

### How To Wrap Up Your Co-op Experience

It is important to leave a good impression on your employer as you conclude your co-op. This will help them when they are considering you for another co-op or a full-time position. Even if you are not interested in working with them again, it's always good to have past employers who will be a reference or write you a letter of recommendation.

#### THANK YOUR SUPERVISOR(S)

- Be sure to finish out your co-op semester by **thanking your supervisor(s) and mentor(s)** for their guidance during your co-op. A formal note or email is best.
- Ask your colleagues if you can connect with them on LinkedIn. Remember – these are the people who you may want to call on when you begin to search for full time jobs in the very near future.

#### PROVIDE A SMOOTH TRANSITION

- Document and provide a status update of anything you've been working on so you can do a knowledge transfer to the next person and/or create a procedural manual for the next co-op student. This will help train them.
- Write up a list of what you've been working on and where it is located to hand it off.

#### COMPLETE YOUR CO-OP EVALUATION

- Spend some time reflecting on your co-op experience.
- Fill out your self-evaluation of the co-op on WITworks. (Co-op>Self-Evaluation)
- Answer all the prompts with full, well-thought responses to the open-ended questions. If your answers are brief (one sentence, one word, "n/a", etc.) it may be rejected. This evaluation, along with your employer's evaluation, is how we award a grade at the end of the semester.

#### UPDATE YOUR RESUME

- Update your resume with your co-op experience and any new projects or skills.
- Refer to both your self-evaluation and your employer evaluation in WITworks to remind you of important projects in which you were involved.