

# Monash Engineering Co-operative Education Program

## Student Reference Kit

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Congratulations on securing your Co-op position! We hope that you have a fulfilling and rewarding Engineering intern experience. This resource kit has been put together to provide you with tips and guidance for your co-op experience; being as prepared as you can be for your work term will set you up for success, and time invested in reading this guide will help you transition to your new workplace and become productive more quickly.

The kit consists of three parts:

### 1. Student Preparedness

- Before the Co-op Term starts Checklist
- The Job Offer
- Co-op Video Diaries – Phase 1
- Behaviours - Ethics, Conduct and Communication
- Employee-Employer Relationship

### 2. During your Co-op term

- Key contacts
- Induction and Occupational Health and Safety
- Student Support
- Progress Evaluation
- Workplace Diary
- Reflective Journal
- Site Visit

### 3. Completing your Co-op Term

- Final Evaluation
- CPD Submission
- Your Reflective Journal
- Co-op Video Diaries – Phase 2
- Updating your Resume
- Submission Checklist

# Monash Engineering Co-operative Education Program

## Co-op Term Checklist

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This checklist contains the documentation you need to complete and submit to the Co-op team prior to, at commencement, during, and at the completion of your Co-op term.

### Prior to Week 1

#### Getting Prepared

<input type="checkbox"/>	Pre-Co-op Checklist (page 3 of this guide)
<input type="checkbox"/>	Send in completed Co-op Video Diary No. 1

### Commencement - Week 1

<input type="checkbox"/>	Complete your Induction and Occupational Health and Safety Checklist (page 6 of this guide)
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### During

#### Things to remember:

<input type="checkbox"/>	Complete your workplace diary every week
<input type="checkbox"/>	Complete your reflective journal every week
<input type="checkbox"/>	Complete your progressive evaluation – midway through your term

### Completion of our Co-op Term

<input type="checkbox"/>	Complete and submit your final evaluation
<input type="checkbox"/>	Complete Co-op term questionnaire (this helps us to improve the experience for next time)
<input type="checkbox"/>	Complete and submit your reflective journal
<input type="checkbox"/>	Send in completed Co-op Video Diary No. 1
<input type="checkbox"/>	Complete your Student Future entries for CPB

All of the above forms are contained within this folder.

## Student Preparedness

### Pre-Co-op Term Checklist

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Before you commence your Co-op term you should contact your employer to obtain some key information. Use this checklist to complete the details and once completed, keep a copy for yourself and send a copy to the Co-op team for our records.

Student name:		
Best contact number:		
Company name:		
Direct supervisor:		
Supervisor number:		
Agreed commencement date:		
Length of Co-op term: (3 or 6 months)		
What are my daily hours?	Starting time:	Finishing time:
Workplace attire - Will I be provided with PPE Clothing? If not, what should I wear?		
<b>First Day</b>		
What time should I start?		
Who should I ask for?		
What do I need to bring?		
Where should I park?		
Anything else I should know?		

## The Job Offer

Have you received your offer of employment yet? You must receive your contract of employment prior to starting. Are the details correct? For example:

1. Employment term length
2. Starting date
3. Payment rate – check the pay rate is as previously agreed and you will be required to provide bank account details for payment of salary.
4. Outline of tasks and responsibilities
5. Supervision – Your organisation is required to provide you with information about who your supervisor or direct report person is within your offer documents. It's important to ensure that you are adequately supervised throughout the duration of your Co-op term.

It's important to check all of the above details prior to your first day of employment.

## Co-op Video Diaries

Prior to your first day of your Co-op term, we will ask you to complete your first personal growth video. The personal growth videos are simple videos by you (that can be made using your mobile phone). This is a great opportunity to capture your thoughts prior to and after your Co-op experience to help you see how your beliefs, goals, and expectations change along your Co-op journey. You can just record yourself answering some simple questions:

1. What is your name?
2. What are you studying?
3. What is your ultimate career? and;
4. What are you hoping to achieve by participating in the Co-operative Education Program?

The video shouldn't be any longer than 1 minute, and will be stored by the Faculty of Engineering Student Experience team. We hope that you will then complete another video after your Co-op term; these videos can be used as a reflective personal growth tool. With your permission, we will screen some videos at the celebratory Co-op certificate presentation. Please email your video to [eng.coop@monash.edu](mailto:eng.coop@monash.edu) prior to your first day, or alternatively you can send them both in at the end of your Co-op term.

