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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed by</th>
<th>Description</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Agreement</td>
<td>Co-op/Internship Student</td>
<td>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.</td>
<td>2-4 weeks into the co-op/internship work term</td>
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<td>Mid-term Check-In (informal)</td>
<td>Co-op/Internship Student &amp; Supervisor</td>
<td>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 &amp; 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</td>
<td>Conducted midway into the co-op/internship work term Within the second month of the students’ first work term</td>
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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

Fall: end of December

Winter: end of April

Summer: end of August

Supervisor Evaluation

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

Fall: end of December

Winter: end of April

Summer: end of August

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

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