

PART F MONITORING AND EVALUATION CRITERIA

Monitoring and evaluation are critical to co-operative education objectives and in ensuring quality program delivery. Employers, as major partners in the educational process, are made aware of their educational role, including their part in the evaluation process.

Monitoring and evaluation are a critical part of ensuring quality program delivery. Show how:

CEWIL CANADA Criteria	CEWIL CANADA document reference	Our Program(s) - Narrative	Supporting Materials
23) Demonstrate how employers and students understand the importance and integration of the partnership through the practice of a) site visits and b) monitoring student performance.	Guiding Principle 4 Standard F1.1 – 1.7	<p>Prior to students beginning their first co-op work term, they attend the <i>Roadmap to Success</i> professional development conference. A large component of this conference includes students learning about what to expect during their work terms. During a series of professional development sessions, students learn about personal learning plans, work site visits and employer evaluations. Page 14 of the <i>Student Guide to Co-operative Education</i> discusses these topics (See Appendix 23a). Additionally, at the start of each co-op work term, students receive a “start of term message” from the Co-op Office which summarizes the milestones to expect throughout the work term. The personal learning plan, work site visit, employer evaluation and resources available throughout the work term are included in this email. See Appendix 23b for a copy of the summer 2018 “start of term message” to co-op students.</p> <p>Employers are informed about personal learning plans, work site visits and employer evaluations through the confirmation letter and <i>Employer Handbook</i> they receive once they hire a co-op student. See Appendix 23c for a copy of the co-op hiring confirmation letter and Appendix 23d for a copy of the <i>Co-op Employer Handbook</i>. Also, at the start of each co-op work term, employers receive a “start of term message” from the Co-op Office which summarizes the milestones to expect throughout the work term. The personal learning plan, work site visit, employer evaluation and resources available throughout the work term are included in this email. See Appendix 23e for a copy of the summer 2018 “start of term message” to co-op employers.</p>	<p>Appendix 23</p> <p>Appendix 23a – <i>Student Guide to Co-operative Education</i></p> <p>Appendix 23b – Start of Term Message to Co-op Students</p> <p>Appendix 23c: Co-op Hiring Confirmation Letter</p> <p>Appendix 23d: <i>Co-op Employer Handbook</i></p> <p>Appendix 23e – Start of Term Message to Co-op Employers</p>
24) Demonstrate how students' progress/learning and performance on a work term are monitored and evaluated through a work term visit. For co-op internship work terms or multiple co-op	Guiding principle 5 Standards F1.1 – F1.7, and F2.1 – 2.7	Every co-op student, for each work term, receives a work site visit either in-person, over the telephone or via Skype. Work site visits are facilitated by a co-op coordinator or manager and take place between weeks 6-9 of the work term. Each work site visit takes approximately 1.5 hours to complete. The co-op coordinator or manager first meets	<p>Appendix 24</p> <p>Appendix 24a – 1188 and 2288 Work Site Visit Form</p>

<p>work terms with the same employer, each term is evaluated separately.</p>		<p>with the co-op student and then meets with the employer. Finally, the co-op coordinator or manager meets with the student once more to provide feedback. The meetings with the student and employer are completed separately in order to allow for a frank exchange of information and feedback. The work site visit questions can be accessed ahead of time on the co-op website.</p> <p>All co-op students and employers in the Halifax Regional Municipality receive in-person work site visits. Students and employers in other cities also receive in-person work site visits if there is an ample number of students in a city to warrant in-person work site visits. Should an in-person work site visit not be possible, students and employers receive a telephone or Skype work site visit. E-mail work site visits are sometimes used in instances where international time differences create barriers. The work site visit evaluation forms can be found in Appendix 24a and Appendix 24b. The 1188 and 2288 work site visit form is used for students on their first and second work (Appendix 24a). The 3388 work site visit form is used for students on their third work term as it includes reflective questions regarding overall co-op experiences and plans following graduation (Appendix 23b).</p>	<p>Appendix 24b – 3388 Work Site Visit Form</p>
<p>25) Demonstrate the requirement to complete a project/assignment or work term report is communicated to students and employers.</p>	<p>Guiding Principle 4 and 5 Standard F4</p>	<p>All co-op students are required to complete a work term report/project following each work term. Students are informed about the work term report/project requirements from the beginning of their co-op experience. For example, during the <i>Roadmap to Success</i> professional development conference prior to the first work term the report/project is discussed. Through various emails, work site visits, etc. students are reminded about the work term report/project requirement throughout their co-op experience. The work term report/project is also referenced on the co-op website (see Appendix 25a for a screen shot of the “Co-op Student Forms & Document” page of the co-op student or visit http://www.msvu.ca/en/home/programsdepartments/cooperativeeducation/formsanddocuments/default.aspx. Also, the <i>Student Guide to Co-operative Education</i> (page 15 of Appendix 25b), in the <i>Co-op Employer Handbook</i> (page 8 of Appendix 25c) discusses the work term report/project. The work site visit forms also prompts the co-op coordinator or manager completing the work site visit to discuss the work term report/project during the work site visit. See Appendix 25d and 25e for copies of the work site visit forms.</p> <p>Work term reports/projects are submitted to the Co-op Office and then reviewed and evaluated by a co-op faculty</p>	<p>Appendix 25</p> <p>Appendix 25a – Screen Shot of the “Co-op Student Forms & Documents” Co-op Website</p> <p>Appendix 25b – <i>Student Guide to Co-operative Education</i></p> <p>Appendix 25c: <i>Co-op Employer Handbook</i></p> <p>Appendix 25d – 1188 and 2288 Work Site Visit Form</p> <p>Appendix 25e – 3388 Work Site Visit Form</p>