## Behaviours

### Ethics and Professional Behaviour

You will be required to complete an employer induction which will consist of elements associated with Bullying and Ethics. Please ensure you comply to the organisations requirements surrounding these behaviours. Students will be expected to show respect towards all persons, industry staff, clients and the general public at all times. Demonstrate a high standard of workplace behaviour and personal conduct at all times.

## Representing Monash - Code of Conduct

While you are working at an organisation as a Co-op student, you will also be representing Monash University. We will of course assume that you will act in a professional manner at all time. Some things to remember, please be punctual for meetings and in the delivery of your work. Respect the organisation's property and staff with whom you work, and actively be part of the team. And please contact us if you have any questions about workplace etiquette.

## Business Culture

Business life is different from university life. There are likely to be more constraints and a more rigorous set of demands on your conduct. Before you commence your internship, research the organisation's strategic values and mission statements. Always ensure that your supervisor knows where you are. Always check with your supervisor before you undertake any extra-ordinary activity or leave your normal environment.

## Security and Confidentiality

You may be asked to sign, and respect the terms, of a confidentiality agreement which may also consist of an intellectual property clause. You may wish to obtain your own independent legal advice on the terms of that document before you sign it. You should consult with your employer if you have any concerns or questions. You must also comply with procedures and standards concerning access to, and the use of passwords, keys, documents and computer equipment. In particular, do not discuss the organisation's confidential matters with your friends or any other person. Do not use the organisation's facilities for your personal benefit, and always seek permission for access to materials or equipment.

## Performance

The reputation you establish in your employment will stay with you – aim for excellence. You will be subject to normal organisation appraisal procedures, and additionally will be evaluated on behalf of the university. Establish what is expected of you and seek guidance on how you are progressing. Make use of the organization and university staff and resources available to you.

Useful pre-internship reading

<https://www.monash.edu/students/experiences-employability/course-related/wil/maximising>

<https://www.monash.edu/students/experiences-employability/course-related/wil/portfolio>

## During your Co-op term

### Key contacts

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#### Co-operative Education Program Support Staff

Faculty of Engineering Office	Email: <a href="mailto:eng.coop@monash.edu">eng.coop@monash.edu</a> Call: +61 3 9902 6011 (9am - 5pm)
Jo Matthews, Senior Co-ordinator, Student and Industry Engagement, Faculty of Engineering	Email: <a href="mailto:Joanne.Matthews@monash.edu">Joanne.Matthews@monash.edu</a> Call: +61 3 9905 5904 or 0408 811 258

#### Co-operative Education Program Academic Director

Ms Pippa Connolly	Email: <a href="mailto:eng.coop@monash.edu">eng.coop@monash.edu</a> Call:
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## Induction and Occupational Health and Safety Checklist

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It is expected that you will be given an induction/orientation within the first week of commencing your Co-op term. In some cases, this may be required to take place before you enter the worksite. This will help to ensure your safety as well as help you to make a quick and efficient transition into your work place environment. Use this checklist to complete the details and once completed, keep a copy for yourself, supply a copy to your Supervisor; and send a copy to the Co-op team for our records. If you are provided with a similar checklist by your employer, you can send us that one instead. As a minimum, the following should be covered:

### Introduction to the team:

- Introduced to the staff you'll be working with;
- Shown the workplace equipment (computer, photocopier, phone etc...);
- Know who you should talk to if you have any questions/concerns;
- Shown the location of the workplace facilities such as: toilet, office supplies, kitchen, staff areas, food outlets etc.

### Overview of the Organisation:

- The activities undertaken by the organisation have been explained to you;
- An outline of the management structure of the organisation.

### Expectations during your Co-op term:

- Discussed work behaviour requirements and expectations;
- Explained start and finish times, work breaks, routines etc;
- Explained policies on personal phone calls, mobile phones and emails;
- Explained any confidentiality expectations;
- Outlined the procedure you should to follow in the case of non-attendance;
- Outlined the planned activities/tasks you will be expected to perform during your Co-op term.

