

# Co-op Success Guide: FAQs, Requirements & Resources

## FAQs

### 1) What should I do if I'm struggling to adjust to the workplace?

It's normal to take time to adapt. Reach out to your career educator for advice, resources, and strategies to navigate challenges. They can also help you address concerns with your supervisor if needed.

### 2) How do I make a good first impression with my team?

Be punctual, dress appropriately, and communicate professionally. Show enthusiasm, listen actively, and introduce yourself to colleagues. A proactive attitude will help you integrate smoothly.

### 3) What should I do if I'm unsure about my responsibilities?

Review job materials and clarify with your supervisor if needed. Request a one-on-one meeting to discuss expectations and priorities. For help structuring the conversation, consult your career educator.

## Co-op Requirements

### 4) What are my responsibilities during the co-op term?

Your primary responsibility is to complete your assigned tasks efficiently and professionally while following workplace policies. Additionally, you must meet all co-op program requirements, such as submitting reflections.

### 5) What are my deadlines for my required reflections?

Check your McMaster email for messages from the Centre for Career Growth and Experience for instructions and due dates.

### 6) What if I miss a deadline?

If you miss a deadline, contact the Centre for Career Growth and Experience promptly for guidance on next steps and maintaining good standing in the co-op program.

## Support and Resources

### 7) Who should I contact if I have questions or concerns?

You can reach out to your career educator or email [thecentre@mcmaster.ca](mailto:thecentre@mcmaster.ca) for support.

### 8) Can I access career services during my co-op term?

Yes, you have full access to the Centre for Career Growth and Experience, including appointments and resources on Oscarplus.

### 9) How do I book an appointment with a Career Educator or Career Resource Coordinator?

Log in to Oscarplus, select "Engineering", then "Appointments", and click "Book an Appointment".

## Personal Branding

### 10) Should I be working on updating my resume and LinkedIn profile during my co-op?

Absolutely! Document your achievements and skills as you progress through your co-op term. If you need assistance, our career resource coordinators are available to help. You can book an appointment with them through Oscarplus.

### 11) Can I request a reference letter from my supervisor?

Yes, but it's best to wait until you've established a good working relationship and made a positive impact.