Thank you for hiring a University of Victoria co-op student from the Health Information Science Co-op program!

We are providing the following information to help make your experience with co-op education as beneficial as possible. Work terms are considered a course for UVic students, and as such some deliverables must be completed for students to receive a passing grade. The table below provides an overview of key Co-op deliverables:

<table>
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<tr>
<th>PARTNER</th>
<th>IN THE FIRST MONTH OF WORK TERM</th>
<th>MIDDLE OF WORK TERM</th>
<th>BY THE 15TH DAY OF LAST MONTH</th>
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| **STUDENT** | • Enter contact information for themselves and their supervisor into our portal  
• In discussion with supervisor, create 3-5 Learning Objectives and submit by due date | • Submit Mid-term Competency Assessment by due date  
• Participate in Work Site Visit with Work Term Coordinator (30 minutes) | • Submit Final Competency Assessment by due date  
• Submit Work Term assignment following UVic’s guidelines by due date |
| **EMPLOYER** | • Provide orientation and introduction to job responsibilities to the student  
• Discuss Learning Objectives with student | • Provide feedback on student Mid-term Competency Assessment using link sent by Co-op & Career Portal  
• Participate in Work Site Visit with Work Term Coordinator (30 minutes).  
*The Coordinator will reach out to schedule the visit.* | • Provide feedback on student Final Competency Assessment using link sent by Co-op & Career Portal  
• Review and approve other UVic Work Term assignments as needed |

You can find additional resources on what is involved in supervising a Co-op student, best practices for an in-person work term and a remote work term on our website.

Thank you for your supervision and mentorship with our student as they develop their skills while contributing to your organization during this work term.

JASON BOND, HINF CO-OP COORDINATOR  
hiscoop@uvic.ca | 250-721-8577