### Health and safety:

- Explained the dress standards applicable to the job and workplace such as personal protective equipment;
- Discussed relevant procedures in case of accident, fire, evacuation plans and emergency points;
- Explanation of significant hazards, safety procedures, manual handling procedures and risk assessments;
- Introduced the first aid officer and shown the location of first aid;
- Explained your requirements for reporting any injuries or incidents;
- Introduced you to the organisation's health and safety representative and HR officer;
- Demonstrated the online HR platform, discussed your payment and other entitlements.

Student Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date completed: \_\_\_\_\_ Co-op term \_\_\_\_\_

## Student Support

Whilst completing your Co-op term, please remember that you are still a Monash University student and you have full access to the Monash University systems and support services.

Student life and support services offer the following: Health services, Support and Services, Safety and Security, Student news, What's on campus, Clubs and sport, Study programs, Self-development and Rights and grievances. Refer to: <https://www.monash.edu/students/support>

## Progress Evaluation

Both you and your employer will be asked to complete a Co-op Program evaluation mid-way through your term. This will be in electronic form and a link will be sent to you within a Co-op calendar reminder. This information will provide us with valuable feedback on your internship, which we hope will be positive, but will also enable identification of any potential concerns or problems for you or the employer relating to the Co-op term. If at any time during the work term you wish to report any concerns you can of course contact the Co-op team.

## Workplace Diary and Reflective Journal

There are two journals we recommend you complete whilst completing your Co-op term; the workplace diary and your reflective journal. The workplace diary is for recording operational tasks and activities you complete. This diary is particularly useful for you to refer to when your site visit is conducted and you're asked to explain what you've been doing. Likewise you will find it a useful reference tool when you're submitting your CPD and updating your resume.

We recommend completion on a weekly basis. How you wish to do this is completely your choice. You may wish to create an electronic document or calendar entries. Alternatively some sample templates have been provided below.

## Workplace Diary

<b>Week no.</b>
<b>Date:</b>
<b>What key tasks/activities have you done this week:</b>

<b>Week no.</b>
<b>Date:</b>
<b>What key tasks/activities have you done this week:</b>

(Please photocopy this page as required, or request an electronic copy be sent to you from the Co-op office)



<b>Week no.</b>
<b>Date:</b>

<b>Week no.</b>
<b>Date:</b>

(Please photocopy this page as required, or request an electronic copy be sent to you from the Co-op office.)

## Site Visit

At least one member of the Co-op team will visit you at your work place on one occasion mid-way through a 3 month term; with the possibility of another visit if deemed necessary. During a 6 month Co-op term, two visits may take place. The site visits are used to monitor your progress, discuss your role, i.e. tasks and activities completed/allocated, and communicate with your industry supervisors. Please use these visits to provide us with feedback on your progress and discuss any concerns. The visits will take approximately 45 minutes each.

## Information for your Supervisor

Please let your Supervisor know that a site visit (sometimes two) will be conducted. A calendar invitation will be sent to request availability. The objectives during a site visit include:

1. To discuss your progress and performance in the Co-op term.
2. To get an understanding of that tasks you have been undertaking.
3. To obtain feedback from you and your supervisor about the Co-op term.
4. To discuss transition issues involved in moving on or returning to study at the university.
5. To thank the organisation for participating on Co-op term and discuss any future Co-op opportunities.

## Engineering Co-operative Education Program

### Site Visit File Note

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Student name:	
Student ID:	
Company name:	
Direct supervisor:	
Location:	
Date of visit:	
People in attendance:	
Weeks into term:	
Length of Co-op term: (3 or 6 months)	
Approximate completion date:	
Method of contact	<input type="checkbox"/> Face to Face <input type="checkbox"/> Phone
Summary of student tasks being completed:	
Company feedback:	

Any areas of concern:

Follow up required:

Next site visit:

Yes

No

Approximate date:

Co-op Team (office use only):

Updated site visit on master sheet

Updated student file

Next site visit calendar invitation sent, if required?

