CO-OP WORK TERM RECORD

Once you have been placed in or found a co-op job and confirmed this job with your co-op office, a work term record will be created for that term. This will show up on your co-op dashboard.

A quick summary of each work term is shown on your co-op dashboard.

Main work term record

At the top of the record is an overview of your work term record information. To edit the record, scroll down and find the “edit” button.

Only certain fields are editable by students:

- Salary information (amount, frequency, and hours per week)
- Job description
- Work site address (street address, city, region, province, country, and postal code)
- Supervisor information (name, title, phone number, and email*)

* The supervisor email field has an additional function – the email you enter here will be where the system will send your competency assessments for review and supervisor input.

Once you have entered your information, scroll to the bottom of the record and click “save.”

If you notice any errors to information that you are unable to edit, please contact your co-op office for correction.

Sub-record: Student contact info during the work term

When viewing your work term record, there is also an option to create a sub-record where you can add your contact information for the duration of the work term (e.g. your temporary home address, a work email or phone number). This information is mandatory for some program areas and optional for others.
Find and click “Student contact info during work term.” If the sub-record has not already been created, click “Create Record”

Click “Submit” when you are finished entering your information. You may come back and edit the information at any time.

This information may be used by your coordinator:

a. When trying to contact you to arrange a work site visit
b. In the unlikely event of an emergency or natural disaster