

Student:

Program:

Work Term:

Employer:

Supervisor:

Date of Visit:

Visited By:

Faculty Advisor:

Work Site Visit Conducted (in-person or virtual):

**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

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Please describe your main responsibilities and projects for this work term.

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Please describe your orientation and introduction to the organization. Did you feel adequately trained and prepared to take on the role? Did you feel welcomed and included by your supervisor and co-workers?

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Of the tasks that you perform, what do you like the most? Why?

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What do you like most about the organization and work environment? What have you learned from working in this specific work environment?

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Do you feel the work you're doing is accurate to the job description?

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How is your relationship with your supervisor? Do you feel comfortable asking questions and feel supported in your role?

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Does your supervisor provide you with regular feedback on your work? Is it timely and constructive? How is the feedback usually delivered?

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What has been the biggest challenge you have faced in this work term? What have you done to overcome this challenge?

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Do you have any workplace concerns that you would like to discuss?

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What skills or knowledge have you strengthened on this work term? Have you been introduced to any new technologies or equipment?

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Are there any areas you want to work on improving between now and the end of your work term?

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

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Is there anything you wish you had learned in your course work or through the Co-op & WIL Centre before starting this work term?

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Are you on track to meet the goals on your personal learning plan? Has your supervisor reviewed these goals with you?

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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 any questions for me?

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Finish with outline of next steps which include:

- Employer evaluation process
- Optional work term reflection survey process
- Work term report or project
- Confirm student is registered in courses for the next academic term
  - If they are ending on a work term, update Career Connects (tag and student end date)
- Remind them that they can reach out at any time

## SUMMER THMT ONLY

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Your current end date is INSERT DATE.

If their end date is end of August, confirm work term report deadline (first day of classes in September)

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If they are a THMT student ending in October or mid-late September

- Are you returning to classes in the fall or will you be graduating?
  - If the student is graduating, let them know that their report is due the first day back to class in September and update Career Connects record with “ending on a work term” tag. Update Career Connects with confirmed end date.
  - If the student is returning to fall courses, let them know that their report is due in October (check website for date). Update Career Connects with confirmed end date.

## SUPERVISOR'S ASSESSMENT

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In a general sense, how is the student progressing?

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What is the overall quality of the work that the student has completed so far? What are your thoughts on the pace at which the work is being done?

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Has the student fit in with the team and work environment?

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Has the student been reliable and able to meet deadlines?

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

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Describe the student's level of interest, engagement, and enthusiasm for the work.

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What are the student's greatest strengths? What has impressed you most about the student?

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Has the student shown improvement since they first began the work term? In what areas?

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

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How often do you meet with the student to discuss their work? Is the student open to feedback that you provide?

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Are there any gaps in the student's knowledge or skillset that you were not expecting? Are there ways in which the university could better prepare students to go out on a work term?

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What are the major points from our discussion that you would like me to share with the student? Is there anything you don't want me to share?

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Is there anything else you would like to add?

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Finish with the outline of next steps:

- Employer evaluation process
- Remind employer that they can reach out at anytime with questions or concerns
- Recruitment information (only discuss if we are looking for most postings)