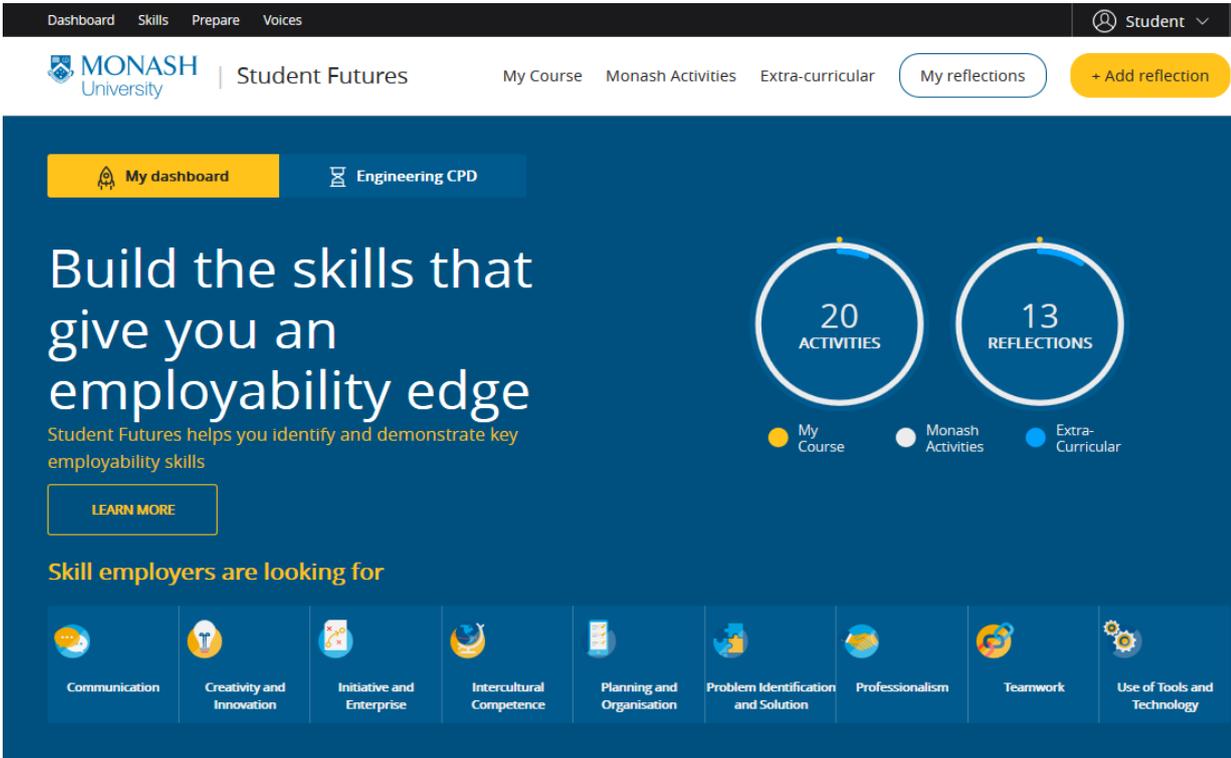
## Completing your Co-op Term

### Final Evaluation

Both you and your employer will be asked to complete a Co-op Program final evaluation. This will be in electronic form and a link will be sent through you within a Co-op calendar reminder.

### Continuous Professional Development Submission

Every hour you complete for your Co-op term can be used towards your Continuous Professional Development requirements (CPD). Remember to complete your workplace journal and reflective journal within this guide so you can upload/copy it into the Student Futures system.



The screenshot shows the Student Futures dashboard. At the top, there is a navigation bar with 'Dashboard', 'Skills', 'Prepare', and 'Voices'. On the right, there is a 'Student' profile dropdown. Below this, the 'MONASH University' logo is followed by 'Student Futures' and navigation links for 'My Course', 'Monash Activities', and 'Extra-curricular'. There are buttons for 'My reflections' and '+ Add reflection'. The main content area has a 'My dashboard' button and an 'Engineering CPD' indicator. The central message reads 'Build the skills that give you an employability edge' with a sub-message 'Student Futures helps you identify and demonstrate key employability skills' and a 'LEARN MORE' button. To the right, two circular progress indicators show '20 ACTIVITIES' and '13 REFLECTIONS'. A legend below indicates 'My Course' (yellow), 'Monash Activities' (white), and 'Extra-Curricular' (blue). At the bottom, a row of skill categories is displayed: Communication, Creativity and Innovation, Initiative and Enterprise, Intercultural Competence, Planning and Organisation, Problem Identification and Solution, Professionalism, Teamwork, and Use of Tools and Technology.

### Co-op Video Diaries

Completion of your second personal growth video. As a follow up exercise we suggest you film a second personal growth video. For this final video you could answer the following questions:

1. Name and course of study.
2. How many co-op Co-op terms have you completed and where?
3. How did the co-op program help you personally and professionally?
4. What advice would you give to a student considering applying for the co-op program?
5. What's the next step for you in your career?

