



Faculty of Arts and Social Sciences

CO-OPERATIVE EDUCATION PROGRAM

Co-op Supervisor Tips & Resources

Program Support & Partnership

SFU's Co-op Program is a partnership between you, the employer, along with the student and SFU. The Co-op program supports you before, during and after the work term. Through the hiring process, Co-op works to promote your opportunity and sends applications to you via email. After you have reviewed the candidates, we will help with interview arrangements and job offers.

Once the student is working, the Co-op program continues to provide support and assistance. A Co-op Coordinator will formally connect with the student and supervisor midway through the term with a site meeting in person, by phone or through an online video platform.

What is your role as a Co-op employer?

- Engage the student in the organization's work and provide relevant learning opportunities
- Provide the student with a supervisor they will report to who will discuss work term expectations, provide training, ongoing support and feedback on the student's work and performance
- Assist the student with setting realistic learning outcomes/goals
- Participate in the site meeting to help assess the student's progress
- Complete a Supervisor Evaluation form to provide feedback on the student's overall performance— we encourage you to discuss the evaluation with the student one-on-one

Learning Outcomes/Goals

Students set learning outcomes for themselves and will be asked to discuss these with their supervisors for feedback and input. This is a great opportunity to discuss your expectations and set a learning plan for the work term.

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Site Meeting

A site meeting will be conducted at mid-point of the term, to check in on how things are going from both the supervisor and student's perspectives. A portion of the meeting will be to check in with the supervisor on the student's progress to discuss their strengths and areas for improvement. This is also a good time to discuss work term extensions, recruitment needs for the upcoming term, and learn more about what's going on in the organization.

Final Supervisor Evaluation

Our office will send you a link to an online Supervisor Evaluation form near the end of the 3rd month of the term. This is an excellent opportunity for you to share your feedback on the student's overall performance on areas such as:

- Interest in Work
- Managing Work Flow
- Quality of Work
- Versatility
- Responding to Supervision
- Solving Problems
- Using Judgement
- Showing Integrity
- Building Relationships
- Adapting to Organization Culture
- Demonstrating Resourcefulness
- Communication
- Using Work Time Appropriately
- Becoming a Professional
- Overall Work Performance

Supervisor Support Resources

- [Employment Standards of BC](#)
- [WorkSafeBC](#)
- [Worker's Compensation Coverage](#)
- [Small Business BC](#)
- [Funding Resources for Hiring Co-op Students](#)
- [SFU Arts Co-op Program](#)

SFU Student Support Resources

- [Health & Counselling Services](#)
- [Sexual Violence Support and Prevention Office](#)
- [My SSP - Student Support Program](#)
 - Download app or call 1.844.451.9700
 - Call or chat online with a counsellor
 - Available 24/7
- [International Services for Students \(ISS\)](#)
- [Centre for Accessible Learning \(CAL\)](#)
- [Workplace Bullying and Harassment](#)
 - Free SFU training course available for both student employees and employers

TIPS TO SUPERVISE STUDENTS (ONSITE & REMOTELY)

1. Ensure your student has the tools and resources necessary to be successful by planning an orientation using the [Orientation Checklist](#). This is particularly important in remote work situations where more planning and structure may be necessary for orientation to ensure your student is situated in their role, team and workplace.



2. Provide **clear expectations** for the position requirements, reporting structure, workplace norms and other elements that impact the student's ability to be successful and integrated into the team.



3. Ensure your student has the necessary **technical tools** like computer, mouse, wifi connection, applications, and resources such as training manuals and documentation.



4. Create a **communication plan** with your student to carve out time to connect regularly.



5. Consider using **multiple modes** of virtual communication tools such as instant messaging platforms to allow for quick questions and video calls to build rapport with your student.



6. Provide regular, effective and deliberate **feedback** to your student through weekly one-on-ones and project reviews.



7. Support your student in **building relationships** with colleagues through networking opportunities



BUILDING CONNECTIONS & NETWORKING

The relationships and professional network students build during their work term are important for their career development. This is most impacted by the remote workplace context where it is much more difficult to build relationships with colleagues. To support students in this, creating deliberate networking and relationship building activities are crucial to feeling a part of a team.

Buddy System

- Create a **buddy system** by pairing your student with a senior co-op student or a junior staff member to virtually meet weekly.



Virtual Networking Cafe

- Consider offering a virtual networking cafe like [Ten Thousand Coffees](#) where the student is paired with other staff members every few weeks, to meet people outside of their department.



Virtual Team Socials

- Consider coordinating a **virtual team social** within the first few weeks or month of the student's work term. Apps such as jackbox.tv or Houseparty are great to use for group based games.



Casual Chit Chat

- Reserve the first 10 minutes of a meeting for casual **chit chat** to connect about non-work related topics to build team comradery.



Virtual Events

- To exposure your student to the **organization culture**, consider hosting virtual events such as lunches and themed gatherings, having non-work related slack channels for social dialogue or creating fun organization-wide challenges.

ORIENTATION CHECKLIST

Workplace Expectations/Policies and Procedures

- Hours of work & breaks
- Overtime policies and procedures
- Policies for medical and other appointments
- Reporting structure/expectations
- Workplace norms
- Health and Safety as covered by WorkSafeBC including Covid 19 Safety plan

Introductions & Meet the Team

- Warm welcome and introduce your student to the team
- Explain team dynamics/norms

Job Expectations

- Explain student's role and job expectations
- Provide resources, manuals, and training documents for student to review
- Create short and long term goals with the student

Technology Requirements

- Computer (mouse, keypad, monitor), video conferencing camera, Wifi
- Email, calendar, chat and video conferencing apps or other communication channels
- Introduce tech support if applicable
- Access to remote databases if applicable

Department/Organization Background/Overview

- Organization big picture overview and explain organizational structure
- How their team is situated within the organizational structure
- Organization vision and mission
- Organization culture
- Provide organization handbook if applicable

Communication

- Best mode of communication and point person to ask questions
- Frequency of check-ins/meetings
- Assign a buddy/mentor to student
- Create a communication plan

Contact Us

artscoop@sfu.ca

[SFU Co-op Arts and Social Sciences Home Page](#)