

Appendix 23b: Start of Term Message to Co-op Students

From: CO-OP

Sent: Monday, May 14, 2018 9:07 AM

Subject: Start of Term Message - Co-op Students

Hello from the Mount Co-op Office,

We hope the first few days of your work term is going well. Below are a few action items for you to complete now that your work term is underway:

1. If you haven't already done so, complete the **"On the Job Info Form"** as soon as possible. The purpose of this form is to provide your current work contact information as well as your supervisor's information. We require this information in order to contact you during the term and to set up the work site visit. The form can be filled out online [here](#). **Please complete this form as soon as possible.**
2. By week 3 of the co-op term you should be finalizing your **personal learning plan** with your supervisor. The personal learning plan sets your learning goals for the term and is part of the end of term employer evaluation. We will also review these goals during the work site visit. The personal learning plan template can be found [here](#) under the "Personal Learning Plan" section. E-mail your completed personal learning plan to the Co-op Office by **Friday, June 1, 2018**.
3. Within the next few weeks a member of the Co-op Team will be in touch with you and your supervisor to set up your **work site visit**, which will occur in June or 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.
4. A few weeks prior to the end of the co-op term you and your supervisor will receive an electronic copy of the **final Employer Evaluation form** from the Co-op Office. The final Employer Evaluation will allow your supervisor to evaluate and review the co-op term with you.
5. For your **co-op work term project**:
 - a. Business Administration and Tourism & Hospitality Management Students: Your co-op faculty advisor is Dr. Peter Mombourquette and you can locate your work term project guideline options [here](#). Should you need to reach Dr. Mombourquette throughout the work term, he can be reached by e-mail at peter.mombourquette@msvu.ca.
 - b. Public Relations Students: Your co-op faculty advisor is Prof. Sherry Donovan. You should be receiving an e-mail soon from your co-op faculty advisor about your work term project and directing you to the Moodle site for your current co-op work term. The work term project guidelines can be located on the Moodle site. Prof. Donovan can be reached at sherry@nshba.ns.ca.

Please feel free to contact our office if you have questions.

Yours truly,
The Mount Co-op Team



Learning today; leading tomorrow

The Mount Co-op Team

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