These 10 tips can help your organization maximize the co-op experience.

1. **Before day 1: provide background information to the student**  
   Prior to the student’s first day at work, forward any materials, websites, past project summaries or other information that will help the student prepare.

2. **Arrange a ‘welcome orientation’**  
   You’ll promote engagement between employees and co-op students. Orientation could include a department walk through, an overview of your organizational chart, and a staff-wide introductory email.

3. **Rotate students through multiple departments**  
   You’ll help co-op students build a holistic understanding of company operations.

4. **Encourage students to invite senior staff to lunch or coffee**  
   You’ll enhance students’ connection to the company and provide opportunities for them to learn about your organization’s culture.

5. **Include students during staff meetings and training sessions**  
   You’ll give co-op students the opportunity to practice meeting etiquette and develop a greater understanding of departmental responsibilities. Plus, even if the training isn’t relevant to students’ current positions, you’ll help them learn new skills.

6. **In large organizations, coordinate ‘co-op student coffee socials’**  
   You’ll encourage students to share ideas, experiences, protocols and training.

7. **Facilitate meetings between students and professional contacts**  
   You’ll promote the exploration of co-op students’ career goals and the ways these goals align with your industry.

8. **Involve current students in the hiring of the next co-op student**  
   You’ll give co-op students the opportunity to learn how your organization screens and interviews applicants, and reduce work for the hiring manager.

9. **Include students in extracurricular and social activities**  
   You’ll increase co-op students’ familiarity, comfort and sense of commitment to coworkers and to your organization.

10. **Ask students to complete a presentation about their experiences**  
    You’ll help students develop presentation skills and illuminate opportunities for improvement.