WORK SITE VISIT CHECKLIST

Use this checklist during each work site visit to get the most out of your session. The following tips have been collected as a result of student and staff input.

Preparing for the work site visit

If possible, ask your coordinator if you can be involved in planning the work site visit along with your work supervisor. REMEMBER TO:

• Talk with your supervisor about the objectives of the work site visit and revisit the competency-based learning objectives you defined in Part 1 of your Competency Assessment (Work Term Goals and Learning Objectives)
• Make sure you've completed Part 2 of your Competency Assessment (Mid-Term Assessment) and asked your supervisor to add his or her comments to your assessment

Format of the work site visit

Ideally, your work site visit will include an in-person visit from your co-op coordinator. Your co-op coordinator will usually spend the beginning of the work term with you and your supervisor, and then spend about 20 minutes with each of your independently. This lets you receive feedback about your work term.

The work site visit format will be different for every visit. In some cases, your work site visit will be done over the phone, through Skype™ or by email. Sometimes a different coordinator will conduct your work site visit, but it’s a good idea to follow up with your own coordinator.

What to cover during your work site visit

Ask your coordinator to clarify the goals at the beginning of the visit. Here are some topics to cover.

☐ Discuss your general impressions of the position, as well as your overall experiences

☐ Review Part 1 and Part 2 of your Competency Assessment and discuss your competency development, including strengths, areas of improvement and gaps

☐ Articulate any work-related issues and try to resolve them

☐ Discuss your work term report and other program requirements

☐ Talk about your future work term plans