

Lassonde Co-op & Internship Program, Performance Review Requirements

Dear Co-op/Internship Student Supervisor:

This document outlines the performance evaluation process required for students participating in the Co-op/Internship Program at the Lassonde School of Engineering, York University.

A registered Co-op/Internship Work Term is associated with enrollment in one of the mandatory Co-op/Internship Work Term Courses: COOP 2109/COOP 3109/EECS 3900/EECS 3980/DATT 3929. The Co-op/Internship student is enrolled in one of the courses above for every 4-month/16-week Co-op/Internship Work Term while completing their work term with you and receives a grade.

The Lassonde Workplace Learning Coordinator oversees the Performance Review Process with the employer for each student on co-op/internship. The process of evaluating a students' performance will determine the student's Pass/Fail grade at the end of each 4-month work term period. A faculty member assigns a grade for the student. **As a supervisor, you contribute to the student's final grade by providing feedback on his/her progress every four months. The steps of this process and your involvement are listed below.**

It is the student's responsibility to coordinate and follow up with his/her supervisor to ensure the completion of each of the steps listed below by the deadlines.

Requirement	Completed by	Description	Deadlines
Learning Agreement	Co-op/Internship Student (reviewed with Supervisor)	The Co-op/Internship Student is required to identify 3-5 learning objectives for their co-op/internship. These are reviewed with the supervisor, to ensure they are achievable and appropriate.	2-4 weeks into the co-op/internship
Mid-term Check-In (informal) (1 st Work Term Only)	Co-op/Internship Student & Supervisor	<p>This is an informal check-in for students on their 1st work term to discuss their initial progress and integration into the work environment.</p> <p>This mid-term check-in may be conducted in one of three formats:</p> <ol style="list-style-type: none"> 1. eCheck-In (student & supervisor) 2. Site Visit (in-person) 3. Telephone meeting <p>Communication will be sent to the student to inform them of the format of their mid-term check-in. Each student is responsible for following up with their supervisor to arrange the completion of this check-in.</p>	<p>Conducted mid-way into the co-op/internship work term</p> <p>Within the second month of the students' first work term.</p>

Work Term Report	Co-op/Internship Student	This is a short (5 page) summary prepared by the Co-op/Internship Student about the work performed during their co-op/internship and a discussion of their learning and accomplishments, which reflects on the Learning Agreement.	Submitted every work term Fall: end of December Winter: end of April Summer: end of August
Supervisor Evaluation (formal)	Supervisor	At the end of each work term, the Co-op/Internship Student's Supervisor is required to submit an evaluation of the students' work for each term completed.	Submitted every work term Fall: end of December Winter: end of April Summer: end of August

We thank you in your support of Lassonde School of Engineering, York University's experiential learning.

For any inquiries, issues or concerns, please contact a Workplace Learning Coordinator at lsecoop@lassonde.yorku.ca.

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