

ASSIGNMENTS

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JOB ORIENTATION DAY – AN OVERVIEW

_____ has been set aside as job orientation day. Prior to this day you are to call your employer and set aside a time to meet with the employer to review and sign all necessary paper work. You **must** let your Co-op Teacher know the time that you are meeting with your employer, and the date, if it is different from the date that has been set aside.

On this day you will need to bring with you the following items, and return the items with an asterisk (*) to your Co-op Teacher the day after your job orientation. You will not be able to begin your Co-op placement until all of your paper work is returned.

Paperwork to Bring With You:

1. Job Orientation Assignment *
2. Placement Assessment Checklist*
3. Worker Education Agreement*
4. Letter to the Employer with sample evaluation
5. Confidentiality Contracts* (*return teacher copy*)
6. Cooperative Education Information Sheet*
7. Student Information Sheet – Employer Copy

JOB ORIENTATION ASSIGNMENT

Student Name _____

Date of Job Orientation: _____ Time: _____

Mark = /25 (Knowledge) Date Due : _____

This assignment is to be completed by the student and returned to the Co-op Teacher following your job orientation. Please print.

Business/Organization Name:	Supervisor Name: (First & Last)
Address: (Number, Street, City & Postal Code)	
Placement Phone:	Fax Number:
Distance to your Co-op placement from school or home (one way)	How will you travel to and from Co-op?
What are the parking arrangements at your placement? <input type="checkbox"/> Parking lot <input type="checkbox"/> Street <input type="checkbox"/> Parking garage <input type="checkbox"/> Other _____	Will it cost you to park? <input type="checkbox"/> Yes – cost _____/day/month <input type="checkbox"/> No
Where can you leave your belongings? <input type="checkbox"/> Locker <input type="checkbox"/> Car <input type="checkbox"/> Staff lounge <input type="checkbox"/> Other _____	Is the Co-op placement divided into departments? <input type="checkbox"/> Yes _____ (# of dept.) <input type="checkbox"/> No
What department(s) will you be working in?	Who will you be working with? (Identify by name and position)

<p>Are there specific washrooms for the employees? Where? <input type="checkbox"/> Yes _____ (location) <input type="checkbox"/> No</p>	<p>What are your hours of work at your placement? Start Time _____ End Time _____</p>
<p>Will you be punching in on a time clock, using an honour system or signing in when you arrive at Co-op? <input type="checkbox"/> Punching in on a time clock <input type="checkbox"/> Signing in using a log book <input type="checkbox"/> Honour system <input type="checkbox"/> Other _____ (specify)</p>	
<p>What type of dress is appropriate? <input type="checkbox"/> School uniform <input type="checkbox"/> Business casual <input type="checkbox"/> Other (please specify)</p>	<p>What Personal Protective Equipment (PPE) will you require for your Co-op experience?</p>
<p>Who will provide the Personal Protective Equipment that you will require?</p>	<p>What are some hazards that you might encounter at your placement?</p>
<p>To whom do you report an accident at the workplace?</p>	<p>What are the fire regulations at the Co-op placement?</p>
<p>Where are the fire extinguishers located?</p>	<p>Describe the procedure that is to be followed in case of an emergency.</p>
<p>Is there a first aid kit available? <input type="checkbox"/> Yes Location <input type="checkbox"/> No</p>	

Will your Co-op employer provide any specific health and safety training at your Co-op placement? Explain.

Who will provide the workplace specific health and safety training? (Name required)

In conversation with your employer, what tasks will you be doing in the....

a) first month of work....

b) second month of work

c) final month of your placement....

Please attach 2 business cards from your employer



CO - OP & EXPERIENTIAL LEARNING Placement Assessment Checklist

Placement Name & Address: _____

Type of Placement (manufacturing, health sciences, transportation, etc): _____ # Employees _____

Placement Representative: _____ Co-op Student Position: _____

School Board Representative: _____ School: _____ Date: _____

PLACEMENT REPRESENTATIVE'S RESPONSES

Part One: Health & Safety*

*Adapted from the College, University and School Safety Council of Ontario *Employer Safety Evaluation*.

