Redeemer University
CAREER CENTRE

777 GARNER ROAD EAST
ANCASTER, ON L9K 1J4

Employer Supervisor Responsibilities and Guidelines:
Internships & Co-operative Education

Redeemer University values the community partners who provide work-integrated learning opportunities. Your involvement facilitates a beneficial experience for both the student and your organization.

Every role should meet these criteria to ensure a meaningful experience:

- Assign varied and appropriately challenging work projects related to the student's program of study.
- Provide opportunities to develop analytical, critical, creative, communication, and problem-solving skills as well as skills relevant to the student's specific program.
- Give the student responsibility for independent work projects that are reviewed by a supervisor.
- Adhere to all Provincial and Federal Freedom of Information, Human Rights, Employment, and Occupational Health and Safety legislation.
- **Co-op Specific:**
    - Provide salaried compensation commensurate with the student's level of experience. Written job offers for co-op must be submitted to the Career Centre outlining responsibilities, remuneration, and supervisor details.

Guidelines for Supervisors:

The work term should be primarily a learning experience. The supervisor serves as a critical contributor to the student's career development through mentoring and sharing knowledge.

- Supervision should ordinarily be provided by a person in a management-level position.
- Before the student arrives, arrange their workspace and establish all necessary services and assets.
- Arrange a welcome orientation and onboarding process, including an overview of the organization, employment policies, safety or security training, and team introductions.
- In the first ten days, set up short-term objectives and expectations building on their existing strengths and offering achievable challenges. Schedule weekly or bi-weekly meetings to review the student's progress.
- Provide development-directed criticism and opportunities for the student to practice new behaviors.
- Anticipate a midterm check-in with Redeemer faculty or staff to review the student's work and progression.
- **Co-op specific:**
    - Students will use their goals to produce required Learning Outcomes.
    - Students and supervisors will complete midterm and final reviews. The mid term review will include site visit with the Experiential Learning (EL) Coordinator.

The Career Centre team is available as a resource for any issues or concerns that arise during the term.

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