What's involved in supervising a co-op student

Now that you've hired a student, it's time to extend a warm welcome.

University of Victoria

Here are some guidelines on how to set your student up for success, and what to expect from UVic Co-op and Career during the work term.

Remember that for some students, this may be their first time working in a professional environment, and they may need extra support during their first month.

1. Assign a supervisor

Assign your student a supervisor who will keep track of the projects that the student is working on, outline your organization's expectations, and mentor the student.

2. Provide a thorough orientation

Describe your organizational structure and the student's role. Outline your expectations, including projects or tasks, behaviour and professionalism, confidentiality or safety policies and more, and provide training where necessary. This is also a good time to identify links between the co-op job and the student's academic program.

3. Check in regularly

Schedule regular check-ins to assess the student's work load and progress, provide feedback, and adjust duties and responsibilities as needed. These feedback sessions are also an opportunity to encourage the student to participate in meetings or attend workplace functions to learn more about the organization.

4. Complete the Competency Assessment and have a work site visit

UVic Co-op asks co-op students and employers to assess student learning on the work term in relation to 10 core competencies (learn about them at uvic.ca/coopandcareer/corecomps).

FIRST WEEK: Your co-op student will complete the work term goals and learning objectives form (part 1 of the Competency Assessment). Discuss these objectives with your student to learn more about the student's interests and abilities and to manage expectations.

END OF SECOND MONTH: Your student will complete the mid-term assessment form (part 2 of the Competency Assessment). You'll receive an email once your student submits this form and will be asked to complete the employer section (there will be a link to the form in the email).

SECOND OR THIRD MONTH: Your student's co-op office will arrange a work site visit. During the visit, the co-op staff member will ask you and your student to discuss the student's learning and competency development, and will refer to part 2 of the Competency Assessment.

END OF THE WORK TERM: Your student will complete the final assessment form (part 3 of the Competency Assessment). You'll receive an email once your student submits this form and will be asked to complete the employer section (there will be a link to the form in the email).

5. Ask your student about the work term submission

All UVic co-op students must complete a work term submission. Submissions are often about a project or learning opportunity that the student found valuable during the work term. Discuss the topic with the student to determine if the content may be confidential. Submissions are due before the work term has ended and are evaluated by the co-op coordinator or a UVic faculty member.

6. What if you have problems with a co-op student?

If you encounter a problem (e.g., behaviour issues, medical concerns, etc.), notify your co-op coordinator, who will work with you to resolve the problem. If you're considering firing a co-op student, we ask that you discuss your concerns with your co-op coordinator.

CO-OP + CAREER