End of Work Term Checklist

WHAT TO SUBMIT:

For Co-op students completing a work term, the following items are due on deadlines shown:
- **Spring**: April 15th
- **Summer**: August 15th
- **Fall**: December 15th

A letter grade of deferred (DE) will be given for your practicum until you submit **ALL** required documents/forms. When completed, the grade will be changed to a Pass (P).

1. **Arts Co-op Work Report**: Information and work report guidelines available on the website [see below]*

2. **Employer Release Form [Only required for Work Report Option #1]**: all students completing this type of report must provide their supervisor with a copy of their draft report for review BEFORE submitting it to the Arts Co-op program. Your supervisor needs to complete the Employer Release Form—**please print the form and give it to your supervisor along with your draft report**. Scan and email the signed document to artscoop@sfu.ca at the same time that you submit your work report. (Form available on the website—see below)*

3. ***New* Supervisor Evaluation**: The Arts Co-op office will e-mail your supervisor a link to an online evaluation form during your work term (A sample of the new evaluation form can be found in the Forms section on the website – see below). Students must update Symplicity with work term information, including supervisor contact information. See instructions on next page.

4. **Student Evaluation of Work Term**: On Symplicity: Complete the **required evaluation form**. Go to Profile > in Co-op Placements section, click View All > click Self Evaluation icon > complete and click submit.

5. **Updated résumé**: update your resume to reflect your completed co-op work term experience.

   *Go to [http://www.sfu.ca/coop/programs/arts/forms0.html](http://www.sfu.ca/coop/programs/arts/forms0.html) to find the documents mentioned above found on website.

---

Work Term Extended

If your position is being extended for another term, you still need to complete the work report and evaluation for each work term by the stated deadline.

If you accept a work term extension after the Co-op site visit, please update the Arts Co-op office by emailing Christine Crosby at artscoop@sfu.ca.

NOTES

---
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 Arts & Social Sciences 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.

Updating your Information on Symplicity:

1. Go to: [www.sfu.ca/coop/symplicity](http://www.sfu.ca/coop/symplicity) and log in

2. Choose Profile

3. Click on “View All” in the Experiential Learning area of the screen.

4. Edit your current Co-op placement and Submit