The Supervisor Evaluation is a critical part of your grade for your co-op work term.

Supervisors will be completing the Supervisor Evaluation online and will be contacted directly by Business Co-op.

Please complete the following steps at the BEGINNING of your work term to ensure we are able to reach your supervisor. If at any point during the work term your supervisor information changes, please update Symplicity as soon as possible.

Please follow the instructions below:

1) Login to Symplicity.
2) On your Home page click on Profile tab, go to Co-op Placements.
3) Complete your placement details, including your current supervisor's name, title, email address and phone number.
4) Fill in all fields and Submit.

See the following page for a screenshot.
Co-op Placement Basic Information

Employer:

Position:

Work Term: 2015 Spring

Type: New

Start Date*: [ ] Save [ ] Clear

End Date*: [ ] Save [ ] Clear

Address*: Enter the address at which you will be working for this work term.

Street Address:

City:

Province/State:

Postal Code:

Country:

[ ] Canada

Supervisor Name*:

Supervisor Department:

Supervisor Title*:

Supervisor Email*:

Supervisor Phone*:

[ ] Yes [ ] No

Employer Permission Granted:

Your Work Email:

If applicable

Your Work Phone and Extension:

If applicable

Your Work Department:

If applicable