		<p>advisor. The co-op faculty advisor will meet with co-op students to review the work term report/project before the co-op grade is submitted (debriefing sessions).</p> <p>Business Administration co-op students complete the following work term report/project:</p> <ul style="list-style-type: none"> • BUSI 1188 - Work Term I: Case Study Report or Reflective Report (See Appendix 25f) • BUSI 2288 - Work Term II: Case Study Report, Reflective Report or Portfolio (See Appendix 25g) • BUSI 3388 - Work Term III: Reflective Seminar (See Appendix 25h) <p>Public Relations co-op students complete the following work term report/project:</p> <ul style="list-style-type: none"> • PBRL 1188 - Work Term I: Moodle Blog Posts (See Appendix 25i) • PBRL 2288 - Work Term II: Moodle Blog Posts and Case Study (See Appendix 25j) • PBRL 3388 - Work Term III: Portfolio (See Appendix 25k) <p>Tourism & Hospitality Management co-op students complete the following work term report/project:</p> <ul style="list-style-type: none"> • THMT 1188 - Work Term I: Case Study Report or Reflective Report (See Appendix 25l) • THMT 2288 - Work Term II: Case Study Report, Reflective Report or Portfolio (See Appendix 25m) • THMT 3388 - Work Term III: Reflective Seminar (See Appendix 25n) 	<p>Appendix 25f – BUSI 1188 Work Term Project Guidelines</p> <p>Appendix 25g – BUSI 2288 Work Term Project Guidelines</p> <p>Appendix 25h – BUSI 3388 Work Term Project Guidelines</p> <p>Appendix 25i – PBRL 1188 Work Term Project Guidelines</p> <p>Appendix 25j – PBRL 2288 Work Term Project Guidelines</p> <p>Appendix 25k – PBRL 3388 Work Term Project Guidelines</p> <p>Appendix 25l – THMT 1188 Work Term Project Guidelines</p> <p>Appendix 25m – THMT 2288 Work Term Project Guidelines</p> <p>Appendix 25n – THMT 3388 Work Term Project Guidelines</p>
26) Indicate how student performance on-the-job is measured by the employer at	Guiding principle 4	At the end of each co-op work term, employers are required to complete an employer evaluation form. This evaluation form allows the employer to reflect on the	Appendix 26

<p>the conclusion of the work term and monitored by the co-op coordinator.</p>	<p>Standard F1 and F2</p>	<p>student's performance throughout the entire work term. Employers also evaluate each objective included in the student's personal learning plan.</p> <p>Employers are made aware of the employer evaluation form through the confirmation letter they receive once they secure a co-op student (see Appendix 26a), the <i>Co-op Employer Handbook</i> (page 8) (see Appendix 26b) and during the work site visit. At the start of the final month of the work term, co-op employers receive an e-mail from the Co-op Office about completing the employer evaluation form. The evaluation form is currently an online survey, but will be integrated into Orbis/Career Connects for the fall 2018 cohort.</p> <p>Completed employer evaluation forms are reviewed by the coordinators and also given to co-op faculty advisors for review prior to the debriefing sessions with students.</p> <p>A copy of the employer evaluation online survey is included in Appendix 26c.</p>	<p>Appendix 26a: Co-op Hiring Confirmation Letter</p> <p>Appendix 26b: <i>Co-op Employer Handbook</i></p> <p>Appendix 26c: <i>Employer Evaluation Survey</i></p>
<p>27) Employers and students discuss the students' evaluation together at the end of the work term.</p>	<p>Standard F3</p>	<p>Co-op employers are asked to review the completed employer evaluation with their student before submitting it to the Co-op Office. The email sent to employers about completing the employer evaluation states: "We ask that you meet with the student before his/her last day to review the final evaluation. This process allows the student to reflect on their experience, which is key to their academic and professional success." See Appendix 27a for a copy of the email sent to employers about completing the employer evaluation.</p> <p>The final section of the employer evaluation provides an opportunity for the student to write comments about their work term experience.</p> <p>If an employer evaluation is submitted after the student has finished the work term, the Co-op Office forwards a copy of the completed evaluation to the student and is instructed to review the evaluation, direct any questions about the evaluation to their former co-op employer, and provide written comments to the Co-op Office that they would like included with the employer evaluation.</p>	<p>Appendix 27</p> <p>Appendix 27a – Employer Evaluation Email</p>
<p>28) Describe and provide samples of co-op evaluation and/or academic/administrative review processes/institutional program reviews</p>	<p>Standard D1.2, 1.3</p>	<p>As referenced in Part D, question 15 of this accreditation application, the university strategic plan (<i>Mount 2017: Making a Difference</i>) references the importance of experiential learning programs, such as co-operative</p>	<p>Appendix 28</p> <p>Appendix 28a – University Strategic Plan</p>

that are in place and how results are reported within the institution.

education. Co-operative education, work-integrated learning and/or experiential learning is referenced in the introduction of the strategic plan and specifically referenced in two of the goals within the plan. See Appendix 28a for a copy of *Mount 2017: Making a Difference*.

Additionally, each academic department undergoes an external review every seven years. When those reviews are completed, the reviewers (comprised of two off-campus and one on-campus reviewers) meets with the Co-op Manager to gain an understanding of the co-op program, the opportunities, successes and challenges. The university is committed to each academic department undergoing an external review every seven years. The Department of Communication Studies completed an external review in 2017 and the Department of Business & Tourism is preparing for their external review in the 2018/2019 academic year. The results and recommendations of the external reviews are made available to the Vice President (Academic), Dean of Professional Studies and the Department Chair. The Department Chair communicates the outcomes of the external review to the department. The Chair also works with the faculty, and the Co-op Manager if applicable, to respond to the results and recommendations of the external review.

(Mount 2017: Making a Difference)