Below is a checklist of administrative requirements to ensure you have all the information and documentation you need before, during, and after your work term.

If you have any questions or concerns throughout your work term, please don't hesitate to contact us.

PEY Co-op Checklist

1. Before your Work Term starts Contracts, Insurance Coverage, Co-op Permit, Insurance, OSAP & Student Loans

□ Read, sign and upload your <u>PEY Co-op Acceptance Form</u> and offer letter/contract to your career portal account.

□ Attend a mandatory Transition to the Workplace Session – schedule and sign up through the career portal.

Ensure you know the logistics of your work term: start date, work location, work hours, etc. This information can be found on your contract or through your supervisor/contact.

Ensure you have a Co-op Work Permit and SIN (if you are an International student working in Canada). If you have not initiated this process, or if you have not received your co-op work permit at this time please contact <u>pey@ecf.utoronto.ca</u> immediately.

Ensure you have the right visa, health coverage, and you complete the <u>Safety Abroad</u> training (if you are working abroad). If you have not initiated this process, or if you have not received your co-op work permit at this time please contact <u>pey@ecf.utoronto.ca</u> immediately.

□ Review the information on **Health & Dental Insurance Coverage: PEY Co-op 2019-2020** on the <u>PEY Co-op FAQs</u> page.

□ Review the instructions on **OSAP & Student Loans on** the <u>PEY Co-op FAQs</u> page. To retain your interest-free status, you will need to complete the Continuation of Interest-Free Status (CIFS) form online through OSAP.

2. First week of your Work Term Work Contact Information & Safety Abroad Registration

Update your Career Portal Work Term record contact information (work email, phone number, supervisor name and contact information)

STEPS: Login to your career portal account, select my work term record, click on hyperlink of company name, and select edit work term. From here you can edit your work contact information and supervisor information.

Update your work contact information in the <u>Safety Abroad Database</u> (if you are working outside of Canada)

3. Mid-Summer 2019 Fees & Payment Deadline, Course Registration

 \Box Check your ACORN account for the PEY Co-op fees and incidental fees and make your payment before the <u>deadline</u>

□You need signed approval from the PEY Co-op office to register in a course in the 2019-2020 academic year. Complete the <u>PEY Co-op Course Approval Request Form</u> and submit it to <u>pey@ecf.utoronto.ca</u>

4. During your Work Term Self-Reflection Forms, Student Performance Evaluations, Final Report

Both students and their respective supervisors are required to complete a set of forms during the work term. Completion of these forms are required for the successful completion of PEY Coop. Below is a breakdown of the forms students and supervisors are to complete. Our office will email the forms and instructions for completing them to students and their supervisors.

To be completed by the student:

- □ Early PEY Co-op Self-Reflection Form (within the first four months of the work term)
- □ Final PEY Co-op Self-Reflection Form (last month of the work term)
- □ Final PEY Co-op report (August 2020)

To be completed by the student's supervisor

- PEY Co-op Midterm Student Performance Evaluation (five months into the work term)
- □ PEY Co-op Final Student Performance Evaluation (last month of the work term)

□ Monitor your UTOR email for additional communication from our office throughout your work term.

5. September 2020

 \Box Return to full time studies

A note on professionalism.

Maintaining professionalism throughout your PEY co-op work term is critical. While on your work term you will begin to develop your reputation as a professional and build the foundation for your career. As ones' reputation is a significant part of the networking element of a career, it is important to honour your commitments to your employer and ensure you are representing yourself and your interests in the most effective and professional manner.

For many students, this will be the first time securing a professional job opportunity. Along with positive work experiences and opportunities for growth, from time to time students could face challenges they are unsure of how to handle. The Engineering Career Centre is here as a resource to support you throughout your co-op work experience. If you experience any difficult situation you are unsure of how to handle, please email our office at peg@ecf.utoronto.ca – our door is always open.

Key Points

- Maintain professionalism and show good work ethics while on your work term. The ability to take direction from your supervisor is an expected and mandatory behaviour.
- Students should contact the Engineering Career Centre immediately if there are critical issues that will lead to pre-maturely leaving the job. Failure to contact the PEY Co-op office before taking any action may result in being removed from the PEY Co-op program.