

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

PEY Co-op Checklist

1. Before your Work Term starts

Contracts, Transition Workshop, Insurance Coverage, Co-op Work Permit, Insurance, OSAP & Student Loans

- Read, sign and upload your [PEY Co-op Acceptance Form](#) and offer letter/contract to your [career portal](#) account.
- Complete the mandatory **Transition to Workplace Session**, which you can attend online on Quercus starting in January 19, 2021 as part of the [FASE PERM PEY and ESIP Co-op 2021-2022](#) course. Log in to the course and complete the transition module along with the mandatory quiz.
- Ensure you know the logistics of your work term: start date, work location, work hours, etc. For remote work, check the online instructions and technologies ahead. 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 pey.coop@utoronto.ca immediately.
- [Register](#) and complete the mandatory Safety Abroad Workshop. Ensure you have the right visa, health coverage, and you complete the required information on the [Safety Abroad Registry](#). (if you are working abroad).
- Review the information on **Health & Dental Insurance Coverage: PEY Co-op 2021-2022** on the [PEY Co-op FAQs](#) page.
- Review the instructions on **OSAP & Student Loans** on the [PEY Co-op FAQs](#) 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.

3. Mid-Summer 2021

Fees & Payment Deadline

Check your ACORN account for the PEY Co-op fees and incidental fees and make your payment before the [deadline](#)

4. During your Work Term

a) Course Registration

While on PEY co-op, your priority is to fulfill your co-op responsibilities and successfully complete your work term. Students who are planning to take a course must comply with the following requirements:

- Ensure courses are not core/mandatory courses for your program of study (POST), are not scheduled during work hours, and will not negatively impact your work term commitment.
- Speak with your manager about your interest in taking a course and ensure that your work will not be jeopardized and you will make up the necessary time to meet the work expectations.

2020-2021 PEY Co-op Students require signed approval from the PEY Co-op office to register in a course. Complete the [PEY Co-op Course Approval Request Form](#) and submit it to pey.coop@utoronto.ca for approval

2021-2022 PEY Co-op Students are to contact pey.coop@utoronto.ca for the Course Approval process for the 2021-2022 year

b) 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. Below is a breakdown of the forms sent to students and supervisors. Our office will email the forms and instructions for completion to students and their supervisors.

To be completed by the student:

- Early PEY Co-op Self-Reflection Form (within the first few months of the work term)
- Final PEY Co-op Self-Reflection Form (last few months of the work term)
- Final PEY Co-op report (August 2022)

To be completed by the student's supervisor

- PEY Co-op Midterm Student Performance Evaluation (four to five months into the work term)
- PEY Co-op Final Student Performance Evaluation (last few months of the work term)

c) Site Visits

As part of the Co-op Program Requirements, the Engineering Career Center is keen to connect with both employers and students on work terms to schedule a site visit to meet and discuss how the work terms are progressing to date. Site visits provide the Co-op office the chance to understand the type of work the students are doing, learn more about the company culture and onboarding experience, as well as assist with any issues that may have arisen thus far affecting either the student and supervisor. Students are encouraged to request a site visit if they are experiencing any issues while on PEY Co-op term.

- Monitor your UTOR email for additional communication from our office throughout your work term, including site visit scheduling requests
- Email the ECC if your start or end dates changes
- Email the ECC if the contact information for your supervisor changes

5. September 2021

- Return to full time studies

A note on professionalism & ECC Support

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 one's 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 pey.coop@utoronto.ca. Our door is always open.

A note on COVID-19.

We understand that due to the current global pandemic, it can be a challenging and complex time for some. If you require wellness support, please consider using the University's navigational tool for mental health resources, [Navi: Your Mental Health wayfinder](#). In an emergency, dial 911 or Campus Police at 416-978-2222. You can find additional supports on our [website](#).

Some of you may begin your work term remotely due to the current climate. Here are some tips on working remotely:

- Pre plan where you are going to be working from in your home and do video calls
- Adjust your daily schedule to account for working during your contract hours.
- Once you start work, set up a phone meeting with each person on your team to introduce yourself and learn about their work
- Reach out to previous co-op student who was in your job to learn more about the job