

## Co-op Workplace Success Plan

It is important to plan for a successful co-op work experience - one that is beneficial to the employer and co-op student. This means creating a clear vision and strategy that will help the co-op student reach set goals, while being well-equipped in anticipation of a new co-op job. Having an individualized Workplace Success Plan helps the co-op student identify specific job requirements and other work-related concerns. Based on these, the co-op student along with the employer and Co-op Coordinator, can build an action plan that will enable the co-op student to transition smoothly into the workplace. Creating a structured plan ensures that work-related needs and concerns are addressed, contributing to an overall great co-op work experience.

Completing the Workplace Success Plan involves collaborative effort from the co-op student, their assigned Co-op Coordinator, and the employer. It requires documenting concerns, proposing realistic solutions and clarifying any vague areas in relation to the specific co-op position. On completion of this resource, the co-op student can expect to feel more confident and better prepared for an upcoming work term. Each party can negotiate and come up with solid strategies for provision of workplace accommodations, prior to the start of a work term.

Please, go through this plan carefully, ensuring that you provide adequate information as needed.

**Note:** Throughout a co-op student's work term(s), adjustments can be made to the responses and general content of this plan, if necessary. Any questions can be directed to the co-op student's assigned Co-op Coordinator, as needed. The Co-op Coordinator can assist and should be consulted before any changes are made to the Workplace Success Plan.

Co-op Student:

Co-op Coordinator:

Employer:

Supervisor:

Student Job title:

Student Job type:  
(e.g., lab, field, office)

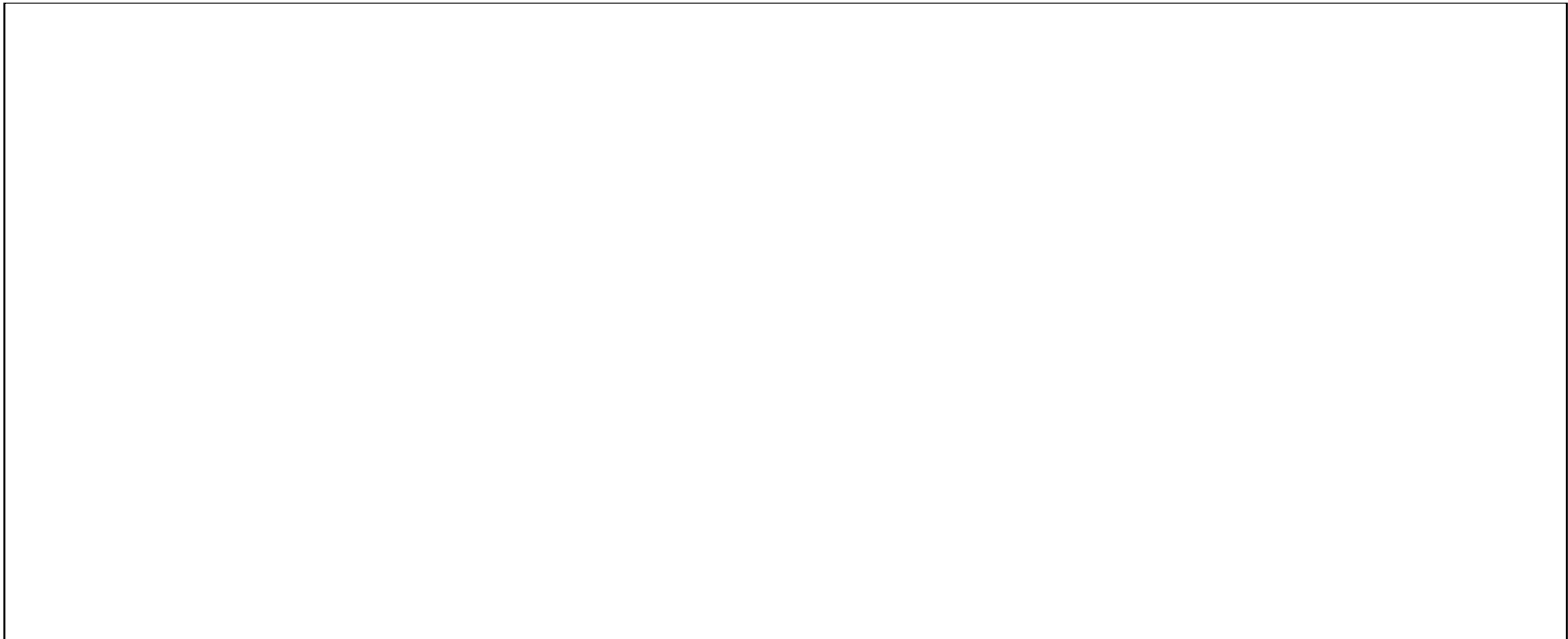
Specific employer and co-op student instructions have been provided before each section.

