

## Lassonde Co-op & Internship Program, Performance Review Requirements

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 an employer 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 their progress every four months. The steps of this process and the supervisor's involvement are listed below.**

It is the student's responsibility to coordinate and follow up with their 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 ( <b>reviewed with Supervisor</b> )	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.	2-6 weeks into the co-op/internship
Mid-term Check-In (informal) (1 <sup>st</sup> Work Term Only)	Co-op/Internship Student & <b>Supervisor</b>	<p>This is an informal check-in for students on their 1<sup>st</sup> 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"> <li>1. eCheck-In (student &amp; supervisor)</li> <li>2. Site Visit (in-person)</li> <li>3. Telephone meeting</li> </ol> <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><b>Within the second month of the students' first work term.</b></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: mid- December  Winter: mid-April  Summer: mid- August
Supervisor Evaluation (formal)	<b>Supervisor</b>	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: mid- December  Winter: mid- April  Summer: mid- August

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 [hirecoop@lassonde.yorku.ca](mailto:hirecoop@lassonde.yorku.ca).

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