Thank you for supporting the UBC Engineering Co-operative Education (Co-op) Program!

The Co-op Program is a partnership between employers, students and the University which integrates academic learning and industry experience. Through our nationally accredited program, students receive both academic credit and work experience in paid positions. Our Engineering Co-op Program is available to students at both the undergraduate and masters levels.

The following information prepares you for what you can expect during each 4-month co-op work term. We encourage you to review these guidelines and keep them for future reference to help you understand your role as a co-op supervisor. Please feel free to call (604.822.3022) or email us (eng.coop@ubc.ca) at any time with your questions or feedback.
Supervisor’s Role

Your primary role as a supervisor is to provide students with a challenging, engineering-related, technical experience in the workplace. When students arrive, it is helpful to discuss responsibilities and expectations for the work term. The following are areas you may want to consider discussing:

- **Policies and Procedures**: Ensure students are aware of the company’s policies and practices as part of an orientation.
- **Safety**: Review the company’s safety checklist and enroll students in safety training, as appropriate.
- **Student Responsibilities**: Provide information about students’ roles and how they relate to the team’s goals, identifying tasks or projects to be completed.
- **Your Expectations**: Discuss your supervisory style and communication preference (e.g., in person, by email).
- **Schedule**: Identify and discuss the company’s work schedule (e.g., core hours, flex time).

Engineering Co-op Schedule

Undergraduate students complete a total of five 4-month co-op work terms, or 20 months of work experience. Master’s students complete either one or two 4-month co-op work terms depending on their areas of specialization. From the first work term, students are continually preparing for the next term. Students are either applying for jobs for the next work term or preparing to enroll and return to classes for the following term.

Student academic and work term schedules can vary in each discipline. Many students are available for employment during two 8-month periods, as shown in Table 1. Sometimes they will be hired for a 4-month work term and continue seeking employment for the remaining four months. In these cases, students may be conducting interviews during their work term. They are required to inform you, the supervisor, in advance and obtain your approval for any time needed. Students are expected to make up any work time they might miss.

Table 1: Standard Undergraduate Co-op Schedule*

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall (Sep-Dec)</th>
<th>Winter (Jan-Apr)</th>
<th>Summer (May-Aug)</th>
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<tbody>
<tr>
<td>1st</td>
<td>1A</td>
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<td>TERM OFF</td>
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<tr>
<td>2nd</td>
<td>2A</td>
<td>2B</td>
<td>WT-1</td>
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<td>3rd</td>
<td>WT-2</td>
<td>3B</td>
<td>WT-3</td>
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<tr>
<td>4th</td>
<td>3A</td>
<td>WT-4</td>
<td>WT-5</td>
</tr>
<tr>
<td>5th</td>
<td>4A</td>
<td>4B</td>
<td>GRADUATION</td>
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*Undergraduate students in various Engineering programs and Master’s level students follow different timetable options. See full schedules at: coop.apsc.ubc.ca/students/undergraduate/engineering-co-op-work-term-schedules/

Performance Management

For students to successfully pass each 4-month co-op work term, they must participate in and complete the all of the following:

1. **Learning Objectives**

   Students are responsible for completing and submitting learning objectives to the Engineering Co-op office at the beginning of each 4-month work term. Students are required to discuss with you and plan how they will accomplish their learning objectives so both parties can establish expectations and outcomes. You are asked to review and discuss the learning objectives before they are submitted. Students are asked to respond to questions such as:
   - What technical skills would you like to acquire or improve upon during your work term?
   - What non-technical/interpersonal skills would you like to acquire or improve upon during your work term?
   - What expectations does your supervisor have for you regarding your professional and/or personal growth during this work term?

2. **Site Visits**

   A Co-op Coordinator will conduct an in-person site visit with supervisors and students located in the Metro Vancouver or Kelowna areas during each 4-month work term. For supervisors and students working outside these designated areas, site visits may be conducted via telephone or email.

   The Engineering Co-op staff will arrange a mutually convenient date and time for your site visit when the Co-op Coordinator can speak with you and the student for 15 to 20 minutes each. The purpose of the site visit is to:
   - Assess how the work term is progressing from both your perspective and the student’s, and to ensure it is a
positive experience for both parties

- Review the student’s learning objectives and discuss work performance and progress
- Ensure you are satisfied with the student’s performance and progress, and address any issues that may arise
- Review the student’s work term requirements that are necessary to successfully pass the work term, including:
  - Work term report (which will vary based on the number of work terms the student has completed)
  - On-line employer and student evaluation forms

3. Work Term Reports

In order to further develop professional report-writing and presentation skills, each student is responsible for completing a work term report. The report will be submitted for evaluation at UBC unless it is deemed confidential (see Table 2). The format and content of the required co-op work report varies depending on the student’s work term. Table 2 briefly outlines the work term report requirements. Students are expected to complete their work term report requirements during non-business hours.

