

Lassonde Co-op & Internship Program, Performance Review Requirements

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. As a supervisor, you contribute to the student's final grade by providing feedback on his/her progress every four months. The steps of this process and your involvement are listed below.

It is the student's responsibility to coordinate and follow up with his/her 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 (reviewed with Supervisor) | 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. | 2-4 weeks into the co-op/internship |
| Mid-term Check-In (informal) | Co-op/Internship Student & Supervisor | <p>This is an informal check-in for students on their 1st work term to discuss their initial progress and integration into the work environment.</p> <p>This mid-term check-in may be conducted in 3 formats:</p> <ol style="list-style-type: none"> 1) eCheck-In (student & supervisor) 2) Site Visit (in-person) 3) Telephone meeting <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>Within the second month of the students' first work term.</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

Summer: August

Fall: December

Winter: April

Supervisor
Evaluation
(formal)

Supervisor

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

Summer: August

Fall: December

Winter: April

For any inquiries, issues or concerns, please contact a Workplace Learning Coordinator at lsecoop@lassonde.yorku.ca.

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