1. Will the student be required to operate mobile equipment or motorized vehicles? Yes No

Identify mobile equipment or motorized vehicle(s) to be used: _____
Will student be trained before use? Yes No

***NOTE:** The School Board only provides “secondary” insurance coverage for students driving motorized vehicles (cars, vans, trucks, ride-on lawn mowers, lift-tows, etc.) while at their placement – Employers assume the primary liability if they choose to have students drive while on their placement.

2. Will the student be required to operate power equipment while on their placement? Yes No

Power Equipment to be used: _____
Will student be trained before use? Yes No

3. Will the student be required to work with hazardous substances? Yes No

Have all dangerous or hazardous substances been identified and clearly labeled? Yes No

Substances to be used: _____
Will student be trained before use? Yes No

4. Will the student need safety equipment?

- Head Feet Ears Eyes
- Hands Mouth Body Apron/Coat

Identify any safety equipment that will be provided by student: _____

5. Is the supervisor familiar with accident reporting procedures for the student? Yes No

6. Will the student be working at additional placement sites? Yes No

If yes, identify locations: _____
Will training be provided? Yes No

7. Does company have restrictions (e.g. clothing, piercings, immunization, security checks, etc.) unique to this placement? Yes No

Details: _____

8. Does the company/organization have:
- Health & Safety Officer N/A (applicable for companies with over 20 employees)
 - Joint Health & Safety Committee N/A (applicable for companies with over 20 employees)
 - Posted copies of the Occupational Health & Safety Act
 - Training in workplace health & safety rules and regulations
9. Will the employer provide:
- WHMIS (Workplace Hazardous Materials Information System) training N/A
 - Material Safety Data Sheets available for all hazardous materials N/A
 - Instruction on safe and proper lifting N/A
 - Training for the emergency procedures for fire
10. Are there any job tasks to be performed by the student such as working at heights, in confined spaces, flammable or explosive environment, extreme dust or other contamination, etc.? Yes No N/A
- Details of tasks:* _____
- _____

Part Two: The Working & Learning Environment

11. Does the company have: Employment Policies & Procedures Harassment Policy
12. The following will be used by the student at the placement: *List examples:*
- Computer software and/or hardware applications _____
 - Technology (internet, robotics, etc.) _____
 - Other: _____
13. Will student be provided with an orientation of the facility, personnel and procedure? Yes No

Part Three:

Placement Representative Signature: _____

School Board Representative Signature: _____

Please note: Signatures denote that a discussion pertaining to placement health, safety, and learning Environment for the student has taken place between representatives of the placement and the school board.

- Addendum attached:**
- Placement Accommodations Construction & Manufacturing Animal & Health Sciences
 - Service-based Industries Transportation N/A

Is the School Board Representative's recommendation that this placement is:

Acceptable Not Acceptable Acceptable with certain conditions

Subsequent Semester Placement Assessment

Review conducted by: _____ Date: _____

Review conducted by: _____ Date: _____

Review conducted by: _____ Date: _____

PAC is kept in the student file; copies available upon request to: School Administration, Parent/Guardian, Board Administration



Ministry of Education
Ministère de l'Éducation

Work Education Agreement Accord sur la formation pratique

Please print. See reverse for further details / En lettres moulées S.V.P. Voir au verso pour plus de détails.

The information on this form will be used to maintain the employment record of the training participant and is collected under the authority of the Workplace Safety and Insurance Act, 1997, c.16, s.21, 22; and the Education Act, R.S.O. 1990, c. E.2, s.8. Because the Ministry of Education covers the cost of Workplace Safety and Insurance Board coverage, the Ministry and School Boards may use this information to verify the legitimacy of claims. Inquiries regarding this form should be directed to the Ministry of Education, 8th floor, Mowat Block, 900 Bay Street, Toronto ON M7A 1L2, telephone (416) 325-2547.

Les renseignements contenus dans ce formulaire sont requis pour tenir à jour le relevé d'emploi de la personne recevant une formation. Ils sont recueillis en vertu des articles 21 et 22 de la Loi de 1997 sur la sécurité professionnelle et l'assurance contre les accidents du travail, chap. 16, et de l'article 8 de la Loi sur l'éducation, L.R.O.1990, chap. E.2. Le coût de la couverture de la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail étant assumé par le ministère de l'Éducation, celui-ci et les conseils scolaires peuvent utiliser ces renseignements pour vérifier la légitimité des demandes d'indemnités. Pour toute question sur ce formulaire, s'adresser au ministère de l'Éducation, 8^e étage, édifice Mowat, 900, rue Bay, Toronto ON M7A 1L2, téléphone : (416) 325-2547.

