

Work Term Check-in

What you need to know!

Purpose

The Work Term Check-in (WTC) is an integral component of your co-op experience, providing an opportunity to reflect on your learnings and address any concerns. We want to ensure you are benefiting from your experience and that you, and the employer, get the most out of your time there.

When

The WTC is conducted **near the mid-point** of every **4-month work term**. Before the mid-point of your work term, our Program Assistants (PA) will email you with instructions regarding scheduling your WTC.

Form

The mode for your WTC will vary:

- If it is your **first work term** with the employer you will get a **Phone/Video Call Check-in** or an **eCheck-in**.
- If it is your **second, third or fourth work term** with the same employer, or if you are working outside **Canada or the U.S.** you will get an **eCheck-in**.

Phone/Video Call Check-in

The phone/video call check-in will take a total of 30 minutes, consisting of two parts:

1. **First 15 minutes: Coordinator speaks to your supervisor via phone**
 - Your coordinator will first speak with your supervisor to get a sense of your performance and progress, as well as their overall experience as a co-op employer.
2. **Second 15 minutes: Coordinator speaks to you, individually, via Zoom (or phone, if required)**
 - Expect a casual conversation with your coordinator - be prepared to talk about your experiences so far, your learning objectives, and if you have any concerns or problems in the work term.
 - These conversations are confidential and meant to help you make the most of the work term.
 - Here are other topics that may come up during the conversation:
 - What you've learned and how you can keep improving
 - Feedback from your supervisor
 - Your work term assignment
 - Anything else you'd like to discuss with your co-op coordinator

****TIP:** To make the most of your conversation with your Coordinator, reflect on your experience so far, your learning objectives and career goals, and come prepared with discussion points.

3 STEPS for Scheduling the Phone/Video Call Check-in

1. You will receive an email, typically in the second month of your work term, from our PA prompting you to schedule your Phone/Video Call Check-in via PD Portal's Work Term Check-in Calendar.
2. In the Work Term Check-in Calendar, you will select a date and time that works for you and your supervisor, and provide your supervisor's name and phone number. Once the booking has been completed, you will see the Zoom link which you will use for your check-in. The co-op coordinator will use the phone number you provided to call your supervisor.
3. Ensure you have a private and quiet place to use during the virtual meeting. ****If you are based in the field or do not have access to a stable internet connection, make a note that you require a phone call when booking your check-in.**

Note: A PA will reach out to you to coordinate the scheduling of this check-in. However, a Co-op Coordinator will conduct the meeting.

eCheck-in

You and your supervisor will receive a separate email invite from our PA to complete an individual work term eCheck-in via PD Portal.

- This eCheck-in is a quick survey you and your supervisor will complete individually to check how you are progressing in your work term. In your survey, you will also be asked to reflect and write about what you've learned, how you can keep improving, and your key takeaways from the experience.
- If you wish to have a Phone/Video Call Check-in instead of an eCheck-in, let your co-op coordinator know or reply to the eCheck-in email you received, and we will be happy to accommodate.

