

## Five Steps for Successfully Supervising Co-op Students:

- I. When you hire the student explain:
  - A. Equipment provided by company
  - B. Equipment provided by student
  - C. Standards for appearance
  - D. Salary, benefits, overtime pay
  - E. Starting date and ending date
  
- II. When the student begins work:
  - A. Introduce students to office personnel, including "key players"
  - B. Identify person who will assign work and supervise the student
  - C. Explain chain of command
  - D. Identify who to go to if there is a problem
  - E. Identify a "mentor" for the student
  - F. Explain office policy, including adherence to work hours, overtime, time sheets, and sick leave
  - G. Include student in departmental activities
  
- III. At the beginning of each work period:
  - A. Assign meaningful and challenging work
  - B. Establish a learning plan with the student. Identify at least three specific and measurable learning objectives to be mastered during the work period
  - C. Tell student what is needed, why needed, and format expected
  - D. Explain how student work will be evaluated, by whom, and when
  
- IV. Schedule several intermediate reviews throughout the work period to:
  - A. Monitor student's general performance
  - B. Measure progress toward meeting learning objectives
  - C. Make adjustments to learning plan and assignment as needed
  
- V. Near the conclusion of each work period, meet with the student to:
  - A. Review work period
  - B. Review and evaluate student's learning objectives
  - C. Identify skills developed during work period and skills needing development
  - D. Suggest academic course that could be helpful
  - E. Consider next work period and identify a tentative set of learning objectives