

All About Co-op

For Ted Rogers Students

July, 2023

Transitioning Back to an Academic Term

Your Mindset Sets the Stage

This special edition was written by Sue Ronald (she/they), an HR Co-op student in their 5th year, who wished to share a couple of tips they learned while in the program, especially related to transitioning back to classes after a Work Term.

Sue would like to thank Nina Sulkin, a former Student Success Facilitator, for their support over the years at TRSM.

The transition from working full-time to studying full-time is a significant adjustment for many students in the Ted Rogers Co-op program.

Once students return to school, they must take on different responsibilities than those in the workplace. Examples of these responsibilities include volunteer/extracurricular opportunities and skill development opportunities, all while managing a course load of 3-6 courses. These responsibilities vastly differ from those required of Co-op students on Work Terms. There is a greater need for a change in mindset. While you are in school, a student must adopt a mindset that values resilience, self-efficacy, and proactivity.



Pick Yourself Up - resilience is being able to come back from failures or setbacks. Being resilient is one of the most important skills a student can possess. Some tips to be more resilient include: Focusing on the things you can control, practicing mindfulness, and being active. As people, it is important to identify what we can control, this could be reviewing a test or exam, going to office hours or utilizing academic support. Mindfulness supports resilience, as those who are more resilient practice mindfulness. Apps that support mindfulness include [Headspace](#), [Calm](#), and [Balance](#).



Believe in Yourself - there is also a greater need for self-efficacy among Co-op students transitioning back to full-time studies. Self-efficacy can be defined as believing in oneself to complete the necessary tasks to achieve a specific goal. Students can increase self-efficacy by educating themselves on specific learning strategies. A phenomenal resource you can use to start teaching yourself learning strategies is Dr. Sandra Yancy McGuire and Dr. Stephanie McGuire's book: [Teach Yourself How to Learn: Strategies You Can Use to Ace Any Course at Any Level](#). This book provides students with an understanding of learning strategies related to motivation, time management, and the value of a student's mindset.



Be Pro-Active - proactivity has been linked to positive online learning performance. With students leveraging online learning options instead of being in the classroom, developing skills that enhance proactivity is critical. This could be through managing your time better or asking people for help, like your professors, when you struggle with course concepts.

Skills That are Helpful

Notetaking - may be an underutilized skill while on a Work Term, but an important one when coming back to classes.



Techniques include the *Cornell Method* or *Guided Note-Taking Strategies*. The Program Advising Student Success Centre (PASS) provides relevant Train to Learn workshops and videos on mastering reading and notetaking skills. This will prepare you to write notes in a way that can support the retention of knowledge and efficiently take notes.

Also, TMU's *Student Life and Learning Support* team has created a "Learning from Lectures" workshop to increase your understanding of lecture material, improve comprehension of required readings, and study effectively from organized notes.

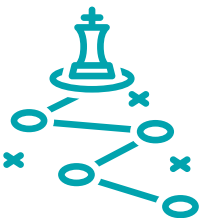
Managing Your Time - is an important skill both in a Work Term and in the classroom. Suggestions include using your *Google Calendar*, applying the *Dump and Sift Method of Prioritization* or the *Pomodoro Method*.



TIP - the [PASS team](#) has created tip sheets to teach these techniques.

Furthermore, *Transition Skills and Study Support* provides Peer Academic Coaching appointments and workshops - all of which are useful in helping you manage your time.

Preparing for Exams - perhaps one of the biggest changes Co-op students experienced when coming off a Work Term was getting back into the habit of studying for exams.



A few strategies to consider include using the traffic light method, preparing study plans, and actively testing yourself by mixing up questions to simulate the testing environment.

The [PASS team](#) has created tip sheets, workshops, and a webpage linking students to apps/ tech, videos, and other campus resources to assist students with how to prepare for exams and manage test anxiety.



Reading Academic Papers - This is a critical skill to develop during a study term. Pulling out key pieces of information, ideas, trends, and concepts can enhance a student's papers because it proves a student's point with concrete evidence. A strategy which may be useful in helping you extract information from peer-reviewed sources is reading different parts of a paper. Useful portions include the introduction, abstract, discussion or conclusion. The PASS team has created a webpage on how to read course materials and academic papers more efficiently to extract key pieces of information. The PASS Team also conducts workshops on reading in the academic environment.



Academic Writing - several disciplines require you to write academic papers, such as essays, case studies, or literature reviews. You should be adept at identifying, synthesizing, and communicating key course concepts.

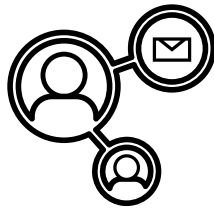
Again the PASS office offers services to help in this area, specifically, the *Writer's Café*. In this program, an award-winning writer will provide you with writing tips and feedback on assignments, in addition to offering 30-minute appointments.



Academic Research - skills in academic research provides students with foundational skills to write excellent papers. These skills support the creation of insightful analysis as you can validate your ideas, inferences, and insights. As the research process may be quite daunting, the TMU library provides [research appointments](#) to assist with the research process. The purpose of these appointments is to provide targeted support for research questions with the assistance of a librarian or library technician. In conjunction with that, the TMU library also provides drop-in research appointments. The drop-in appointments are for general inquiries. There is also support through a variety of academic [workshops](#) and [research guides](#) for a plethora of disciplines.

Free Resources for Ted Rogers Students

- [Program Advising Student Success Centre \(PASS\) Centre](#)
- [Study Skills and Transition Support](#)
- [Writing and Language Support](#)
- [Teach Yourself How to Learn : Strategies You Can Use to Ace Any Course at Any Level](#)
- [Toronto Metropolitan University Library](#)
- [The Learning Scientists](#)
- [Economic Help Centre](#)
- [Peer Learning Support Facilitator](#)



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Ted Rogers Staff Contributor

Medhat Sedarose, Senior Manager, Ted Rogers Co-op Program



Medhat is a higher education leader who has focused his career on building programs and services aimed at creating opportunities for students. He has been supporting students at TRSM since 2014 as a member of the Business Career Hub, first as a Career Coordinator, then Co-op Coordinator, and in his current role as the Senior Manager of the Ted Rogers Co-op Program.

Ted Rogers Student Contributor

Sue Ronald (she/they), Co-op Student, HRM/OB Program



Sue is a Human Resource Management student in the Ted Rogers Co-op program. She felt it was important to create a resource to support other Co-op students in transitioning from a Work Term back to an academic semester.

Upon graduation, Sue aspires to work in the areas of learning and development, change management or talent acquisition. She is interested in HR analytics and leveraging their skills in Tableau, Microsoft Excel, and SQL, to help organizations make data driven decisions. She is also considering a Masters in Adult Education.