Confidentiality:

If you deem the nature and content of the written report or oral presentation to be confidential, we request that you review and mark the report or presentation within your organization. In order for students to receive grades for confidential work term assignments, you must submit both a release form and an evaluation form. These are available at www.ubcengineeringcoop.com. Once you have completed the evaluation form, please send it directly to the Engineering Co-op Office at eng.coop@ubc.ca or by fax at 604.822.3449.

<table>
<thead>
<tr>
<th>Table 2: Work Term Reports</th>
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<tbody>
<tr>
<td>Work Term</td>
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<tr>
<td>Work Term 1: Experiential Learning</td>
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<tr>
<td>Work Term 2: Career Development</td>
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</tbody>
</table>
| Work Terms 3: Technical Report | A formal, analytical written technical engineering report related to a problem or project addressed during the work term. Topics include: technical issue, feasibility report, proposal details, project summary. | End of the work term | If the report is deemed confidential, the supervisor is requested to:
1. Sign and submit a Confidential Technical Work Term Report Release Form prior to the end of the work term
2. Evaluate and grade the report using the Evaluation of the Technical Report
3. Submit the completed grade form directly to our office by the end of the month following the student’s final work day |
| Work Terms 4: Technical Memo | A professional engineering memo related to a technical activity, problem or project encountered during the work term. Appropriate memo types include: Field Reports, Lab Reports, Progress or Status Reports, as well as Policy/Process/Operational Changes. | End of the work term | If the memo is deemed confidential, the supervisor is requested to:
1. Sign and submit a Confidential Technical Memo Release Form
2. Evaluate and grade the report using the Evaluation of the Technical Memo form |
| Work Term 5: Oral Presentation | A 10–12 minute formal technical oral report addressing an aspect of a project or problem encountered during the work term and presented to co-op staff. If the report is delivered on site, the length will be determined by the employer. | End of the work term | If the oral presentation deemed is confidential, the supervisor is requested to:
1. Sign and submit a Technical Oral Presentation Release Form
2. Evaluate and grade the presentation using the Technical Oral Presentation Evaluation form and submit directly to our office |
4. Online Evaluation Forms
Each work term shadows an academic 4-month term. At the end of each term, you are requested to complete an evaluation of your student’s performance. Categories for evaluation include the student’s skills, abilities, initiative and overall performance. You will receive detailed instructions via email, including a login and password for the online evaluation form, approximately two weeks prior to the end of the work term.

Technical Competencies & Transferable Skills:
You will be presented with a list of 12 skill sets, and asked to rank each student’s top three areas of strength, as well as their top three areas for improvement. If any skill sets do not apply, or if you have not had the opportunity to assess a student on a particular skill set, you may indicate “Not Applicable/Unable to Determine”.

Overall Performance:
You will be asked to evaluate students based on their most consistent level of performance throughout the work term. Considering technical competencies and transferrable skills, you will determine which of the following statements best represents each student’s overall work term performance:

- Consistently delivers exceptional performance
- Consistently exceeds performance expectations
- Consistently meets performance expectations
- Consistently meets minimum performance expectations
- Inconsistent performance – shows potential for improvement
- *Consistently fails to meet performance expectations*

*Please note:* If a student receives an overall evaluation of “Consistently fails to meet performance expectations”, a “Fail” will be recorded on the student’s academic transcript for the corresponding work term, and the student will be withdrawn from the UBC Engineering Co-op Program.

Resolving Work Term Issues
If you experience any problems or have concerns at anytime during the work term, please contact a Co-op Coordinator immediately or call the UBC Engineering Co-op office in Vancouver at 604.822.3022, or in Kelowna at 250.807.9279.

UBC Engineering Co-op Program Offices

<table>
<thead>
<tr>
<th>Vancouver Campus</th>
<th>Okanagan Campus</th>
</tr>
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<tbody>
<tr>
<td>2385 East Mall</td>
<td>1137 Alumni Avenue, EME 3225</td>
</tr>
<tr>
<td>Vancouver, BC, V6T 1Z4</td>
<td>Kelowna, BC V1V 1V7</td>
</tr>
<tr>
<td>604.822.3022</td>
<td>250.807.9279</td>
</tr>
<tr>
<td><a href="mailto:eng.coop@ubc.ca">eng.coop@ubc.ca</a></td>
<td><a href="mailto:okanagan.eng.coop@ubc.ca">okanagan.eng.coop@ubc.ca</a></td>
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[www.ubcengineeringcoop.com](http://www.ubcengineeringcoop.com)