

Student of the Year: Step-by-Step Application Instructions for Supervisor

Note: you and your student will have access to one joint application.

Step-by-step Instructions:

1. Confirm with your student to see if they have already begun their application. If they have, use the link they sent to you.
2. If you are starting the application, visit the Lassonde Co-op/Internship Student of the Year 2023 [Online Application Form](#). You will be required to create an account.
3. Once logged in, select **“Apply”**.
4. On the left, add your student as a collaborator by clicking **“Add a Collaborator”** and enter your student's email address in the box provided.
5. Upload your Supervisor Statement as a PDF under **“Your Tasks.”** After uploading, select **“Mark as Complete.”**
 - The supervisor statement (minimum 250 words) consists of your personal comments about your student's contributions, how they performed above and beyond your expectations, including examples of student's contribution of their knowledge, critical thinking skills, team work, project work, initiative, leadership qualities and/or any other skills.
6. Under the **“Submission Agreement (Supervisor)”** section, review, consent to and sign the Submission Agreement form and select **“Mark as Complete”**.