

SUPERVISOR TIP SHEET

Your role as educator, coach and mentor is vital to work-term success. WIL 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 [WIL Co-op Employer Responsibilities](#) and [CEWIL Canada's Advice on Mentorship](#).

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.

Responsibility	Description
Provide a Safe Environment	<ul style="list-style-type: none"> • 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 • Dalhousie's Sexualized Violence Policy
Onboarding	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ◦ CEWIL's Tips for Supervising Students Remotely • 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	<ul style="list-style-type: none"> • Review the job description and discuss work term goals and objectives <ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Provide regular, timely, and specific feedback on performance. • Provide time and support for the student to act on the feedback. • Tips for giving and receiving effective feedback for learning
Work Term Monitoring	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Submit a written Performance Appraisal of the student's work term by the last day of the term. <ul style="list-style-type: none"> ◦ 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.

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CONTACT US FOR MORE INFORMATION