# Supervising an Arts Co-op Student

To help you understand how Arts Co-op students and their employers can best support each other, we've created a diagram outlining each party's responsibilities during the work term

## Employer Responsibilities

- Provide a Letter of Offer with hiring details (incl. salary and benefits, start and end dates)
- Communicate workplace expectations and tasks
- Support students' Learning Goals
- Provide onboarding to students including company policies
- Meet with the student regularly and provide constructive and positive feedback
- If possible, suggest or provide opportunities to network internally and externally

## Shared Responsibilities

- Communicate regularly
- Contribute to a safe, respectful, and inclusive workplace
- Attend required site visit meeting with Co-op advisor and submit end-of-term evaluation
- Notify Co-op advisors when issues or uncertainties emerge

## Student Responsibilities

- Honour the conditions agreed to in the Letter of Offer
- Meet expectations and adhere to employer's rules and policies
- Review Learning Goals with employer prior to submission
- Schedule a site visit
- Ask questions, take notes and seek clarification
- Offer to help and be proactive in identifying opportunities to add value
- Accept and implement feedback in a positive manner
- Submit all required Co-op end-of-term assignments and attend Integrative Session

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# Potential Roles for Arts Co-op Students

Our students are capable, adaptable, critical thinkers who are eager to learn. We encourage employers to provide challenging work that will assist your team and help students to develop professionally. Here is a short list of ways Co-op students can lend their skills to your organization.

- Facilitate meetings, plan agendas, draft minutes, and record action items
- Monitor and respond to e-mails
- Create visuals, including infographics, reels or shorts for social media, slide decks, graphs, and charts
- Review/analyze data or other documents, draft summaries and reports
- Data entry/cleaning, transcription
- Plan, coordinate, and execute events
- Data collection, including follow-up surveys and attendance tracking
- Write up standard operating procedures or office/organizational policies for future reference
- Create or update a training manual for future Co-op students who work for your organization/office

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