

Student:

Program:

Employer:

Supervisor:

Date of Visit:

Visited By:

Faculty Advisor:

Work Site Visit Conducted (in-person, telephone or Skype):

FOLLOW UP:

If issues or concerns are identified, please specify any required follow up and the name of the individual who will be responsible for the follow up.

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STUDENT'S ASSESSMENT

What did your first week look like in the office? Did you feel adequately trained and prepared to take on the role? Did you feel welcomed and included by your supervisor and co-workers?

-

Please describe your co-op position and the projects/tasks that you have been involved in.

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Can you describe your relationship with your supervisor? Do you feel comfortable asking questions and making suggestions? Do you feel adequately supported in your role?

-

What positive experiences have you had so far?

-

Have you experienced any challenges or problems so far?

-

Have you ever been asked to do anything outside of your job description? If so, explain.

-

What have you learned so far? What skills have you gained or improved on compared to when you began the work term?

-

What classroom knowledge has been most useful on your work term so far?

-

Are there any ways in which your academic program could better prepare you for this work term?

-

What types of skills do you think are necessary to succeed in this position?

-

Are you registered for the next academic term?

-

Comment on your personal learning plan. (*Remind student to continually update the document.*)

-

What are the major points from our discussion that you would like me to share with your supervisor?

-

Are there any points you would like me not to share with your supervisor? (*If so, discuss why, as well as other steps that can be taken to resolve any issues.*)

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Do you have any other comments or questions?

-

Finish with outline of next steps: employer evaluation process and work term report overview (*answer any questions the student might have in these areas, remind PR students to save portfolio samples*).

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SUPERVISOR'S ASSESSMENT

What is your opinion of the student's communication skills? (*Could include writing, verbal and listening skills.*)

-

What is your opinion of the student's interpersonal skills and professionalism? Are there any issues with attendance or punctuality?

-

Has the student had the opportunity to show initiative in their work? If so can you provide examples?

-

What are the student's major strengths? (*Prompt for both hard/technical and soft/personality skills.*)

-

What is the overall quality of the work that the student has completed so far? (*Under, meeting, or exceeding expectations?*)

-

Has the student improved in their work since they first started? If so, how?

-

Are there any major concerns with the student's performance or personality?

-

What areas would you like to see the student grow or improve in between now and the end of their work term?

-

What are your thoughts regarding the student's progress with their personal learning plan?

-

Are there any ways in which you think the university could better prepare our students to go out on work terms?

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Have you considered your co-op needs for the next semester?

-

What are the major points from our discussion that you would like me to share with the student?

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Do you have any other comments or questions?

-

Finish with outline of next steps: employer evaluation process and work term report overview (*answer any questions the supervisor might have in these areas, remind PR employers about students saving portfolio samples*).

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