

York University Co-op Program, Performance Review Requirements

The Co-op Coordinators oversee the Performance Review Process with the employer for each student on co-op. 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. 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 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 Student (reviewed with Supervisor)	The Co-op Student is required to identify 3-5 learning objectives for their co-op. These are reviewed with the supervisor, to ensure they are achievable and appropriate.	2-4 weeks into the co-op
Mid-term Check-In (informal)	Co-op Student & Supervisor	This is an informal check-in for students on their 1st work term to discuss their initial progress and integration into the work environment. This mid-term check-in may be conducted in 3 formats: 1) eCheck-In (student & supervisor) 2) Site Visit (in-person) 3) Telephone meeting Communication will be sent to the students 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.	Conducted mid- way into the co-op work term Within the second month of the students' first work term.
Work Term Report	Co-op Student	This is a short (5 page) summary prepared by the Co-op Student about the work performed during their co-	Submitted every work term

		op and a discussion of their learning and accomplishments, which reflects on the Learning Agreement.	Summer: August Fall: December Winter: April
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.	Submitted every work term Summer: August Fall: December Winter: April

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

Ginger Zhao | Naomi Brown | Freda Liu | Joseph Cesario | Andrea Field | Jaelyn Ji
Co-op Coordinators, Co-op & Career Centre