



CO-OPERATIVE EDUCATION WORK TERM REGISTRATION FOR UNDERGRADUATE STUDIES

WHEN WORK TERM IS ACCEPTED, SIGN AND RETURN COMPLETED FORM TO YOUR COORDINATOR.

By signing this form, you are agreeing to be registered in the below work term, and to abide by the terms and conditions of your Co-op program.

SECTION 1: EMPLOYER INFORMATION

EMPLOYER / COMPANY NAME

EMPLOYER / COMPANY LOCATION

SECTION 2: STUDENT INFORMATION

STUDENT NUMBER	LAST NAME	FIRST NAME(S)										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">V</td> <td style="width: 10%; text-align: center;">0</td> <td style="width: 10%; text-align: center;">0</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	V	0	0									
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WORK TERM (SELECT ONLY ONE) <input type="checkbox"/> Sept-Dec 2022 <input type="checkbox"/> Jan-Apr 2022 <input type="checkbox"/> May-Aug 2022	WT NUMBER (SELECT ONLY ONE) <input type="checkbox"/> WT 1 <input type="checkbox"/> WT 2 <input type="checkbox"/> WT 3 <input type="checkbox"/> OTHER	CO-OP PROGRAM (SELECT ONLY ONE) <input type="checkbox"/> HEALTH INFORMATION SCIENCE <input type="checkbox"/> COMBINED PROGRAM <input type="checkbox"/> HEALTH INFORMATION SCIENCE/ COMPUTER SCIENCE										
START/ END DATES: _____ to _____	WORK TERM DETAILS: <input type="checkbox"/> REMOTE <input type="checkbox"/> HYBRID <input type="checkbox"/> ON-SITE	<i>*Check with Co-op Coordinator if unsure</i>										

STUDENT SIGNATURE

DATE

OFFICE USE ONLY

DEPARTMENT	CRN (COURSE NUMBER)	EMPLOYER NUMBER
HINF		
WORK TERM ENTERED IN LEARNING IN MOTION (LIM)	OFFER LETTER ON FILE	WORK TERM REGISTERED IN BANNER

NOTES:

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
STUDENT	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Submit Mid-term Competency Assessment by due date• Participate in Work Site Visit with Work Term Coordinator (30 minutes)	<ul style="list-style-type: none">• Submit Final Competency Assessment by due date• Submit Work Term assignment following UVic's guidelines by due date
EMPLOYER	<ul style="list-style-type: none">• Provide orientation and introduction to job responsibilities to the student• Discuss Learning Objectives with student	<ul style="list-style-type: none">• 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). <i>*The Coordinator will reach out to schedule the visit.</i>	<ul style="list-style-type: none">• 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.



University of Victoria

Co-operative Education Program and Career Services

JASON BOND, HINF CO-OP COORDINATOR
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