District School Board / Conseil scolaire

Date Completed / Rempli le

A. Parties to the Agreement / Parties contractantes

1. Name of student trainee / Nom de l'élève stagiaire		Date of birth / Date de naissance	Age / Âge	Sex / Sexe
Address / Adresse		Home phone no. / N° de tél. (domicile) ()	Postal Code / Code postal 	
Related course / Matière connexe				
2. Name of placement / Nom de l'organisme de formation		Name of placement supervisor / Nom du/de la superviseur-e de la formation		
Placement address / Adresse		Telephone no. / N° de téléphone ()	Postal Code / Code postal 	
3. School / École		Name of teacher / Nom de l'enseignant ou de l'enseignante		
Address / Adresse		Telephone no. / N° de téléphone ()	Postal Code / Code postal 	

B. Specific Time at Placement / Durée, horaire, emploi du temps

1. Period of Agreement / Durée de l'accord

The student shall, from L'élève stagiaire devra, du _____ 200 _____ to au _____ 200 _____

faithfully, honestly and diligently perform the duties of a trainee at the placement as / exécuter fidèlement, honnêtement et assidûment pour l'organisme de formation les tâches de _____

(job title / désignation de fonction)

and devote his/her whole time and attention to such placement during the hours hereunder prescribed.
et consacrer tout son temps et toute son attention à la formation pendant les heures précisées ci-dessous.

2. Placement Hours / Horaire de travail The normal hours at the placement shall be from _____ to _____
L'horaire de travail habituel sera de _____ à _____

3. Schedule / Jours de travail Identify the days when the student will be at the placement (or attach student's schedule).
Inscrire les jours où l'élève sera au poste de formation (ou joindre son emploi du temps).

(days of placement / jours de travail)

C. Workplace Safety & Insurance Board Coverage / Couverture de la Commission

1. Workplace Safety & Insurance Board Coverage will be provided at the training station by: / La couverture de la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail sera fournie, en ce qui concerne le poste de formation, par :

(a) the placement / l'organisme de formation	(b) the Ministry of Education / le ministère de l'Éducation
<input type="checkbox"/> for the entire period / pour toute la durée du stage	<input type="checkbox"/> for the entire period / pour toute la durée du stage
<input type="checkbox"/> for the period between _____ and _____ / pour la période comprise entre le _____ et le _____	<input type="checkbox"/> for the period between _____ and _____ / pour la période comprise entre le _____ et le _____
inclusive / inclusivement	inclusive / inclusivement

2. Number of placement hours for which Workplace Safety & Insurance Board Coverage has been provided:
Nombre d'heures au poste de formation pour lesquelles la couverture de la Commission a été fournie par :

(a) By the placement / l'organisme de formation	200 _____ 200 _____	(b) By the Ministry of Education / le ministère de l'Éducation	200 _____ 200 _____
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D. Signatures of Parties to the Agreement / Signature des parties contractantes

Student / Élève	Parent/Guardian / Père, mère, tuteur ou tutrice
Placement / Organisme de formation	Teacher / Enseignant ou enseignante

63-1970
(rev 09/02)

White - Student's O.S.R
blanche - dossier scolaire

Green - Training Organization/Placement
verte - organisme de formation

Yellow - Board
citron - conseil

Pink - Student
rose - élève

Goldenrod - Teacher
verge d'or - enseignant/enseignante

CONFIDENTIALITY CONTRACT
Cooperative Education

I, _____ do hereby agree to abide by the following rules and regulations as a member of your organization.

I will not disclose, communicate, or convey directly or indirectly to any person, any private or confidential information whatsoever obtained by me during my Co-op placement.



Student signature _____ Date _____

Employer signature _____ Date _____

(Employer Copy)

CONFIDENTIALITY CONTRACT
Cooperative Education

I, _____ do hereby agree to abide by the following rules and regulations as a member of your organization.

