**CO-OP WORK TERM REQUIREMENTS**

**REGISTER FOR YOUR CO-OP WORK TERM**
In order for your co-op work term to appear on your official transcript with your work performance and work report grades, you must register for your co-op work term on WebAdvisor during course selection. For example, if you are completing Work Term #1 in Winter 2023, select COOP*1000 Co-op Work Term 1.

*Course registration deadline: Friday, January 13. A late fee may apply after this date.*

**CONTACT INFORMATION**
We need to know where to contact you and your supervisor during your work term. Please login to Experience Guelph to update your work term record (student and supervisor work location and address where you reside during work term).

*Due: Friday, January 13 (or the first week of your work term).*

**LEARNING GOALS AND REFLECTION**
Learning Goals are an important part of your work term. By identifying skills or knowledge that you would like to further develop, you will be more intentional about your experience. Once you have identified your goals, it is important that you share these with your immediate supervisor, to clarify expectations and to ensure that the work term is beneficial for both parties. Learning goals reinforce for your supervisor that you are there to learn, to develop and to improve your skill sets. By sharing this information early in the term, you are developing strong communication with your supervisor. As well, part of the formal Work Performance Evaluation will ask your supervisor to provide feedback on your progress towards your goals. You can select goals from a list of topics on Experience Guelph, located in the work term record. The "Reflection" section of the goals will be done at the end of your work term. You can also return to the goals to edit or adjust these during the work term.

*Due: Friday, January 20 (or the third week of your work term).*

**WORK TERM CHECK-IN**
Our department will be reaching out to check-in with you and your supervisor during the work term. This could involve a scheduled meeting, email, or questionnaire. Should you have any questions or concerns prior to your check-in, normally the second or third month of the work term, please do not hesitate to reach out to your Co-op Coordinator immediately.

**WORK PERFORMANCE EVALUATION (WPE)**
At the end of the Winter term, your supervisor will receive an email to complete your Co-op Work Performance Evaluation online. It is important to ensure that you are both familiar with the evaluation questions early in the term, and we recommend you share the pdf version of the form located at recruitguelph.ca/cecs/system/files/WorkPerformanceEvaluation.pdf.

You are encouraged to seek feedback throughout the work term in order to focus on specific skill development. Grades range from Outstanding, Very Good, Good, Marginal and Unsatisfactory and will be recorded on your official transcript.

*Due: Friday, April 28.*

**WORK TERM REPORT (WTR)**
Work term reports are an integral part of your co-op experience, allowing you to report on insights and learning. WTR requirements vary by program and are submitted to your Co-op Faculty Advisor five class days following the work term. A grade of Outstanding, Very Good, Good, Satisfactory or Unsatisfactory will be assigned by your Co-op Faculty Advisor and will appear on your official transcript. Work term report requirements can be viewed at recruitguelph.ca/cecs/co-op-students/co-op-work-term-report/work-term-report-guidelines. For questions related to your work term report, please contact the Co-op Faculty Advisor for your program:

recruitguelph.ca/cecs/co-op-students/co-op-work-term-report/co-operative-education-faculty-advisors.

*Due: May 17th, 2023*