

UBC Science Co-op New Supervisor Onboarding Session

Where passion meets experience!

UBC Science Co-op

is the integration of student academic and work-based learning through **relevant, supervised, productive** and **paid** internships.

What is the Work Term Assignment?

Co-op students are required to submit a Work Term assignment at the end of **every four-months** work term. The intent of the Work Term assignment is for the student to provide a technical artifact that is valuable to your team and organization. The deliverables can be in any format, such as a scientific paper, a technical report, an oral presentation, a project poster, a short video or website. We encourage supervisors to assist students to come up with a topic that can contribute to your organization. [Find more information on our website.](#)

UBC Science Co-op



<https://sciencecoop.ubc.ca>



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SET GOALS WITH STUDENTS

Employers often take on the role of mentor for their Co-op students, supporting them throughout the work term by offering advice and providing feedback. To gain the maximum benefit from their placement, we strongly recommend our students to formulate learning objectives and tangible goals with their Supervisors at the beginning of their placement.

We recognize the immense value that our employers and supervisors contribute to both our program and the lives of our students. We hold the Employer Recognition Awards annually to celebrate the many companies and supervisors who go above and beyond providing career and personal growth opportunities.

TIMELINE

Onboarding & Orientation

1

As well as administrative processes and initial training, the beginning of the work term is an opportunity to go set the placement up for success, by establishing expectations and establishing communication guidelines.

Learning Objectives

2

These should include the skills that the student hopes to gain by the end of the work term, technical as well as soft. The student should also include the supervisor's goals and expectations for their work term.

Co-op Check-In Meeting

3

The Co-op Check-in Meeting is initiated by the UBC Science Co-op office and happens **once per work term**. The student's Coordinator obtains feedback from both supervisor and student, to ensure a smooth progression of the placement, both from employer and student perspective.

Evaluation

4

At the end of the term, we will email an **Employer Evaluation** link for you to assess the student's performance. We encourage you to discuss feedback with your students, to foster their personal and professional growth. Students on their first ever Co-op term will complete a **Reflection Assignment**, while students on subsequent terms will submit a **Work Term Assignment** to their supervisor for grading.