

Instructions on Submitting Work Term Course Requirements

1) Work Term Details

- Log-in to the Lasonde Co-op Portal
- On the Navigation Pane, located on the left of the page, click “Co-op & Internship”
- Select “Work Term Record Detail – Click for details” on the current work term you are need to update (e.g. Summer 2021)
- Click on the magenta “Edit” button
- Scroll down and fill in all fields under the "Supervisor Information" section, the "Alternate (Second) Supervisor" section (if applicable), and the "Student Record Information" section.
- Click the "Save"

2) COVID-19 Work Status Update

Important note: Please answer the questions given what you know of your status to date. Should your status change at any time AFTER you have completed the form, please log back in to your account and update the form.

- Log-in to the Lasonde Co-op Portal
- On the Navigation Pane, located on the left of the page, click “Co-op & Internship”
- Select “Work Term Record Detail – Click for details” on the current work term you are need to update (e.g. Summer 2021)
- Scroll down and on the left side, click on "COVID-19 Work Status Update"
- Click on 'Create a Record'
- Answer the questions in the form

Your health and safety is important to us, please contact us at any time if you have any health and safety concerns.

3) Learning Objectives Form:

- Log-in to the Lasonde Co-op Portal
- On the Navigation Pane, located on the left of the page, click “Co-op & Internship”
- Select “Work Term Record Detail – Click for details” on the current work term you are need to update (e.g. Summer 2021)
- Scroll down and Select “Learning Objectives” on the left side of the page
- Click on the “Create Record” button and upload your Learning Objectives Form in PDF format.

4) Student Work Term eCheck-in

- Log-in to the Lasonde Co-op Portal
- On the Navigation Pane, located on the left of the page, click “Co-op & Internship”

- Select “Work Term Record Detail – Click for details” on the current work term you are need to update (e.g. Summer 2021)
- Scroll down and Select “Student Work Term eCheck-in” on the left side of the page
- Click on the “Create Record” button and fill out the survey

5) Work Term Report:

- Log-in to the Lasonde Co-op Portal
- On the Navigation Pane, located on the left of the page, click “Co-op & Internship”
- Select “Work Term Record Detail – Click for details” on the current work term you are need to update (e.g. Summer 2021)
- Scroll down and Select “Work Term Report” on the left side of the page
- Click on the “Create Record” button and upload your Work Term Report in PDF format.

How to Review/Confirm Submission of Your Supervisor’s Work Term eCheck-in and Work Term Supervisor Evaluation

- Log-in to the Lasonde Co-op Portal
- On the Navigation Pane, located on the left of the page, click “Co-op & Internship”
- Select “Work Term Record Detail – Click for details” on the current work term you are need to update (e.g Summer 2021)
- Scroll down and select either the “Supervisor Work Term eCheck-in” or “ Work Term Supervisor Evaluation” on the left side of the page
- You will only be able to view submissions made by your supervisor.