# SUPERVISOR GUIDELINES 2020

We appreciate the guidance and constructive feedback you will be providing to students as a supervisor and mentor throughout the work term.

*Congratulations on hiring an engineering co-op student! As a partner in student learning, your role as supervisor is to provide a challenging and technical work experience to allow students to develop the skills, knowledge, and competencies pertinent to their field of study, to help the students better understand the link between theory and practice, and to guide them through the "world of work" by assisting them in the transition from student to a professional employee. In order to maximize student learning, some areas you may wish to discuss with your student or implement into your student's learning program are listed in this guideline.*

THE UNIVERSITY OF BRITISH COLUMBIA

Applied Science

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## Review Policies and Procedures

Discuss your company's organizational structure. Ensure your student understands your company's policies and procedures regarding work schedule (i.e., core hours, flex time, vacation, sick days, personal appointments, etc.); confidentiality and intellectual property agreements; computer, internet and cell phone usage; emergency preparedness; etc.

## Provide Training

If necessary, provide relevant safety or job-specific training and personal protective equipment.

## Set Expectations

Make sure your student understands what is expected from them and what they can expect from you as a supervisor. Be clear on what the student's responsibilities are and what tasks or projects need to be completed and their respective deadlines. Discuss your supervisory style and preferred mode of communication (i.e., phone, email, Skype, etc.).

## Provide Feedback

Ensure students receive and seek frequent feedback on their work. Feedback is vital to ensure that your student knows whether or not they are achieving their goals, the areas in which that they are performing well or not well, and how their work is impacting others in the organization.

## Assist in Learning

Provide your student with "just in time" learning through one-on-one mini "lectures" in topics that have not yet been covered in the student's academic program. Provide or direct your student to sources they can consult (i.e., textbooks, websites, internal/external workshops or courses, etc.) to encourage your student to be responsible for their own learning. Consider pairing your student with a mentor to support them during their time with the organization. Encourage your student to document their learning through the use of a notebook or portfolio and to present the knowledge they have acquired to you and others at the organization at the end of the work term.

## Schedule Regular Check-Ins

Establish a regular schedule of check-ins with your student in order to monitor progress, regulate workload, and troubleshoot any concerns or issues they may be facing. Use these meetings to also ensure your student is developing relationships with others in the workplace, is participating in meetings, and is engaging in social activities with your team.

## Participate in Site Visit

Midway through the work term, you will be asked discuss the performance of your student with a co-op coordinator either in person, by phone or email depending on the location of your job site and if your student is new or continuing in the workplace. Your student will work with you and the co-op program to schedule a mutually convenient to time for the meeting.

## Ask about Work Term Assignment

All students are required to complete an assignment to fulfill the academic portion of their work term. Most of these assignments are self-reflective in nature and are evaluated by the co-op program. However, one assignment requires the student to prepare a either report, memo or presentation regarding a project or problem they worked on during the work term. For this assignment, the student may require your assistance in identifying a suitable topic. If the topic is confidential in nature, you will be required to grade the student's assignment. Your student will you provide you with the necessary forms to complete and is responsible for submitting them to the co-op program.

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## Evaluate Performance

At the end of each four month work term, you will be asked to evaluate your student's overall performance. You will receive an email with a link to an online evaluation form approximately two weeks before the end of the term. We strongly encourage you to discuss your evaluation with the student prior to submitting it to the co-op program.

## Resolving Work Term Issues

If you experience any problems or have concerns regarding your student, please contact the co-op program immediately and a co-op coordinator will work with you and the student to resolve the issue.

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