

CO-OP PROGRAM IT CHECKLIST FOR SUPERVISORS

SCOPE:

These guidelines are designed to act as a prompt for Sponsor companies in preparing for Co-op Scholar IT placements. The work done by Scholars on IT placement should more than repay your scholarship investment. Experience demonstrates that good pre-planning guarantees a healthy return on the investment. Not all of the points in this checklist will be relevant to all companies; you will know what is relevant for your organisation.

Prior to Student Arrival

- Telephone contact with the student to agree start date; initial point of contact on Day1; Ideally to also briefly discuss the work they will be undertaking, and their level of experience in relevant work areas.
- PRIOR to starting, students should provide the Company with a letter of introduction/copy of their CV plus of copy of their study plan for the semester leading up to and during their IT, so that Sponsors know what they are studying and can align work/project responsibility accordingly.
- Appoint a co-ordinating manager/supervisor/coach i.e. someone who will take responsibility/oversee the student on a day to day basis and have regular feedback/work-in-progress sessions with the student during their time with the company.
- Prepare a simple (one-page) **work program** that is ideally sent to the student prior to their starting date & can be discussed with them as part of their induction. Make this available to the co-ordinating manager if it is not prepared by them.
- Arrange that a work station/office space, furniture, computer, office supplies and any other material(s) necessary to do the job are available the day before the student starts.
- Contact appropriate HR/IT personnel in advance to ensure that the student can obtain access to relevant Company systems (eg e-mail) as soon as they start. The same dept/person must be advised when the student is leaving, to enable the account to be closed.
- Organize HR and where necessary Safety inductions.
- Provide student's details to HR department to generate a confidentiality agreement, where appropriate, etc to be signed by the student prior to commencing work.
- Check to see if student is eligible for travel and living away from home allowance (only a consideration where IT is a significant distant from where the student normally resides eg Mining Co-ops who work on mine sites etc).

Induction Activities During First Two Weeks

- Ensure all necessary inductions are carried out (e.g. safety).
- Any documentation including letter of offer, Confidentiality Agreement, OH&S safety audit etc is completed & forwarded to the appropriate people.
- Introduce the new starter to their team members, provide an overview of relevant projects; key customers etc and describe each of the roles and responsibilities of the team members.
- Tour of immediate work area/s to highlight the location of, nearest exits, appropriate evacuation point (s) &/or safety facilities for their area, any restricted areas, toilets, coffee/lunch facilities etc.
- Explain any building entry/out-of office procedures if relevant.
- Introduce the new starter to the Company's systems/intranet etc

- Arrange for participation in any relevant graduate/internal training programs that might be running & relevant during their time with the company.

During the Industrial Training Period

- Arrange a site tour of the Company co-ordinated with other students on IT placement &/or graduates if relevant).
- Establish & discuss with the student the short-term goals and measures which will be used to evaluate their performance during their time with the company.
- Ensure that student has a regular forum to review progress, with their nominated Supervisor.
- Supervisor to participate in liaison visit by academic mentor to discuss the student's performance if at all possible.

In the Last two weeks

- Within their last two weeks, students should give a 15-30 minute presentation on the work they have undertaken during their industrial training period to relevant colleagues/management.
- Complete "Performance Evaluation" forms and return to the student so that they may return it to the University office within two weeks of completing their work. Provide copy for HR file and augment with any additional student evaluation comments.
- Ensure that student returns all company property before they leave.
- All electronic documents created by the student should be securely stored to enable future reference or subsequent report preparation.
- Documents that the student will require for their University presentation or report may need to be checked for company sensitive information, and authorised by the appropriate Manager.

After student leaves

- For some Programs supervisors are invited to attend an industrial training student presentation held at the University early in the new academic year.
- Inform HR /IT that the student is no longer working at Company and request that any/all systems/building etc access for the student be deleted. (for security reasons).