



## Tips for Co-op Students

*A great student makes the employer re-evaluate what students are capable of and how they can help their organization.*

### Communication

- Understand best method of communication with supervisor and team - email, IM, in person, phone
- Be pro-active and ask questions to determine employer expectations
- Actively listen and then add articulate and relevant comments in meetings - be clear and succinct
- If unclear ask for clarification, especially regarding context, acronyms, jargon or roles

### Responsiveness to Feedback

- Ask for feedback and don't be defensive when it is provided (even when unsolicited)
- Acknowledge all feedback, ask questions if needed, follow up and integrate into future work
- Understand how your work impacts the team

### Adaptability

- Go with the flow and adjust to work culture (dress and communication style)
- Be organized and learn how to shift priorities
- Try to cope with change - it is usually constant
- Be a sponge and learn other roles
- Ask good questions - learn the best person to ask and keep notes for future reference
- Work beyond job description - be innovative, suggest improvements and offer to help others

### Professionalism

- Be respectful, resourceful, positive, and curious
- Be punctual and prepared everyday
- Be a positive representative of the company outside of work
- Maintain confidentiality of all work information
- Take on unpleasant tasks with a good attitude

### Team Work

- Reply to emails and requests within 24 hours
- Have confidence in your work and suggestions
- Engage in social activities with team
- Show initiative and help when possible

### Other

- Show humility and appreciation for the opportunity
- Be a learner - ask questions, go beyond expectations, understand goals, bring ideas
- Only offer to take on extra work if you are able to complete your priority tasks
- Take advantage of every opportunity – attend workshops, lunch and learns, conferences or larger group meetings
- Seek out a mentor and build your network