

# CAREER DEVELOPMENT CENTRE

## Thank you for choosing KPU Co-operative Education students!

Education does not happen only in the classroom. Your role in supporting, coaching and mentoring a Co-op student is vital to the success in developing future leaders in our communities.

### »» EMPLOYERS | What to expect

#### CONTACT

Don't hesitate to contact us with any questions or concerns. We are here to help make the experience positive and successful for all parties.

#### OUR RELATIONSHIP

Students hired through the Co-op program will be automatically enrolled in a work term course for each semester they work with you. Upon graduation some employers hire students permanently, taking advantage of the training they have invested, however this is not an expectation.

#### CAREER DEVELOPMENT

Co-op encourages students to take ownership of their work term and their career development as part of their education. Various assignments are a part of their work term course but these will not interfere with the work they are performing for you.

#### LEARNING GOALS

A key assignment the students complete in the first month is to set their work term learning goals for each semester. They are required to meet with you to review these goals.

#### SITE VISIT

We will set up a site visit with you and the student in the middle of the term. The discussion will centre on the student's goals and feedback from the employer on the student's progress in developing their competence in eight key areas. We are interested in learning more about industry needs as well.

#### EVALUATION

You are asked to review the student's assessment of their competencies midway through and at the end of each term.

### »» STUDENTS | Expectations during their work term

#### WEEK 1

Students must submit their employer contact details and their contact information to the Co-op office.

#### FIRST MONTH

Students will develop work term learning goals in 8 key competency areas and review and refine these with their supervisor as well as their Co-op Instructor. It is important that the goals can be supported by the supervisor.

#### ASSIGNMENTS

Students will reflect on their learning through a variety of assignments during the work term. This reflection can include skills and tools they are learning, challenges they are facing, office etiquette issues, complexities in meeting new people, organizational culture insights and more, as such things relate to their educational and career goals.

#### SITE VISIT

The site visit, scheduled for mid term, will centre on the student's progress and achievement of learning goals in the 8 competencies.

#### END OF TERM

The student will meet with their supervisor to discuss their assessment of their competency and goals they have achieved. This form is then submitted to our office. The student also completes an end of term report or project for final evaluation. More detailed information can be found in the Employers Guide at [kpu.ca/coop/employer](http://kpu.ca/coop/employer)

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## »» EMPLOYERS | **Your role as a mentor**

### **GOAL SETTING**

Your support and guidance in helping the student set learning goals for competency development is essential to the creation of feasible goals. It is important that these goals meet your needs in addition to benefitting the student's growth and learning. A review of their goals and competency development form the basis for discussion during the site visit and for content in the student's final report.

### **COACHING**

As you know, one to one coaching of personnel in business is said to be a key motivator of excellent performance. We thank you for providing coaching for our students! We know that coaching is vital in helping students develop more competence and to reach their learning goals. Creating opportunities for students to apply their skills and achieve their goals will make the work integrated learning experience beneficial to you as well as to the student.

To help students along this journey some coaching ideas:

- » Set clear expectations.
  - » Connect students with key support people.
  - » Provide regular feedback.
  - » Provide students with a range of challenging work and responsibility level.
  - » Encourage students to research and ask questions of colleagues.
  - » Acknowledge achievements.
  - » Consider opportunities for job shadowing to support student learning.
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## »» EMPLOYERS | **Suggestions to enhance the Co-op student's experience**

- » Position the student as an employee, not only as a Co-op student.
  - » Match students with a buddy early on, someone to answer questions, who can orient them to the office and maybe even take them for coffee or lunch.
  - » Teach students that organizational culture, office etiquette, networking and relationship building is invaluable.
  - » Inform students about industry associations, seminars, conferences and professional development opportunities.
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