

From: CO-OP
Sent: Monday, May 14, 2018 9:07 AM
Subject: Start of Term Message - Mount Co-op Program

Hello from the Mount Co-op Office,

We hope the first few days of the work term are going well and the co-op student is settling in to their role. We are certain that the learning opportunity you are providing will be an asset to the student's learning and workplace experience.

We would like to remind you of some activities which should occur during the upcoming weeks with your co-op student:

Personal Learning Plan – Week 3:

The co-op student should be approaching you to discuss the personal learning plan. The plan sets goals for the term and requires your input and approval. The personal learning plan is also part of the final end of term Employer Evaluation which can be found [here](#).

Work Site Visit – Week 5-6:

In the next few weeks a member of the co-op team will be in touch with you and the student to arrange a mutually convenient date/time for the work site visit. The visit will take place in June and early July. Should you have any questions or concerns about your work term before the work site visit, please email or call the Co-op Office.

Employer Evaluation – End of work term:

Before the end of the work term, you will receive an electronic version of the Employer Evaluation form. Please complete the evaluation, review it with the co-op student and submit it prior to the student's last day of work.

For more information please visit our [Employer Centre](#). You will find a sample copy of the employer evaluation, dates for recruitment for next term, *New Employer Handbook* and much more.

Please let us know if you have any questions.

Kind regards,
The Mount Co-op Team



The Mount Co-op Team

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