Please refer to this checklist of administrative requirements to ensure you have all the information and documentation you need before, during, and after your work term. Kindly save this for future reference.

**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 [PEY Co-op Acceptance Form](#) and offer letter/contract to your career portal account.

   - ☐ Attend a mandatory Transition to Workplace session. Access the recorded session and complete the mandatory quiz available on Quercus ([FASE_PERM_PEY and ESIP Co-op 2021-2022](#)).

   - ☐ 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 application process, or if you have not received your co-op work permit at this time please contact [pey.coop@utoronto.ca](mailto:pey.coop@utoronto.ca) immediately.

   - ☐ Review the information on Health & Dental Insurance Coverage: PEY Co-op 2021-2022 on the [PEY Co-op FAQs](#) page.

   - ☐ Review the instructions under 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 & Setting Expectations*

   - ☐ 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.

☐ Identify and have the contact information of your workplace human resources (HR). You may need to contact them if you need support or if you experience a critical workplace situation. Find out if the company has established policies and protocols surrounding Health and Safety and Equity, Diversity and Inclusion (EDI)

☐ Discuss with your supervisor your workplace objectives and ask if they have expectations from you

☐ Request regular feedback meetings with supervisor or manager

3. Mid-Summer 2021
   Fees & Payment Deadline, Course Registration

☐ Check your ACORN account for the PEY Co-op fees and incidental fees and make your payment before the deadline

☐ While on a work term, taking an academic course is not recommended. If taking one course (0.5 credit) is essential to your academic path, please complete the PEY Co-op Course Approval Request Form and submit it to pey.coop@utoronto.ca. Taking more than one course while on work term is not permitted.

The priority should be on your work term and the onboarding experience into your new role, particularly within the first four months.

By completing the PEY Co-op Course Approval Request Form, you are agreeing that, following your work-term you will be coming back as a full-time student to complete degree/POST requirements.

The Course Approval Process is under review. Changes may occur within the 2021-2022 work-term. The ECC will communicate these updates as they are confirmed. Please be sure to check your emails to stay informed.

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

Your PEY Co-op experience includes the completion of self-reflection and performance evaluation forms by students and employers at different stages of the work term, as listed
below. Submission of all three (3) student requirements will be assessed for completion. Failure to submit may result in a failing (NCR) notation on your transcript. Our office will email the forms and instructions to you and your supervisor at the appropriate times. For more information about PEY Co-op evaluation requirements, click here.

You are required to complete the following:

- Early Self-Reflection Form (within the first three months of the work term)
- Final Self-Reflection Form (last two months of the work term)
- Final Report (due August 2022, detailed instructions will be sent to your @mail.utoronto.ca email address in Spring 2022)

Your supervisor is strongly encouraged to complete the following:

- Midterm Student Performance Evaluation (four to five months into the work term)
- Final Student Performance Evaluation (last two months of the work term)

Important Reminders:

- If, due to extenuating circumstances, your work term start or end date has changed from what is currently documented in the ECC Portal, please notify us by emailing pey.coop@utoronto.ca.
- If your supervisor’s contact information changes at any time during your work term, please notify us by emailing evals.ecc@utoronto.ca.

☐ The ECC may reach out to students & employers to schedule site visits (onsite or virtual) to meet and discuss how the work term is progressing to date. Site visits provide the co-op coordinators the chance to see the student in their work environment, learn about the type of work the students is doing, 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 concerns while on PEY Co-op.

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

5. **September 2022**

☐ Return to full time studies