I will not disclose, communicate, or convey directly or indirectly to any person, any private or confidential information whatsoever obtained by me during my Co-op placement.



Student signature

Date

Employer signature

Date

(Teacher Copy)

COOPERATIVE EDUCATION INFORMATION SHEET

Please Print Clearly

Personal Information

Student Name:	Home Phone Number:
Health Card Number:	Social Insurance Number:
Emergency Contact Name and Phone Number:	Relationship to Contact:
Course Code:	Co-op Teacher Monitor:

Placement Information

Placement Name:	Placement Monitor/Co-op Employer:	
Address:		
Phone Number:	Fax Number:	E-mail Address:

Timetable

	Subject & Course Code	Teacher	Room No.
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			

(FOR STUDENT FILE)
**Submit to Co-op Teacher upon Completion of this form*

Student Information Sheet -- Employer Copy

Cooperative Education

Co-op Student Information

Student Name:	Home Phone Number:
Health Card Number:	Social Insurance Number:
Parent Contact in Case of Emergency:	Home Phone Number of Parent Contact:
Alternate Emergency Contact Name and Phone Number:	Relationship to Contact:
Course Code:	Co-op Teacher Monitor:

School Information

School Name:	Teacher Monitor:	
Address:		
Phone Number:	Fax Number:	E-mail Address:

PERSONALIZED PLACEMENT LEARNING PLAN (PPLP) ASSIGNMENT

Date Due _____

Mark = /25 (Application)

Update your copy of the PPLP and return it to the Co-op Teacher with your supervisor's signature on the last page!!

Directions:

- With a pen and ruler, strike out the duties listed on the PPLP which you have not been doing on your job
- Write in, neatly, duties which you have been doing but are not already listed in the PPLP
- Show the adjusted plan to your employer to see if what you have, adequately describes your job. **Ask your employer to sign the last page.**

HEALTH AND SAFETY ASSIGNMENT # 1

Student Name: _____

Date Due: _____

Mark = /73.5 (Thinking/Inquiry)

Directions: Answer each of the following questions in the space provided. Use the Young Worker Awareness Program resource booklets and the information obtained from the Passport to Safety Web site, to assist you in answering the questions. You must obtain a minimum of 65% in order to go into the workplace.

1. Identify and explain the “RAC” principle upon which health and safety is based on in the work place. (6 marks)

2. Identify the top 5 **causes of injury** that can occur to young workers. (2.5 marks)

3. What are the 4 main types of hazards that exist in the workplace? Give 2 examples of each of the types of hazards. (4 marks)

4. What is the purpose of the Occupational Health and Safety (OH&S) Act? (2 marks)

5. What is the purpose of the Workplace Safety and Insurance Act (WSIA)? (3 marks)

6. Identify what IRS stands for and explain how this is important to health and safety. (3 marks)

14. What are the legal duties of an employee? (3 marks)

15. Explain the procedure that you should follow when reporting an injury. (4 marks)

16. In a workplace, employees should wear PPE (Personal Protective Equipment). In the chart below are different workplaces and hazards that could occur in the workplaces. Complete the last column and identify at least two pieces of PPE that would be required for each of the jobs. (8 marks)

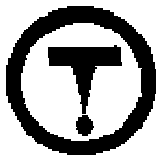
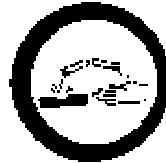
Workplace	Hazard	PPE
Cook in a kitchen	Uncooked meat and hot splattering oils	
Nurse or hospital worker	Infectious diseases and human waste	
Outdoor worker	Insect bites, wastes, used needles	
Pet store	Animals with diseases	

17. What are the responsibilities of each of the following with respect to WHMIS? On each of the lines provided, outline if it is the responsibility of the supplier, employer or worker. (3 marks)

- a) make labels and MSDS available _____
- b) provide labels and MSDS _____
- c) inform the employer of hazards _____
- d) train workers on WHMIS _____
- e) develop safe procedures _____
- f) follow safe work procedures _____

18. Define the term Ergonomics. (3 marks)

19. Identify what each of the following symbols mean. (8 marks)



HEALTH AND SAFETY ASSIGNMENT #2

Student Name: _____

Date Due: _____

Mark = /25 (Application)

The purpose of this assignment is to create a pamphlet that promotes health and safety in your Co-op workplace. You can choose to do a 3-fold or 2-fold pamphlet.

