

Lassonde Co-op Program, Performance Review Requirements

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

A registered Co-op Work Term is associated with enrollment in one of the mandatory Co-op Work Term Courses: COOP 2109/COOP 3109/EECS 3900/EECS 3980/DATT 3929. The Co-op student is enrolled in one of the courses above for every 4-month Co-op Work Term while working in their respective positions with an employer and receives a grade.

The Lassonde Co-op Coordinator oversees the performance review process with the employer for each student on co-op/internship. The process of evaluating a student's performance will determine the student's pass/fail grade at the end of each 4-month work term period. A faculty member or TA 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. Supervisors will receive an email directly to remind them of upcoming deadlines and action items.

Requirement	Completed by	Description	Deadlines
Learning Agreement	Co-op Student (reviewed with Supervisor)	The Co-op Student is required to identify 3-5 learning objectives for their work term. These are reviewed with the supervisor, to ensure they are achievable and appropriate.	2-6 weeks into the co-op
Work Term Check-In (informal)	Co-op Student & Supervisor	This is an informal check-in for supervisors and students every 4-month work term to track student's progress and integration into the work environment. This work term check-in may be conducted in one of three formats: <ol style="list-style-type: none"> 1. eCheck-In (student & supervisor) 2. Site Visit (in-person) 3. Telephone meeting 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 or to coordinate the meeting should a meeting be required. <i>Note: for supervisors who employ students for longer terms (e.g. 8, 12 or 16 months), there will be an option to complete a shorter questionnaire.</i>	Conducted mid-way into every 4-month work term. Within the second month of every 4-month work term.

Work Term Report	Co-op Student	This is a short (5 page) summary and self-reflection prepared by the Co-op Student about the work performed during their co-op 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)	Supervisor	At the end of each work term, the Co-op Student's Supervisor is required to submit an evaluation of the students' work for each term completed. Alternatively, if you prefer to submit your organization's own evaluation form, email it to hirecoop@lassonde.yorku.ca	Submitted every work term Fall: mid- December Winter: mid- April Summer: mid- August

Thank you in your support of Lasonde School of Engineering, York University's experiential learning.

For any inquiries, issues or concerns, please contact a Co-op Coordinator at hirecoop@lassonde.yorku.ca.

105 Bergeron Centre for Engineering Excellence,
York University, 4700 Keele St., Toronto, ON, M3J 1P3, Canada <https://coop.lassonde.yorku.ca/>