

We see a future where our graduates are well-rounded leaders whose technical, professional, and people skills create positive change in the world.

For guidance in creating that positive experience, review the information in this document.



## 1 ONBOARDING

Welcome the incoming student and equip them with the essential tools and resources required. If not in place, create an official onboarding process to ensure the new student is well-prepared and ready to thrive. This will pave the way for their success in your company.



## 2 SUPERVISING

To guarantee the student's growth in their position, it is important to establish consistent check-ins and feedback sessions. These sessions should focus on assessing the student's level of engagement and how successfully they have been assimilated into the company's culture. Additionally, it is crucial to ensure that the student is motivated and meeting their objectives while taking on meaningful and demanding tasks.



## 3 WORK-INTEGRATED LEARNING

The Engineering Co-op Internship Program is an academic work-integrated learning program available to undergraduate students enrolled in the College of Engineering. The program adheres to the principles and best practices of co-operative education as outlined by Co-Operative Education and Work-Integrated Learning (CEWIL Canada).



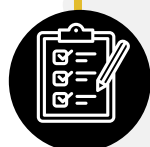
## ONBOARDING

- Create a safe and welcoming environment.
- Ensure the co-op student knows to whom they report.
- Discuss expectations you have of the student.
- Provide applicable workplace training.



## SUPERVISING

- Inquire if there are any unique accommodations the student requires.
- Set realistic expectations of the student.
- Provide the student with a variety of learning experiences.
- Provide regular feedback to and solicit feedback from the student.



## WORK-INTEGRATED LEARNING

- Participate in a virtual site visit conducted by co-op staff and organized by the student.
- Complete evaluation(s) with the student and submit to co-op staff.
- Discuss if the student wishes to use work experience towards their P.Eng. requirements.
- Provide feedback to co-op staff regarding your experience with the co-op program.