UBC SCIENCE CO-OP

SUPERVISOR ONBOARDING

- Introduction to UBC Science Co-op
- Co-op Processes and Timeline
- Some Recommended Best Practices

Land Acknowledgement

We begin by acknowledging that the University of British Columbia Point Grey Campus is situated on the traditional, ancestral, unceded territory of the Musqueam people.

On the Call Today

Dr. Javed Iqbal

Program Director
He/Him

Brittany Laidman

Employer Liaison & Marketing Assistant
She/Her

Keikei Lau

Co-op Coordinator
She/Her

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Co-op Coordinator
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What do you hope that your student adds to your team this term?

Analytical skill

New approaches

Fun

Thought-provoking questions

New Perspective

Integrity

customer success

professional and ownership

New skills

Perspectives

Collboration

Professionalism

Problem solving

Creativity

Enthusiasm

Technical expertise

Capacity

willingness to learn

Teamwork

Energy

Passion

Energy and enthusiasm

Experimentarion

Innovation

New ideas

Perspective

Learn

Youth perspective

Machine Learning

open to share idea

Mutual learning

complementary skills

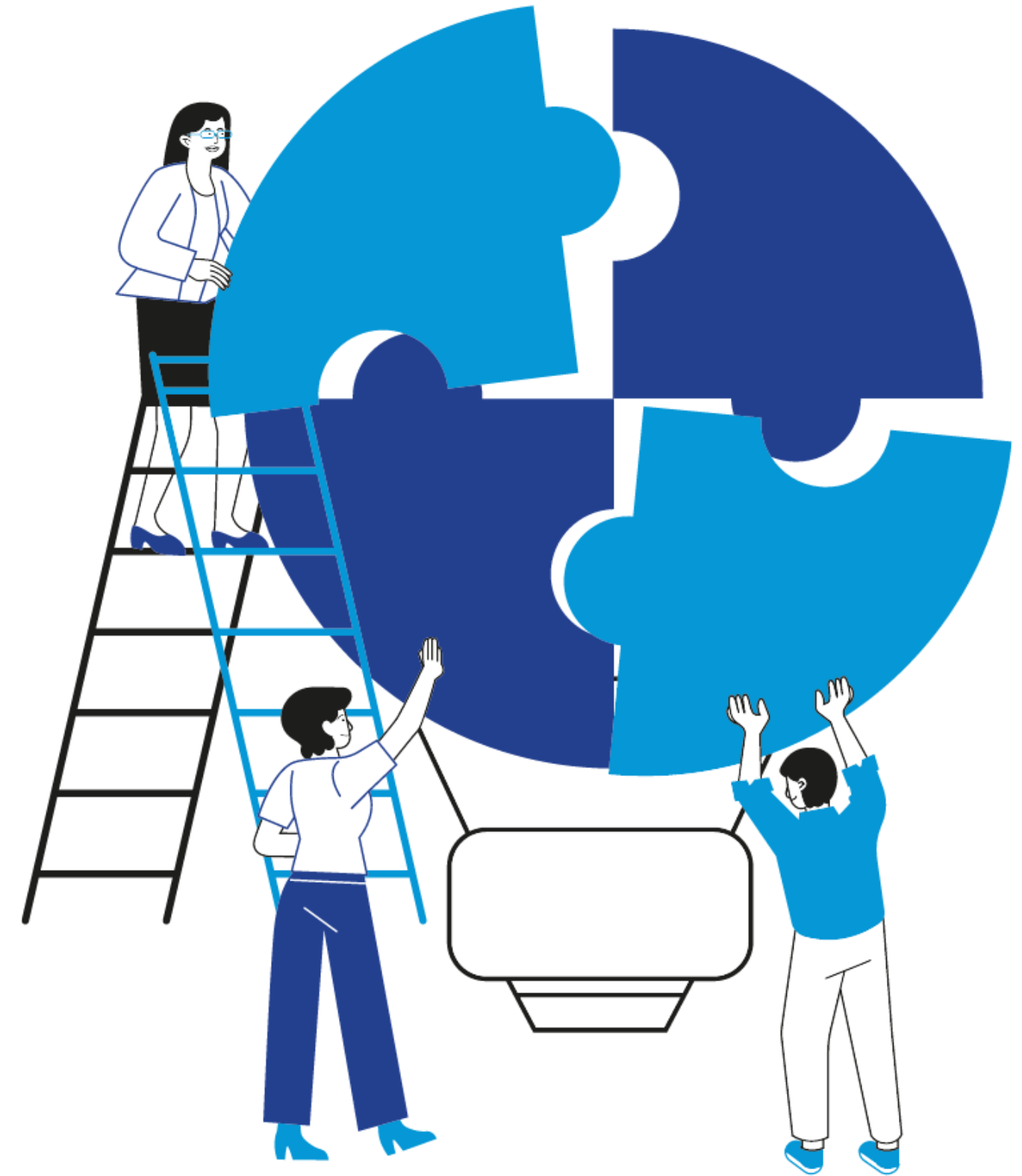Fresh approach

New insights

Positivity

New expertise

AI tool familiarity

Agenda

1. Funding

2. Timeline of a Co-op Work Term

3. End of Work Term and Reports

4. Student Requests

5. Recommended Best Practices

6. Questions Break

Funding Options

- The **Student Work Placement Program (SWPP)** is a Federal program that can assist employers hire Co-op students
  - Employment and Social Development Canada (ESDC) works with various Employer Delivery Partners, a group of recognized associations and organizations that represent the interests of employers in particular industries
- Wage subsidies can cover up to 50% for a student's salary (up to a maximum of $5,000) or 70% (up to $7,000) for underrepresented students (women in STEM, Indigenous Peoples, students with disabilities, visible minorities, newcomers to Canada, first-year students)
- International students do not qualify
- Post Secondary Institutions (PSIs) are not eligible

Funding Options

Ontario Chamber of Commerce

- Very limited Fall 2025 reserved slots are still available; reach out to cstalent@sciencecoop.ubc.ca to inquire (deadline: September 30th)

Venture for Canada

- Winter 2026 applications open until October 24th, 2025

BioTalent Canada

- Winter 2026 applications are scheduled to open December 1st, 2025
