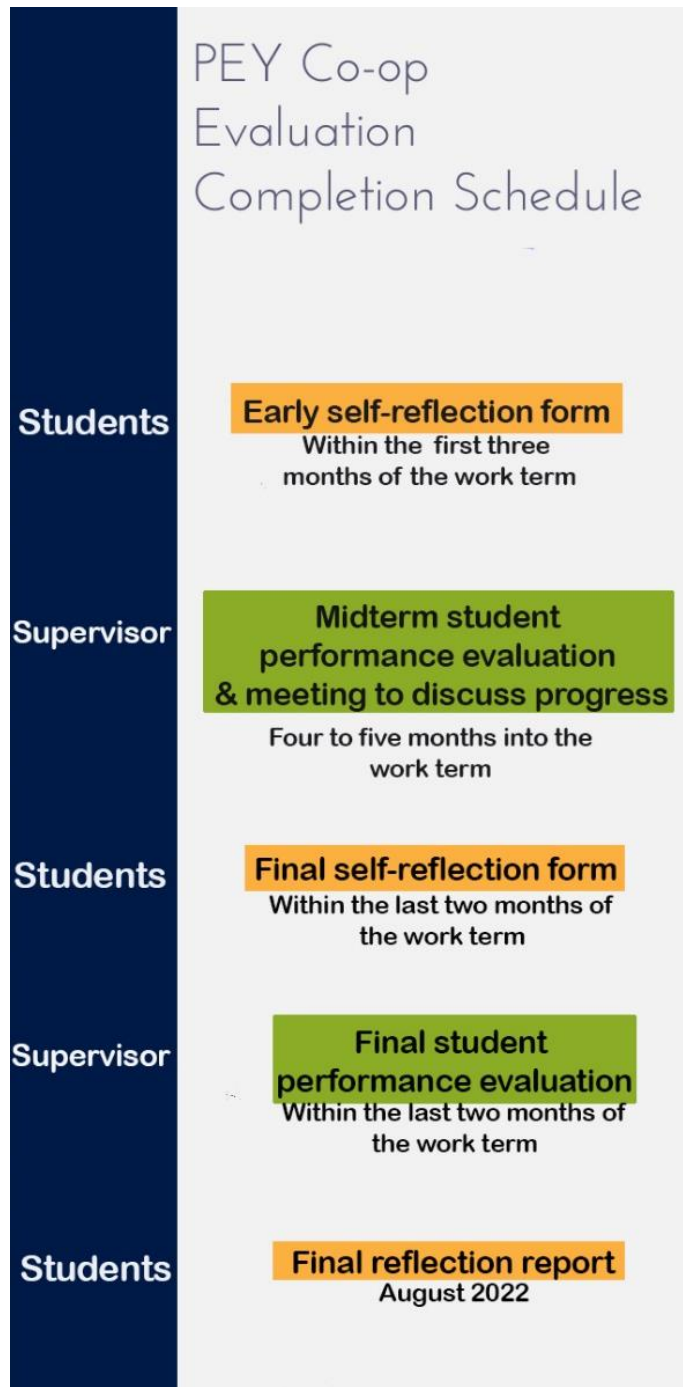## PEY Co-op Evaluation Requirements

Following the guidelines set by Cooperative Education Work Integrated Learning (CEWIL) Canada, your PEY Co-op experience includes the completion of electronic self-reflection and performance evaluation forms by students and employers at different stages of the work term, as shown in the graphic below. The timely delivery and completion of the PEY Co-op Self-Reflections and Performance Evaluations are critical to the on-going improvement of the PEY Co-op program. **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.**

PEY Co-op Evaluation Completion Schedule

Students — Early self-reflection form — Within the first three months of the work term

Supervisor — Midterm student performance evaluation & meeting to discuss progress — Four to five months into the work term

Students — Final self-reflection form — Within the last two months of the work term

Supervisor — Final student performance evaluation — Within the last two months of the work term

Students — Final reflection report — August 2022

* Note: detailed Final Reflection Report instructions will be sent to your @mail.utoronto.ca email address in Spring 2022

Self-Reflection Forms:
- Purpose: to help you reflect on your own skill set at the beginning and end of your work term and facilitate your professional development.
- A site visit or phone check-in from our office may be scheduled following the submission of your Early Self-Reflection.
- Submitted forms are only accessed by Engineering Career Centre staff members.
- You may share the completed forms with your supervisor at your own discretion.
- The Early and Final Self-Reflection forms are a valuable tool to help you write your Final Reflection Report.

Performance Evaluations:
- Purpose: to help your supervisor assess your skill set at the middle and end of your work term
- We will send a link to each Performance Evaluation to the supervisor you indicate on your Early Self-Reflection form.
- We strongly encourage your supervisor to complete both the Midterm Performance Evaluation and the Final Performance Evaluation.
- Upon completion of each evaluation, your supervisor should meet and discuss the form with you in person.
  - You may also check in with them directly and schedule a meeting to discuss your progress and performance.

Reminders:

- Continue to check your @mail.utoronto.ca email account throughout you work term so you get emails prompting you to complete your Self-Reflections.
- Self-Reflection forms will be sent from noreply@qemailserver.com.
- Email us if your supervisor's contact information changes at any time during your work term
- Email us if your start or end dates change during your work term.

Should you have any questions about the Self-Reflections, Performance Evaluations, or Final Reflection Report, feel free to email us at evals.ecc@utoronto.ca