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](https://www.wilco-op.ca/employer-responsibilities) and [CEWIL Canada’s Advice on Mentorship](https://www.cewil.ca/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.

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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  
• [Dalhousie’s Sexualized Violence Policy](https://www.dal.ca/wil/sexualized-violence-policy) |
| 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  
  - [CEWIL’s Tips for Supervising Students Remotely](https://www.cewil.ca/remote-supervision)  
• 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 | • 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.](https://www.wilco-op.ca/feedback)  
• Provide time and support for the student to act on the feedback.  
• [Tips for giving and receiving effective feedback for learning](https://www.wilco-op.ca/giving-receiving-feedback) |
| 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. |

CONTACT US FOR MORE INFORMATION

coopjobs@dal.ca  
902-494-4353  
dal.ca/wil  
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