- It's recommended to create an account in advance, as approval takes a few day

https://sciencecoop.ubc.ca/employers/funding

Co-op Work Term Timeline

First Week

Onboarding & Orientation

- Administrative processes (HR forms, safety protocols, hours of work, dress code…)
- Setting Expectations
- Establish Communication Processes/Guidelines
- Complete **Learning Objectives and Goal Setting form**
- Initial Training

Learning Objectives and Goal Setting

Students are required to complete a learning objective and goal setting form for each work term:

- Identify goals and skills that they would like to accomplish during the term – both soft skills and hard skills

- Meet with the supervisor to clarify and align on goals

Middle of a Work Term

Co-op Check-in Meeting

The objective of a Check-in Meeting is to:

- ensure a smooth progression of the work term, both from employer and student perspective

- obtain feedback from the supervisor and the student

- discuss the student's projects

Telephone or Video Conferencing Check-in

In Person Check-in

Telephone or Video Conferencing
Check-in

In Person Check-in

Middle of a Work Term

Co-op Check-in Meeting

- assess the overall effectiveness of the work term, including integration with the team

- resolve any issues that may have arisen (the supervisor doesn't need to need to wait until the end of the work term)

- discuss any hiring needs for the next term

Co-op Check-in Meetings: Frequency

- Once per term for new placements

- For longer term placements – such as 8, 12 or 16 months – subsequent meetings are optional (at the discretion of the student's supervisor and Coordinator)

Check-in Meeting – Some Typical Questions

- How is the student progressing?

- Provide comments on the student's communication style, work quality & deliverables, etc.?

- Have your expectations been met? Any concerns?

- How was your experience with the recruitment of your student? Can we better support you?

Work Term Issues

If at any point, you encounter an issue with the placement, please contact the student's Co-op Coordinator as soon as possible.

We strive to resolve issues with good communication between employer, student and the UBC Science Co-op office and believe that in most cases, this outcome is achievable.

However, if the issue cannot be resolved, together we will look at all other available options, up to and including termination of the work term, but this should be a last resort.