Your pamphlet will be evaluated on creativity and content using the checklist below. You must attain 65% on this assignment in order to remain at your placement.

Pamphlet Checklist

- The pamphlet identifies the area of work that you are in – i.e. day care, health care, automotive, machine shop, etc...
- The pamphlet has a detailed description of the type of work that you are doing at your placement
- You have provided a brief explanation of hazards that exist in your workplace
- You have included recommendations on how to work safely in your Co-op placement
- You have identified the PPE that is required for you at your Co-op placement
- You have identified the legal rights and responsibilities of employees
- You have identified the steps to take in case of injury
- Your pamphlet is typed or neatly printed
- There is good use of white space
- Clear headings are used to identify information
- Correct grammar and spelling is used

Teacher Comments:

CO-OP PROMOTION PROJECT – OPTION #1

Date Due: _____

Mark = /100 (Communication)

Purpose: To create a PowerPoint presentation that promotes the Cooperative Education program **and** your Co-op placement.

What needs to be included in the slides:

- Opening slide – Cooperative Education at SCHOOL (insert your school name) – use the school logos
- Definition of Cooperative Education
- Types of Co-op programs available – i.e. 2 credit vs. 4 credit
- Number of hours required for 2 credit and 4 credit Co-ops
- What criteria must a student meet in order to be accepted into Co-op? i.e. a student in good standing, good attendance, completion of a successful interview with the Co-op Department etc...
- Format of the Co-op program – i.e. 2-3 weeks in pre-employment, 3 reflective learning sessions and 4 visits by the Co-op teacher to the placement
- Some of the topics covered in pre-employment – refer to handout given in pre-employment
- Purpose of logs and journals, when are logs and journals due...
- Importance of workplace safety
- Criteria and responsibilities of a successful Co-op student
- Responsibilities of the Co-op employer
- Slide with the name your place of co-op
- Description of what your placement does, how long they have been in business and any interesting facts
- Description of your job duties as a co-op student
- A minimum of 8 slides with photos of you and your co-workers at your Co-op placement with descriptions for the photos
- A **minimum** of 2 slides explaining the benefits of a co-op work experience!!

How will the assignment be evaluated?

Content -- All of the above criteria are met!!

Presentation

- How does the information flow on the slides?
- Are the slides cluttered or is there sufficient “white space”
- Appropriate choice of fonts and background colour
- Graphics are included with explanations as required

e-mail the presentation to: _____

If you do not receive a reply to your e-mail then it has NOT been received!! You must re-send it!! Also, save your work to a CD, disk, or flash drive and bring with you on the assigned due date.

CO-OP PROMOTION PROJECT – OPTION #2

Date Due: _____

Purpose of the Assignment:

The purpose of this assignment is to create a collage on a three (3) sided science board. The science boards can be purchased from the Co-op office for a fee of \$5.00. The collage is a creative experience in which you can express yourself both verbally and graphically. The promotion board should showcase your Co-op placement.

The employer will see the promotion board and should be a reflection of your conscientiousness towards your Co-op placement. It is a great way to show your appreciation to your employer and co-workers for all of the fantastic work they are doing with you.

Items that MUST be found on the promotion board include:

- The **business name** in large letter -- needs to be easily visible on your promotion board.
- **Pictures** of you and your co-workers at your placement (minimum of 10) with a typed description below each picture describing what is happening. The pictures should illustrate:
 - The placement
 - Some of the people who influenced you at the training station
 - The equipment you have learned to use
 - You performing daily tasks
- A **typed write-up** about your placement – what is the purpose of the placement – what do they do, who works there, when was it established, who works with you and what you do at the placement. This write-up must be a part of your promotion board. Make it concise and to the point.
- Job description of what you do at your placement as a co-op student
- Employer responsibilities
- List identifying the benefits of a co-op at your placement or co-op in general
- Include business cards, letterhead, memos, cartoons, etc.

