SUPERVISOR TIP SHEET

Your role as educator, coach and mentor is vital to work-term success. SITE Co-op’s goal is to make your experience as a supervisor as straightforward and enjoyable as possible. Below is a list of responsibilities, with links to resources, to help facilitate a successful work term for students and supervisors. For more details, please review the SITE Co-op Employer Responsibilities.

If you have any questions or concerns at any time during the work term, please connect with the Employer Development Coordinator for your organization by contacting coopjobs@dal.ca

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<th>Responsibility</th>
<th>Description</th>
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| Provide a Safe Environment            | • Ensure the workplace meets general liability coverage and safety  
• Provide a safe environment, free from harassment and discrimination and respectful of equity, diversity, inclusion, and accessibility  
• For information about Dalhousie’s Sexualized Violence Policy, click here |
| Onboarding                           | • Provide an orientation to the workplace and introduction to the team  
• Have equipment, workspace, supplies, and resources ready  
• For remote work, arrange for the pickup or delivery of equipment and supplies  
  • To review CEWIL’s Tops for Supervising Students Remotely, click here  
• Review policies (e.g. time off, holidays, health plans, cell phone and computer use)  
• Providing resources and training for dealing with challenging situations |
| Setting Goals and Objectives         | • Supervisors of students can review Graduate Attribute  
• Review the job description and discuss work term goals and objectives  
  • Focus on strengthening both technical skills and soft skills  
• Clarify the supervisory structure so students know whom to approach for work assignment-related questions and performance support  
• Providing students with professional development and career exploration opportunities |
| Reviewing Progress and Performance   | • Arrange regular meetings throughout the work term to review and reflect on progress and performance  
• As part of their work term responsibilities, students have a work term course to complete throughout the term. Have a conversation with your student about their academic requirements and how can you support them. |
| Providing & Receiving Feedback       | • Provide regular, timely, and specific feedback on performance.  
• Provide time and support for the student to act on the feedback.  
• For Tips for giving and receiving effective feedback for learning, click here |
| Work Term Monitoring                 | • Be available to meet with a co-op office representative mid-way through the work term, in person, by phone, or video conference, to discuss the student’s progress.  
• Supervisors of students on 2nd, 3rd or 4th work terms will receive an email prompting them to complete the Mid-Term Supervisor Survey  
• At any time during the work term, please contact us if you need assistance to ensure the work term is successful for both the student and your organization. |
| End of Term Performance Appraisal    | • Submit a written Performance Appraisal of the student’s work term by the last day of the term.  
  • A reminder and link to the form will be sent before the end of the work term so you can review it with the student before they leave. |