End of Work Term

Student Deliverables

1. Reflection Assignment (the first work term)
2. Work term Assignment (subsequent work terms) with options of: written assignment or oral presentation, confidential or non-confidential
3. Evaluation Form

Employer Deliverables

1. Employer Evaluation Form
2. Evaluation of work term assignment

Work Term Assignment

The topic and format of the [work term assignment](#) is up to you and the student!

Generally, it will be either a

- written assignment
- progress assignment
- oral presentation or
- poster presentation

If you hire another student in the same position, that student should be able to read the assignment or presentation and have a good understanding of work that the previous student completed.

Confidential vs. Non-confidential

Is the Assignment Confidential or Not?

- **Confidential:** the student will submit to their supervisor, who will be responsible for evaluation. At the end of the work term, our admin team will email the supervisor a link to the evaluation form.

- **Non-confidential:** if an employer is unable to mark a non-confidential assignment, it may be submitted to our office for marking. The supervisor must release confirmation that the assignment is non-confidential.
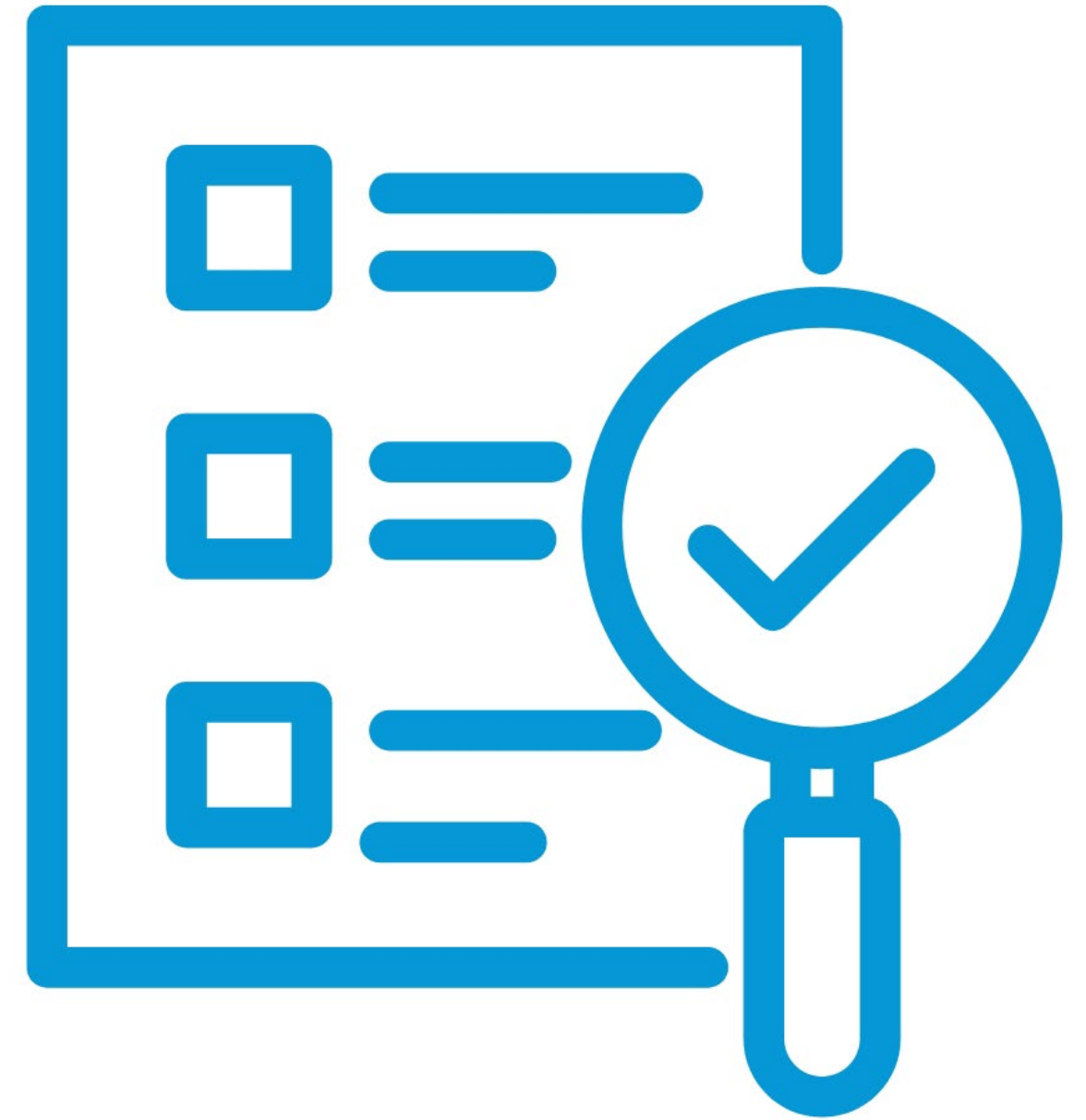
Employer Evaluation Form

