UBC CLEAN ENERGY—MASTER OF ENGINEERING CO-OPERATIVE EDUCATION PROGRAM

OVERVIEW
UBC’s Faculty of Applied Science and the Clean Energy Research Centre (CERC) offers a unique Master’s degree in Clean Energy Engineering—the only one of its kind in Canada and one of a handful worldwide.

Students in the Master of Engineering - Clean Energy Engineering (M. Eng. Clean Energy) program have an undergraduate degree in engineering or similar background, are interested in advanced training related to energy efficiency and conservation (EE&C), including energy-efficient technologies that will help meet the global need for energy while reducing electricity consumption, as well as greenhouse gases and other ecological impacts.

The program focuses on the supply-and-demand side of energy, including: energy conservation; social change concepts; efficient use of electricity; energy supply; and methods for comparing and evaluating alternative energy scenarios. Attention is also devoted to sustainable energy sources such as biomass, solar, wind, and small-scale hydro.

The M. Eng Clean Energy program is comprised of coursework, a project and optional four- or eight-month co-op work terms. From the core courses and broad range of electives, students acquire new skills and build on their knowledge base to advance their career goals. Unlike research-focused graduate degrees, this professional degree program concentrates on areas such as business, management and leadership, as well as other aspects of the EE&C sectors.

Through a partnership involving the UBC Sustainability Office and the Faculty of Applied Science, BC Hydro Power Smart supports the program, with a focus on EE&C, by providing expertise, as well as co-funding of approved Engineering Co-op work terms within industry related to these areas.

BC HYDRO POWER SMART COMMERCIAL & INDUSTRIAL SECTOR SALARY SUBSIDY FOR CO-OP WORK TERMS

The objective of BC Hydro Power Smart co-funding approved Master of Engineering Clean Energy Co-op work terms is to provide opportunities for M. Eng. Clean Energy co-op students to gain experience in the application of EE&C skills and concepts in the commercial and industrial sectors in British Columbia. BC Hydro Power Smart will provide a limited number of salary subsidies to assist BC employers in hiring M. Eng. Clean Energy co-op students. In return, employers will provide relevant, paid co-op work opportunities in compatible areas of EE&C for the students.

FUNDING†
1) Employers that have not received a BC Hydro Power Smart Co-op subsidy in the past: 50% and up to $5,500 of co-op salary subsidy per 4-month work term
2) Employers that have received a BC Hydro Power Smart Co-op subsidy in the past: 50% and up to $4,000 of co-op salary subsidy per 4-month work term

APPLICATION DEADLINE
• On-going, commencing January 2 until available funds are disbursed to eligible co-op positions and/or students are matched. Positions are reviewed bi-weekly on first-come, first served qualified basis.
• Apply early to take advantage of a larger pool of candidates, and to ensure your co-op position, if eligible, receives funding.

WORK TERM(S)
May to August and/or September to December

EMPLOYMENT DETAILS
• Full-time hours (35 to 40 hours per week)
• Minimum of 12 consecutive weeks per term, to a maximum total of 32 weeks.

ELIGIBLE STUDENTS
Current UBC Master of Engineering Clean Energy Program students only

CO-OP CONTACT
Daria Hucal, UBC Engineering Co-op Program
604 822 4280 or daria.hucal@ubc.ca

† Only employers located in BC Hydro territory may be considered for the salary subsidy and a minimum of 75% of a student’s responsibilities must be in and for work based in B.C.
**Salary Subsidy Eligibility**

Co-op work experiences should focus on the application of EE&C on the demand side of the energy system. For a position to be eligible for a salary subsidy, the majority of the job duties would be required to be spent in the application of EE&C skills, include a substantial component focused on electrical energy savings, and apply concepts in one or more of the following areas:

- Research and development of new, demand-side technologies that save energy
- Analysis, energy modelling, or design of new/existing homes, commercial buildings, and industrial facility energy use
- Testing, energy audits/studies, and measurement of energy performance technologies and facilities
- Monitoring, Targeting, & Reporting (MT&R) and Measurement & Verification (M&V) methods
- Energy management or energy coaching, including operation and maintenance in support of efficiency
- Energy economics, decision-making, and behaviour in homes or businesses
- Policy support of energy efficiency initiatives such as building codes, equipment standards, or government or utility incentive programs (not related to community or municipality policy)

*Please note:* Applications to the supply side, such as resource extraction, transformation, or transmission systems for the supply of conventional or renewable energy are not eligible for a salary subsidy. Applications focusing on community energy management Co-op terms may be eligible under the BC Hydro Sustainable Communities Co-op salary subsidy.

