



CO-OP WORK TERM CHECKLIST

<p>MONTH 1 (JANUARY MAY SEPTEMBER)</p>	<ul style="list-style-type: none"> • UPDATE YOUR WORK TERM RECORD Instructions available on the Co-op and Career site: https://www.uvic.ca/coopandcareer/co-op/secure-coop-job/search/index.php • COMPLETE AND SUBMIT LEARNING OBJECTIVES To complete this module, assess your proficiency level for all competencies (core, discipline-specific, intercultural) and submit your work term goals for 3-5 competencies. It is a great idea to discuss these goals with your supervisor, if possible.
<p>MONTH 2 FEBRUARY JUNE OCTOBER)</p>	<ul style="list-style-type: none"> • COMPLETE AND SUBMIT MID-TERM COMPETENCIES Prior to your worksite visit with your Co-op Coordinator, reflect on your work term. Complete your mid-term competency evaluation by assessing your progress for each of your learning objectives. Once you have submitted your evaluation, a link will automatically be sent to your supervisor to complete his/her mid-term competency evaluation.
<p>MONTH 3 (MARCH JULY NOVEMBER)</p>	<ul style="list-style-type: none"> • SCHEDULE A WORK-SITE VISIT Your Co-op department will contact you to set up a worksite visit. Learn more on the Co-op and Career website: https://www.uvic.ca/coopandcareer/co-op/secure-coop-job/search/index.php
<p>MONTH 4 (APRIL AUGUST DECEMBER)</p>	<ul style="list-style-type: none"> • COMPLETE AND SUBMIT FINAL COMPETENCY ASSESSMENT At the end of your co-op term, complete your final competency assessment. Your supervisor will receive a copy of your form once you have submitted in online; he or she will then complete the supervisor portion.
<p>FINAL WORK TERM REPORT SUBMISSION</p> <p>REPORTS ARE DUE:</p> <p>WINTER (JAN-APR) – May 15th SUMMER (MAY-AUG) – September 15th FALL (SEPT-DEC) – January 15th</p>	<ul style="list-style-type: none"> • Submit your final work term report to Brightspace in PDF or Word format unless otherwise discussed with your Co-op Coordinator. <p>The work term report should be labeled as follows: Term-WTR-FirstNameLastName</p> <p>WORK TERM REPORT GUIDELINES: https://www.uvic.ca/coopandcareer/assets/docs/student-docs/co-op/workterm submissions/WorkTermReportGuidelines-HealthInformationScience.pdf</p>