The student assessment form can be found on SCOPE; it includes technical and soft skills that evaluate how the student adapted to the work environment.

As the supervisor, evaluate your student(s) on a scale of 1 (lowest) to 5 (highest).
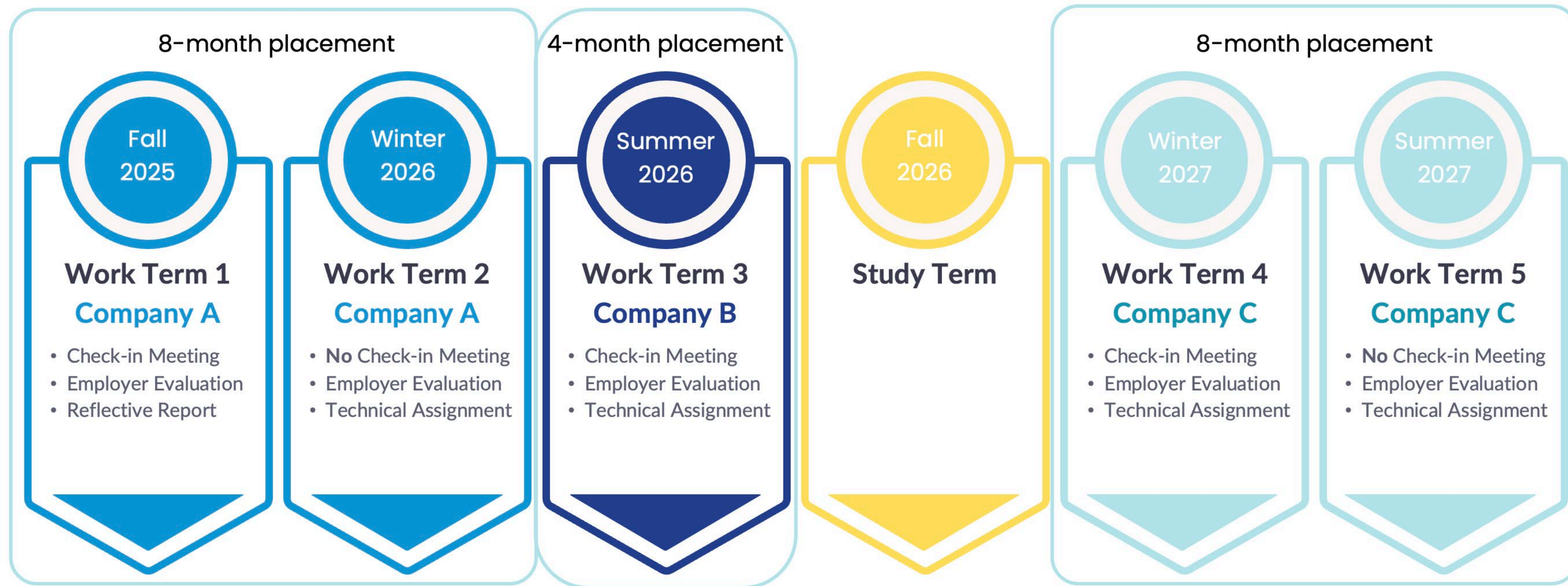
Some examples are:

- Interest in work
- Ability to learn
- Quality of work

We encourage you to complete the assessment together with your student, as your feedback is essential to their growth.