**Co-op Salary Subsidy Application**

To be considered for the BC Hydro Power Smart Commercial & Industrial Sector co-op subsidy, proposed co-op positions must be reviewed and approved.

1. **Identify a suitable co-op position / area of work:** Contact Daria Hucal, Co-op Coordinator at 604.822.4280 or daria.hucal@ubc.ca if you have questions regarding the eligibility of your co-op position/area of work.
2. **Submit formal subsidy request for review:** To begin the assessment process for a potential salary subsidy through the UBC M. Eng Clean Energy Co-op Program, send your completed formal request to Daria Hucal, Co-op Coordinator at daria.hucal@ubc.ca. The request must include:
   - Names and position titles of individuals submitting proposal and direct supervisor(s) for proposed Co-op position
   - Outline of proposed projects for the co-op work term
   - Detailed work plan including deliverables
   - Proposed period of Co-op position (i.e. four or eight months) and proposed start date
   - Salary
3. **Confirmation of subsidy eligibility:** Subsidy awards are made jointly by representatives from UBC Engineering Co-op, M. Eng. Clean Energy faculty, and Power Smart. Confirmation of the salary subsidy is normally provided within two weeks.

**Co-op Recruitment Process**

1. **Post position:** Detailed job posting(s) for approved positions will go live on UBC Co-op job posting system for student review and application. Employers will have direct access to the job posting system to complete the recruitment process.
2. **Review co-op candidates:** Review detailed student applications including cover letters, resumes and transcripts, viewable through our online job posting system.
3. **Interview candidates:** After screening applications, select the candidates you wish to interview and the UBC Engineering Co-op Program will arrange interviews according to your schedule. Interviews may take place at the UBC campus, at your workplace, or via telephone or Skype. Our staff will organize all interview details and forward the schedule to you.
4. **Rank candidates:** Following the interviews, you will rank the candidates you feel would be a match for your position.
5. **Receive an employment match:** The UBC Engineering Co-op Program will inform you of your candidate match and confirm the funding subsidy.
6. **Forward formal offer of Co-op employment:** Forward formal offer of employment letter through the Engineering Co-op Office for the student to complete and return.

*Important Note:* To access the largest pool of candidates from the program, plan to complete the application reviews, shortlisting, interviews and selection of a suitable candidate by early February. If not completed at that time, the recruitment process continues until all eligible students have secured a work term or until mid-May when all positions must be closed for the summer term.

**Co-op Salaries**

Employers are expected to match the salary subsidy received, and encouraged to further supplement salaries beyond the matched value. Co-op salaries are determined by the employer; information about salary averages and competitive salary amounts are available at www.ubcengineeringcoop.com. Co-op students in the M. Eng. Clean Energy program have received salaries in the range of $2,800 to $4,500 monthly.

**Co-op Work Term Visits and Assessments**

During the work term representatives from UBC Engineering Co-op, UBC Clean Energy Engineering faculty and BC Hydro Power Smart will conduct a mid-term site visit to assess the progress of the work term and to ensure it is a positive experience for all parties and a fit for the Master of Clean Energy Engineering curriculum. At the end of each work term, the supervisor will evaluate the student’s performance using the UBC Engineering Co-op online performance assessment form.

Students are required to complete a formal, analytical engineering report or presentation for each four-month period of co-op employment.

In addition, a report on progress towards deliverables as outlined in the job description and subsidy application may be required by BC Hydro Power Smart.