**Part 1: Job Description**

**Co-op student:** Go through the co-op job description and begin to think of any questions you might have about specific job duties, as well as areas where you need more information. Meet with your Co-op Coordinator for guidance.

**Employer:** Go through the co-op job description below, ensuring that all key aspects of the job have been noted.

**Job description as stated in job posting/job duties**

A large, empty rectangular box with a thin black border, intended for students to write down their notes or questions regarding the job description.

**Part 2: Inquiry about job components**

**Co-op student:** List all job aspects where you might need accommodations, based on the limitations of your disability. Seek guidance from your Co-op Coordinator.

**Employer:** Please, check the boxes next to any of the listed items that may apply to the co-op student's job.

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**Part 3: Comprehensive Plan**

**Co-op student:** Ask specific questions about job components that the employer has identified in the previous section, share any challenges you might have, and propose reasonable accommodations with help from your Co-op Coordinator.

**Employer:** Fill the “employer’s comments” section by providing a detailed answer to the co-op student’s job component related question.

Please, provide details of what each job component might look like in the work setting, giving specific examples where necessary- e.g. duration of break times, frequency of meetings, etc.

Go through any challenges identified by the co-op student, as well as their proposed accommodations.

Complete the last column by including any further suggestions. Initial to show approval.

All sections completed by the co-op student are pre-approved by their assigned Co-op Co-ordinator before submissions are made for your consideration. Beneath each page is the co-op co-ordinators signature, showing initial approval.

Job Component	Employer's comments	Co-op student's challenge	Co-op student's proposed accommodation(s)	Employer's approval/ further suggestions

Co-op Coordinator's initials: \_\_\_\_\_

<b>Job Component</b>	<b>Employer's comments</b>	<b>Co-op student's challenge</b>	<b>Co-op student's proposed accommodation(s)</b>	<b>Employer's approval/ further suggestions</b>

Co-op Coordinator's initials: \_\_\_\_\_

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Co-op Coordinator's initials: \_\_\_\_\_

**Part 4: Additional Information**

**Co-op student:** If there are any other challenges that have not been addressed above, complete this section accordingly.

**Employer:** Go over any noted challenges in this section and respond accordingly.

Other challenges with accommodations [co-op student]	response(s) and approval [employer]

Co-op Coordinator's initials: \_\_\_\_\_

**Part 5: Accommodations agreed upon**

**Co-op Coordinator:** All accommodations agreed upon between the co-op student and employer should be filled in below.

<b>Job component</b>	<b>Accommodation(s)</b>

## **Part 6: Learning Goals & Objectives**

An important component of a Co-op work term is the experiential aspect. Building and enhancing skills is a continuous part of work. As a co-op student, it is important to develop a list of realistic goals in relation to your work. By doing so, you can easily make connections between your work experiences, and the broader goals you have set, allowing you to be more reflective and motivated throughout the process. A well-defined list of objectives that you can refer to over the course of your work, makes it easy to compare growth and quantify your achievements during your work-term.

Sharing your goals with your employer also makes for collaborative effort in the realization of your goals.

Outline a few learning objectives, with an execution strategy. It might be difficult stating a specific strategy, depending on the goal, but as you progress, you might develop a clearer plan, and you can always make changes. For now, put down an action plan that is practical and achievable, in relation to your goal.

**Note:** these learning objectives might be duplicates of those submitted by the co-op student to their Co-op Coordinator.

**Co-op student:** Identify the goals you hope to achieve upon completing your co-op work term(s), with a strategy for each goal.

**Employer:** Review each goal set by the co-op student; this makes it easy to keep the co-op student on track throughout their work term.

Learning Objective	Strategy

**Part 7: Communication**

In order to ensure consistency and effective communication throughout a co-op work term, it is helpful to have an agreed method of feedback as well as an idea of how frequently this feedback might be offered. Putting checkpoints in place and establishing a format for communication is key.

As previously mentioned, necessary changes can be made to the content of this Workplace Success Plan, including this section. Outlined statements can and should be revisited and reviewed as needed, with consultation from the respective Co-op Coordinator.

Below are a few prompts that will set the foundation for regular feedback and communication between the employer, co-op student and Co-op Coordinator, during a co-op work term.

**Co-op student:** Answer all the questions in this section.

**Employer:** Go through the co-op student's responses, as they will guide effective communication throughout the work term(s).

1. What is your preferred method of receiving feedback - verbal or written?
2. How frequently would you like to receive feedback from your employer during your work term? [e.g., daily, weekly, bi-weekly]
3. What is an ideal way for your employer to offer feedback? What might this look like?
4. In addition to the co-op site visit, would you like your Co-op Coordinator to be involved in the feedback process?  
How often would you like to communicate with your Co-op Coordinator at the start of your work term?

**Co-op Coordinator's general comments:**

Co-op Coordinator's initials:

Co-op Student's initials:

Employer's initials:

Date of completion: