

# SUCCESS ON YOUR WORK TERM

## STARTING WORK WITH YOUR EMPLOYER

Be sure to review staff policies and procedures. If you require clarification, don't be afraid to ask. It is better to understand expectations at the beginning, which might include dress code, hours of work, reporting absences due to illness or how to manage medical appointments with work expectations.

## HEALTH & SAFETY

Your health and safety are important in any work setting. Be an informed employee and understand your organization's policies and Ministry of Labour standards. Questions can be directed to your supervisor and Co-op Coordinator. Any accidents/injuries must be reported immediately to your employer and Co-op Coordinator.

## ASK QUESTIONS

Supervisors encourage students to ask questions for clarification. This shows that you are thinking about your work and wanting to ensure you complete it correctly. Develop a strategy with your supervisor regarding the best time to discuss your questions.

## TAKE NOTES

Be sure to take a note pad or laptop to every meeting in order to document your action items and specific directions provided during the discussion.

## FEEDBACK

Supervisors share feedback both formally and informally to help you develop in your role. Be receptive and show evidence of incorporating it into your work activities.

## VACATION DAYS

Students are not typically eligible for vacation days, as you are a temporary employee. Requesting time off during a short-term assignment is not supported by co-operative education and may affect your supervisor's perception of your work commitment and consequently your overall final work performance evaluation.

## WORK EXPECTATIONS

Work terms take a different form than an academic semester, where you will experience onboarding and training initially, building up to more significant tasks and responsibilities. Take initiative to seek out work with your supervisor and be an engaged contributing member of your team.

## COMMUNICATION

Keep your communication professional, as emails or documents may be forwarded to others within an organization. Be sure to keep supervisors and/or team members in the loop on the status of assigned projects so they know when to anticipate the completed work.

## MEETING ETIQUETTE

Be on time for meetings and be engaged. Participation in discussions is noticed by staff and builds your network and reputation.

## TRACK PROJECTS & MANAGE DEADLINES

Take responsibility for your assigned projects. In addition to writing down details, always ask for deadlines, which will help with prioritizing your work. If you are falling behind on a project or need help clarifying which tasks should take priority, ask your supervisor.

## CELL PHONE

Ensure your personal phone is put away during work hours.

## SUPPORT ON A WORK TERM

Your Co-op Coordinator should be your first point of contact for work term related questions or concerns. While on a work term, co-op students can access university services. The Student Wellness website ([wellness.uoguelph.ca](http://wellness.uoguelph.ca)) includes information regarding Health Services, Counselling Services and Accessibility Services. Additional resources may be available through your employer's Human Resources department.