

# Working in a Co-op Position FAQs

## **What if I don't like my co-op position?**

Once you accept an offer, you are making a commitment to an employer to complete the agreed work terms. Trying a position and then deciding to quit is not an option. However, the Recruitment and Job Search Coordinator will work with you if you have any issues or concerns with your co-op and we encourage you to speak with us as early in your co-op as possible.

## **What if I want to stay at my internship position longer?**

Co-op students are welcome to request an extension of their co-op with the agreement of their employer, as long as you have not exceeded the maximum co-op length of 12 months and you meet the academic requirements to continue with another work term.

Do I need to do anything differently if it's my last work term?

Co-op students who are finishing their last work term with an employer are required to complete a Last Term Call in addition to the regular end of work term requirements.

## **Work Term Report**

### **Do I have to submit a report and evaluation every work term even though I will be working with the same employer for more than one term?**

I submitted a Work Term Report last term, do I need to submit another one this term?

Yes, all co-op students are required to submit a Work Term Report and Supervisor Evaluation at the end of each work term, regardless of whether your co-op is 4, 8 or months 12. This process is necessary for the assignment of the pass/fail grade and transcript notation.

### **I am doing the same work and utilizing the same skills that I reported in my last work term report, can I just submit the same report this term?**

No, the Work Term Report helps to determine your pass/fail grade for each work term.

In writing your report, consider mentioning the following:

- New skills and knowledge developed
- Skills strengthened
- Type of work that you are now doing more of; discuss additional duties and/or the results of projects that were initiated in previous terms
- Advice to other co-op students. Now that you are in your 2<sup>nd</sup> or 3<sup>rd</sup> work term, you are now better prepared to share ideas/thoughts for new interns about adjusting to a new work environment and working in a team

## **Supervisor Evaluation**

### **Is it my supervisor's responsibility to ensure that the Supervisor Evaluation is completed and submitted by the deadline?**

No, it is the intern's responsibility to work with their supervisor to ensure the submission of the evaluation by the deadline.

### **How does my supervisor access the online Supervisor Evaluation Form?**

The Recruitment and Job Search Coordinator will be sending the login information via email to the supervisor that you have listed in your profile. If your supervisor has not received the email, please ask them to contact the Recruitment and Job Search Coordinator at [yuehub@yorku.ca](mailto:yuehub@yorku.ca) to request the login information.

### **What do I need to do if my supervisor prefers to complete his/her own organization's form?**

Please request a completed and signed evaluation from your direct supervisor. You will need to scan the hard copy of the completed evaluation with your supervisor's signature and upload it on the Experience York online system by the deadline. Please note that hard copies will not be accepted. Please do not fax or email the evaluation form.

### **My supervisor will be away on vacation and I am not sure if he/she will have the time to finish the evaluation by the deadline, can I submit it late?**

No. Late submissions will result in a Failing grade in the Work Term Co-op course and you will have to go through York University's formal process of petitioning/appealing your grade. This can be a lengthy process and you are encouraged to avoid this by submitting your documents by the deadline.

If your supervisor will be on vacation, then you will need to find out if there is another manager/supervisor/team lead that can complete the form for you so you do not miss the deadline.

### **My supervisor is very busy. He/she is under a lot of pressure to meet multiple deadlines and doesn't have time to complete the evaluation for me. What can I do?**

It is not always easy to get the Supervisor Evaluation Form from your supervisor during busy periods; however, you have 3 months notice to schedule a meeting with your supervisor and to ensure that you get the documentation in a timely manner. Planning for that will help you to meet your deadline. Late submissions will not be accepted and will result in a Failing Grade in the Internship Work Term course; consequently you will have to petition your grade.

### **Still have questions about the Co-op Program?**

Please contact the Recruitment and Job Search Coordinator