At the end of each co-op work term, your supervisor will complete an evaluation in order to provide you with feedback on your learning and development in your work term. This Supervisor Evaluation is a critical part of the grade for your co-op work term practicum course.

Supervisors will be completing the Supervisor Evaluation online and instructions will be emailed directly to the supervisors by Science & Environment Co-op staff.

Please complete the following steps at the BEGINNING of your work term to ensure that 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 the Profile tab, go to Co-op Placements.
3. Select “Edit” for your current work term and complete your placement details, including your current supervisor’s name, title, email address and phone number.
4. Fill in all fields and press “Submit”.

Please see the following page for a screenshot.