

Lassonde Co-op and Internship Program Supervisor Mid-term eCheck-in Form

Mid-way through a students' first work term, supervisors are asked to provide an update on how the student is progressing and meeting expectations. This is an informal check-in for students on their 1st work term to assess their initial progress and integration into the work environment, and identify areas of improvement for a successful work term.

Company Name:

Supervisor Name & Position Title:

Student Name:

- 1) Please rate the quality of the following based on the student's performance so far.
(1=POOR; 2=GOOD; 3=VERY GOOD; 4=EXCELLENT)
 - Meeting expectations
 - Quality of work
 - Willingness to listen & apply feedback

- 2) What advice would you provide the student at this point to succeed in their work term?

- 3) OPTIONAL: Would you like to meet with a Co-op Coordinator to discuss the feedback provided?
 - Yes
 - A meeting is not required

Thank you for sharing your feedback! We are here to support you and the student to ensure a successful work term. Please do not hesitate to reach out if you would like to arrange a meeting.

Workplace Learning Coordinators

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