

# HEALTH INFORMATION SCIENCE CO-OP PROGRAM

UNIVERSITY OF VICTORIA • SCHOOL OF HEALTH INFORMATION SCIENCE

## CO-OP WORK TERM DELIVERABLES

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:

PARTNER	IN THE FIRST MONTH OF WORK TERM	MIDDLE OF WORK TERM	BY THE 15TH DAY OF LAST MONTH
<b>STUDENT</b>	<ul style="list-style-type: none"><li>• Enter contact information for themselves and their supervisor into our portal</li><li>• In discussion with supervisor, create 3-5 Learning Objectives and submit by due date</li></ul>	<ul style="list-style-type: none"><li>• Submit Mid-term Competency Assessment by due date</li><li>• Participate in Work Site Visit with Work Term Coordinator (30 minutes)</li></ul>	<ul style="list-style-type: none"><li>• Submit Final Competency Assessment by due date</li><li>• Submit Work Term assignment following UVic's guidelines by due date</li></ul>
<b>EMPLOYER</b>	<ul style="list-style-type: none"><li>• Provide orientation and introduction to job responsibilities to the student</li><li>• Discuss Learning Objectives with student</li></ul>	<ul style="list-style-type: none"><li>• Provide feedback on student Mid-term Competency Assessment using link sent by Co-op &amp; Career Portal</li><li>• Participate in Work Site Visit with Work Term Coordinator (30 minutes). <i>*The Coordinator will reach out to schedule the visit.</i></li></ul>	<ul style="list-style-type: none"><li>• Provide feedback on student Final Competency Assessment using link sent by Co-op &amp; Career Portal</li><li>• Review and approve other UVic Work Term assignments as needed</li></ul>

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.