

ROLE OF SUPERVISORS

MAKING MEANINGFUL CONNECTIONS

1. PLANNING THE WORK TERM

- Plan and set clear objectives for the student before the student arrives. This planning will ensure the student will have a clarified role, defined goals and understanding of the work culture of your organization.
- Is there an on-boarding orientation planned for your student? Safety training?
- Your student wants to fit in and they will be wondering about lots of things including: office hours, lunch time and breaks, dress codes, overtime, vacation time, expectations for reporting if they are sick, and timesheet/payroll requirements.
- If they have questions, who on your team will be their support during the work term?

2. DURING THEIR WORK TERM

- Our Co-op/IIP office will be arranging a mid-term site visit or telephone check-up at your convenience to meet the student and supervisor and discuss the work term. The following items will be included in the discussion:
 - General performance and adherence to your company policies and procedures
 - Student's progress of their objectives and goals that were earlier established
 - Reminder of work term report and content that needs to be reflected for EGM progress report
 - Reminder of upcoming events and opportunities as they come back to school.
- If there are any performance issues, questions, or concerns regarding our students, please ensure you contact us right away. We are here to assist you and our students.

3. ENDING THE WORK TERM

- A wrap up meeting between you and the student is recommended to provide some valuable feedback, reflection and general check-in on the student's overall experience. Your student will be requesting an evaluation as part of the work term report requirements and this can provide a great framework for the wrap up discussion.
- Reflection is an important part of Co-op/IIP. Making connections between learning in the classroom and the world of work is valued and helpful for students to think about in these meetings. What were some of the connections made?
- Our students are always looking for further experience and will be interested in knowing about future work term possibilities or possible full-time employment after graduation.