

Congratulations on securing your work term!

Below are some helpful items to keep in mind for your next steps. Students will complete these steps for each of their work terms throughout their co-op program:

Create Work Term Record (WTR)

- When you have your offer letter or employment contract, you need to create a WTR on the Student Experience Portal (SEP) for your co-op job.
 - On the main landing page for the Co-op Module, you will see the term listed under Work Terms. There will be a button at the bottom of the term that says "+ Add Work Term Record".
 - When you click on that button, you will be able to fill out the details of your co-op job, upload your job confirmation form, and save the record.
 - Your WTR will sit as pending until it is approved by your Co-op Coordinator.

Registration in Co-op Work Term

- Your Co-op Coordinator will have you registered in your co-op program's work term and have the courses you registered for in that term dropped. Students are unable to register themselves in a co-op work term.

*For a full list of work term codes by program, see Appendix A.

Set Learning Objectives

- Students must set 5 learning objectives for each co-op work term experience they have. Learning objectives will be filled out directly on the Student Experience Portal and must be completed at the end of your first week of work. Detailed instructions around what is expected for your learning objectives can be found on your WTR.

Mid-Term Evaluation

- Students will complete a Mid-Term Evaluation of their work term experience. Your Co-op Coordinator will provide more information about how to complete your evaluation when the time arises. Employers also complete a Mid-Term Evaluation of the experience.
- Both the student and the employer will meet to review the Mid-Term Evaluation and offer feedback on the student's performance and work term experience.

Final Evaluation

- Both students and employers will complete a Final Evaluation of the work term experience. It is encouraged that students meet with their supervisor to review these evaluations and receive feedback.
- The Final Evaluation will be due the last day of your work term. Upon successfully receiving a satisfactory evaluation from the employer, you will have passed your work term. You will either receive a PASS or FAIL on your transcript for the work term.

Support from the Co-op Team

- Throughout the duration of your co-op work term, you have the support of your Co-op Coordinator. Please reach out to your Coordinator directly throughout your work term experience.