Lassonde Co-op and Internship Work Term Course Requirements

Your co-op or internship work term is facilitated by the Lassonde Co-op and Internship Program through your enrolment in the Work Term Course (COOP 2109, COOP 3109, DATT 3928, EECS 3900, EECS 3980 0.00). The full course along with resources and downloadable guides is accessible on eClass. You are required to submit and complete your requirements through your student account in the Co-op Portal.

About the Work Term Co-op/Internship Course
- This course recognizes a student's participation in a co-op or internship position affiliated with Lassonde's Co-op/Internship Program and maintains your student status at York University.
- This course does not have a degree credit value.
- Each work term course undertaken will be assigned a Pass or Fail grade by a Faculty Committee member in the student's program of study.
- The work term course will be recorded on your transcript for each work term you undertake.

To receive a Pass grade, students must fulfill the following requirements of the work term:

Requirements *Instructions on how to submit work term course requirements*	Due	Winter 2022 Deadlines
Work Term Details		
This information is used to maintain clear and speedy communication between co-op students, the Co-op/Internship Program and the supervisor throughout the co-op/internship work term.	**Every work term.** Update details at any time if there are changes to your contact info or your supervisor's.	Friday January 21, 2022 ** Deadline for students with employment start date after January 21: 1 week after your start date.*
COVID-19 Work Status Update		
This form will keep us informed of your work status, the nature of your work and location. **Your health and safety is important to us; please contact us at any time if you have any health and safety concerns.** *We encourage you to stay informed of Public Health guidelines and York University community guidelines as outlined on the university's Better Together website.*	**Every work term.** Update details at any time if there are changes in your contact info or your supervisor's.	Friday January 21, 2022 ** Deadline for students with employment start date after January 21: 1 week after your start date.*
Learning Objectives		
You are required to set 3-5 Learning Objectives to develop for your work term. You will discuss these objectives with your supervisor so that you can both agree to them. The learning objectives you decide upon now will inform the content of your Work Term Report which will be submitted closer to the end of the term.	**Once** for the full duration of the position **students on 8,12 or 16-month work terms are encouraged to revisit their Learning Objectives every 4 months to review and adjust accordingly**	Monday, January 31, 2022 ** Deadline for students with employment start date after January 21: 2 weeks after your start date.*

| Requirements
Instructions on how to submit work term course requirements	Due	Winter 2022 Deadlines
Mid-term Work Term Check-in (1st Work Term)		
Required during your first work term only. Mid-way through your <u>Winter 2022</u> work term, a quick work term check-in will be conducted. This is an opportunity for us to learn about how your work term is progressing from yours and your supervisor's perspective. • The work term check-in will be conducted in the form of an eCheck-in survey. • Both students and supervisors will receive a link to a quick survey via email. • The surveys will be reviewed, and if needed, a follow up meeting may be scheduled in-person, telephone, or video conference. Please contact our team if you and/or your employer require a meeting.	**Once** for the full duration of the position	Monday, February 28, 2022
Work Term Report		
This report provides an opportunity to reflect on the objectives set in the Learning Agreement and the overall work term experience. There are 3 sections to the Work Term Report. Please review the Work Term Report Guide on eClass for more details. Completion of all 3 sections is required. Should a member of the Faculty Grading Committee deem your report incomplete, a Co-op Coordinator will connect with you to resubmit. Delays in getting a grade may occur in the process.	**Every work term.**	Monday, April 18, 2022
Supervisor Evaluation		
Completed by your direct supervisor, this evaluation offers you feedback on your performance, including strengths and areas of improvement. **It is your responsibility to ask your supervisor to complete the evaluation and inform them of the deadline.** Your supervisor will complete the evaluation online. A link will be sent to him/her closer to the deadline. **Be sure your supervisor's contact details are up to date so that the link goes to the appropriate person.**	**Every work term.**	Monday, April 18, 2022

January 2022