Work Term Requirements: Example Timeline

8-month placement

4-month placement

8-month placement

Fall 2025

Work Term 1
Company A

- Check-in Meeting
- Employer Evaluation
- Reflective Report

Winter 2026

Work Term 2
Company A

- **No** Check-in Meeting
- Employer Evaluation
- Technical Assignment

Summer 2026

Work Term 3
Company B

- Check-in Meeting
- Employer Evaluation
- Technical Assignment

Fall 2026

Study Term

Winter 2027

Work Term 4
Company C

- Check-in Meeting
- Employer Evaluation
- Technical Assignment

Summer 2027

Work Term 5
Company C

- **No** Check-in Meeting
- Employer Evaluation
- Technical Assignment

If a Student Requests...

To Cut Short a Work Term

As an employer, **you are not obligated** to accommodate this and we support supervisors declining these requests.

Students have agreed to the employment contract, including a start and end date of the work term.

Subsequently, they are expected to honour this commitment.

If a Student Requests...

To Take Time Off

An employer is **not obligated** to grant a vacation request.

Or Enrol in Courses

In the UBC Science Co-op Terms and Conditions, we approve **a maximum of one academic course** outside working hours during a work term. For any other circumstances, approval from the supervisor is required.

Recommended Best Practices

Welcome & Onboarding Meeting with Your Team

- Policies and procedures (work hours, vacations, T&C of appointment...)
- Work term objectives
- Establishing goals
- Setting expectations
- Reporting structure
- Communication procedure and guidelines

Recommended Best Practices

Feedback & Empowerment

- Creating a respectful work environment where discussion is encouraged and differences are respected
- Weekly or bi-weekly one-on-one meetings
- Weekly reports (could be a short end-of-week report via e-mail)
- Regular feedback
- Providing the intern with an opportunity to understand the bigger picture
- Share your own origin story and career journey

In Session Feedback: what are your ideas to motivate your student and encourage their success?

- Building a supportive learning environment where it's okay to make mistakes
- Open door for discussions
- Meaningful projects, which has impact on the team/company
- Diversity of tasks
- Invite them to company team building events
- Multiple projects
- Offer choices or input in activities so student feels ownership
- Encourage communication across the team.
- Including them in the project design and allowing them to explore paths to the final goal
- Allow them into implement new quantification strategies on assays that are related to their independent project
- Empower them to control their day

- Detailed and ongoing training
- Set small, achievable goals to build confidence
- Flexibility
- Lean into their interests, encourage them to share their ideas
- Regular check-ins, inclusion in all the team activities, demos and open discussion about their work
- Peer and mentors in addition to direct supervisor
- Giving them visibility in to development roles, discussions, and details.
- Open and honest two-way communication
- Participate in multidisciplinary teams
- Blend their learning goals with our professional goals wherever possible
- Participate in events where they get exposure to lots of employees beyond our team and leaders
- Regular check-ins and demos of their work
- Encourage their initiatives
- Safe environment for feedback
- Provide the bigger picture
- Provide options for different projects that have value to the company and to the student

- Opportunity to investigate and provide a proposal for a topic that hasn't been done before
- Invite them to company wide meetings, so that they can see the impact of their work
- Strong mentorship
- Acknowledge small wins and provide constructive feedback
- Explore and practice on projects
- Being integrated in medium scale team
- One-on-one coffees—ask what they want to learn and tailor the tasks to that if possible; give them ownership of the work that they do (autonomy with feedback)
- Identify what they're interested in and align different work to meet their learning goals
- Product launching!
- Weekly feedback
- Regular check-in meetings to get feedback and answer any questions or concerns
- Recognize contributions and provide feedback
- Open and honest two-way communication
- Provide both local and remote peers for the Co-op to work with

