



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 Work Term Agreement 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](#) in January 2022. You will be notified when it is live.
- ☐ 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 immediately.
- ☐ Review the information on **Health & Dental Insurance Coverage: PEY Co-op 2022-2023** 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 2022

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](#)
- ☐ If you would like to take a course while on your PEY Co-op work term, you must submit a completed [PEY Co-op Course Approval Request Form](#) (signed by your work term supervisor/manager) to pey.coop@utoronto.ca to receive approval at least ten business days before the start of the course.
 - Course registration and participation is **not permitted** during the first four months of a work term (i.e., the entirety of the ESIP or the first four months of a PEY Co-op work term).
 - Students will not be approved to take more than 0.5 FCE per term and must not exceed a total of 1.0 FCE over the entire duration of the work term.
 - Students must ensure they will come back to full-time academic studies for the semester immediately following their work terms (i.e., Fall).

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.

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 2023, detailed instructions will be sent to your @mail.utoronto.ca email address in Spring 2023)

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 2023

☐ Return to full time studies