The video shouldn't be any longer than 1 minute, and will be stored by the Faculty of Engineering Student Experience team. We hope that you will then complete another video after your Co-op term; these videos can be used as a reflective personal growth tool. With your permission, we will screen some videos at the celebratory Co-op certificate presentation. Please email your video to [eng.coop@monash.edu](mailto:eng.coop@monash.edu) prior to your first day, or alternatively you can send them both in at the end of your Co-op term.

## Updating your Resume

### 1. Demonstrate Your Growth

You've just put in a mountain of hard work and showcased your professionalism and motivation to begin the foundations of a successful career. You have undoubtedly learnt a lot along the way, and that is the crux of a Co-op opportunity. Invest your energy and motivation to complete all projects and tasks with an eye for detail, and go above and beyond for any final tasks. Show your supervisor and colleagues that you listened, learned, and grown as a Co-op participant.

### 2. Set an Appointment with your Supervisor

A week or so prior to your Co-op end date, set a meeting with your supervisor and save it in their calendar with a formal agenda (remember, you called the meeting). During that meeting, if you feel comfortable, try to talk to your supervisor about the following:

- Your level of employability – what areas she/he thinks you are great at, as well as where you can further develop and improve (set some tangible goals here).
- Express your interest in future opportunities with the company, then ask about them: Is the company hiring—for which positions, and when? If so, would you be a good candidate? Is there anything you can do to strengthen your application? See if you can leave a copy of your resume before you leave.
- Ask for a letter of reference from your supervisor – include areas of responsibility and the results you achieved.
- Seek permission for any work you would like to include in a portfolio you endeavour to put together, or examples of work to list on LinkedIn. See if you can connect with 3 industry contacts that your supervisor might know who could connect you with other industry opportunities – then seek permission to send these three contacts personalised emails introducing yourself, or connect with them on LinkedIn and send them a message outlining your career interests.

### 3. Update your Resume & LinkedIn profile

Update your Resume/CV as soon as you can while everything is still fresh in your mind. Include your responsibilities and provide tangible and quantifiable examples of what you did – what were you responsible for and how did you make improvements to the business? What were the outcomes and results of your hard work? Update your LinkedIn profile as well – the added business branding on your page will get you more views in future searches. Why not write an article about your experience and post it on LinkedIn? Create content, it's a great way to show your talent and personality to a prospective employer.

### 4. Thank Everyone

Before you leave, send a brief email to the entire team thanking them for their time and support. Give everyone your contact information and gather their business cards or connect with them on LinkedIn. For anyone you worked closely with, send a separate email with a more personalised thank-you, or go the extra mile and give them a hand written thank you card. You can also politely ask if

they would be comfortable being listed as a reference, or if they could provide you with a LinkedIn recommendation. On your last day, walk around the office and be sure to say a friendly goodbye to everyone before you depart. A thank you goes a long way!

## **5. Keep in Touch**

Even months after the completion of your Co-op term, don't let time be a deterrent and don't be afraid to follow up with the people you worked closely with. Whether you come across an article you think your former manager would like, you ask to catch up for coffee one morning, or you just want to say hello, feel free to reach out over email or LinkedIn. Use this moment to also follow up on any potential job opportunities. We're all human and everyone loves to talk about career goals and the industry, and building a relationship with a mentor at the company can be immensely valuable in helping you land a full-time position. Take control of your own career and job prospects, because opportunity is everywhere, YOU have to find it.

## Monash Engineering Co-operative Education Program

### Final Submission Checklist

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This checklist outlines what documentation you need to complete and submit to the Co-op office at the completion of your Co-op term.

<input type="checkbox"/>	Complete and submit your final evaluation
<input type="checkbox"/>	Completed Co-op term questionnaire
<input type="checkbox"/>	Complete and submit your reflective journal
<input type="checkbox"/>	Complete your Student Future entries for CPD
<input type="checkbox"/>	Personal Growth Video – Phase 2
<input type="checkbox"/>	Updating your Resume

Thank you for participating in the Monash Engineering Co-operative Education Program. We may contact you to seek a testimonial of your Co-op experience or to speak to other students considering Co-op, or about to commence their terms.

*Good Luck for the future!*