Work Term Inventory

Below are the steps a co-op student and their supervisor will need to follow over the course of the student's co-op work term.

STUDENT RESPONSIBILITIES

1. Complete the worksite information form on mySuccess. This form allows us to collect important information needed to schedule site visits, check-ins, and send the work term performance evaluation:
   a. Login to mySuccess via Carleton Central
   b. Select the "Co-op Program" tab
   c. Select the current work term from your co-op sequence
   d. Click the "Edit Work Site Information" button
   e. Complete the entire form
   f. Click "Save"

2. Review the co-op participation agreement as it outlines important information about how the co-op process works and how to maintain your eligibility to continue in the program. By completing work terms it is assumed that you have read and accepted the information outlined in the agreement

3. Familiarize yourself with the work term report process
   a. Review the work term report guidelines found in your work term course on Brightspace
   b. Complete your report before the submission deadline
   c. Provide a copy of the report to your supervisor **before the deadline** so they can determine whether the report is proprietary or non-proprietary
   d. Submit the work term release confirmation in Brightspace
   e. If your report is non-proprietary, submit the completed report on Brightspace by the deadline. If your report is proprietary, your supervisor will be emailed the grading instructions after the deadline has passed

4. Regularly check your Carleton email account for important communications from the co-op office and your Co-op Student Advisor

5. Provide your supervisor with this inventory at the beginning of the work term. It is your responsibility to share this information with the individual(s) that will be completing the work term evaluation and authorizing the release of the work term report

SUPERVISOR RESPONSIBILITIES

1. If applicable, meet with a Co-op Student Advisor for a co-op site visit or complete an electronic work term check-in. The Co-op Student Advisor will contact you to arrange a meeting during the work term if required.

2. Review the student's work term report prior to the student's online submission of the report to determine if the report is proprietary or non-proprietary. Propriety reports should only be considered if the nature of the work is highly confidential and it is not possible for your student to provide general context for their work term report. Wherever possible, the preference is for the report to be submitted to the University, so that it can be graded by the faculty advisor.

    a. If you deem that the report is non-proprietary, the student will submit their work term report to the University via an online platform
    b. If you deem that the report is proprietary, specific grading instructions will be sent to you via email as you will be responsible for grading the report

3. Near the end of the work term, you will be emailed a link to complete your student's performance evaluation. Please review your feedback directly with your student to provide them with professional development feedback. Once submitted, the evaluation will be visible by your student.