- Have them meet with senior leaders on their own to build confidence and relationships
- Weekly meetings with an update for the entire team
- Projects directly meaningful to the company
- Participatory approach
- Lower the barrier for them to ask questions
- Regular feedback
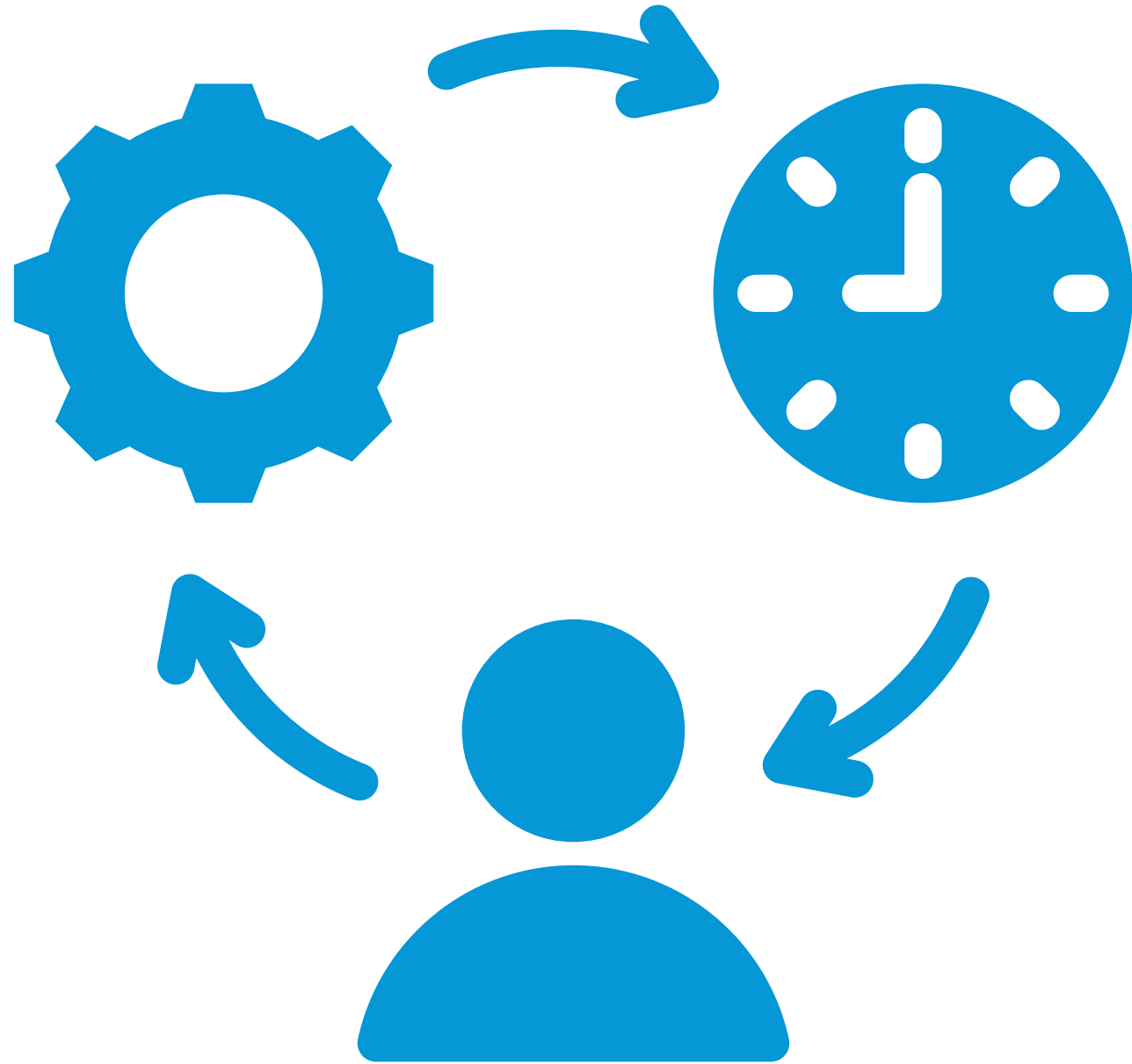
Thank-you for Attending!

Follow us on [Instagram](#) and [LinkedIn](#)

Listen to the Co-op Catalysts podcast on [Apple](#) and [Spotify](#)

Read our student-focused [Co-op Chronicles](#) interview series

Fill Out Our Onboarding Session Feedback Survey

A big thank-you to all of our supervisors for all that you do!

Appendix

Employer Expectations and Responsibilities

FAQ Appendix

Find a report marking guideline here

Find the presentation evaluation form here

More information on Work Term Assignments here

View the Work Term Report Evaluation here