communication with others and time management to ensure my work is done on time). I have a comprehensive understanding of accounting principles and knowledge to apply into accounting work. I also have knowledge in computer applications such as Microsoft Word and Excel. Please see my resume for additional information on my experience.

I can be reached anytime via email at or mobile no. and I look forward to hearing from you about this opportunity and how I can contribute to your company.

Thank you for your time and consideration.

Sincerely,

alisonhii

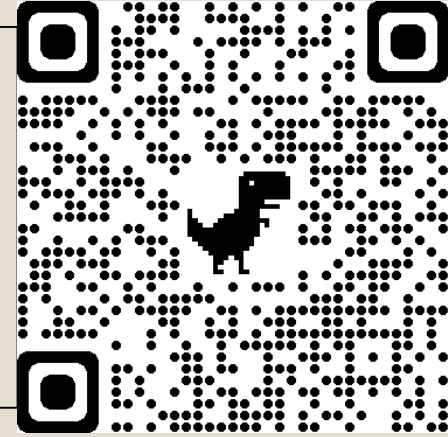
[YOUR NAME TYPED]



Q & A

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Scan to join
★ **MPI Degree Student** ★
group in facebook



THANK YOU!

**Please Make Sure
You Had Fill
Your Attendance
before you leave!**