The promotion board should be done with perfection. **It is a reflection of you and what you think about your employer and your Co-op placement – Make it GREAT!**

EVALUATION OF THE PROMOTION BOARD CHECKLIST

Communication: (100 marks)

- Write up on the business is thorough and accurate – the write up clearly demonstrates that the student has a good understanding of the purpose of the business.
- The name of the placement is clearly outlined on the promotion board
- The pictures all have captions below them that clearly describe what is occurring within the picture
- The written report is included. It is detailed and free of spelling and grammatical errors.
- The student is able to describe the materials on their promotion board with clarity and conciseness.
- You have included a variety of photographs to provide a comprehensive overview as to the purpose of your Co-op placement and as to the overall function of the business
- The promotion board is creative and creates a positive impression of the Co-op placement.
- The student is able to present the information on their promotion board to the class and provide a detailed description of the procedures that take place at their Co-op placement.
- The student is able to describe how the information that they learned in their related course is practiced/applied at their Co-op placement.

Teacher Comments:

PROMOTION PACKAGE ASSIGNMENT
(Resume, Cover Letter, Job Application, & Interview Questions)

Due Date _____

Purpose of the Assignment:

The purpose of this assignment is to submit a clean copy of your resume & cover letter as you would be applying for a co-op position with your employer!! Questions in the interview section are to be answered as if you were in a co-op interview with your potential co-op employer.

Application Form: (attached) Mark = /20 (Application)

Each student is required to complete the attached application form. It will be evaluated on the following criteria

1. Completed neatly (printed/typed)
2. Every item is filled in
3. Accuracy
4. Instructions are followed carefully
5. Reader understands what the abbreviations mean (if used)
6. No spelling or grammatical errors
7. Previous work experience is described accurately and completely
8. Complete answers are given
9. Handed in on time

Cover letter: Mark = /25 (Communication)

Each student must submit a clean cover letter that is addressed to the employer in the help wanted ad or their co-op employer. It will be evaluated on the following criteria:

1. Neatly and accurately typed
2. Good quality paper is used
3. Heading of the letter includes an address and date
4. Correct inside address
5. Proper salutation is used
6. Signature is included
7. The first sentence tells where/how you learned about the job
8. The second paragraph describes your education and previous job experiences
9. The last paragraph asks for an interview and includes your phone number
10. There is no spelling, punctuation or grammatical errors.

Resume: Mark = /25 (Thinking/Inquiry)

Each student must submit a clean copy of his or her resume. The resume will be evaluated on the following criteria:

1. Is it neatly and accurately typed?
2. Is it attractively setup?
3. Is good quality paper used?
4. Is the resume complete and informative?
5. Is the heading of your resume similar to that of your cover letter?
6. Is your name, address and phone number at the top of the first page?
7. Have you included education and detailed work experience
8. Have you included any awards or recognition?
9. Are the spelling, grammar and punctuation correct?
10. Is it handed in on time?
11. Is it visually attractive and easy to read?

Interview Questions: (attached) Mark = /20 (Communication)

The interview questions must be answered based on the co-op you are applying for. The interview questions will be evaluated on the following criteria:

1. The questions are answered thoroughly.
2. The student gives thought and demonstrates insight in answering the questions.
3. The student has researched the company.

How to submit your work:

Please submit your work in the following order

1. Job Application
2. Cover Letter
3. Resume
4. Interview Questions

APPLICATION FOR EMPLOYMENT

PERSONAL

Last Name		First	Social Insurance Number	
Other Name(s) Used			Home Telephone #	
Permanent Address			Postal Code	
Position Applied For		Referred By		Salary Expected
Are you willing to relocate?		If yes, identify the city/cities you would be willing to relocate to.		
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have any relatives employed with this Company?		If yes, list name(s)		
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you at least 18 years of age?		Do you possess a valid drivers license?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT EXPERIENCE

Employer		Supervisor		Phone Number	
Address		Employed From	Employed To	Ending Salary	
Duties and Responsibilities					
Reason for Leaving			Last Job Title/Position Held		

For employment references may we contact your present and/or past employer(s)? Yes No

EDUCATION

SCHOOL	ADDRESS	HIGHEST GRADE COMPLETED	DEGREE, DIPLOMA, LICENSE OR CERTIFICATE
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
VOCATIONAL/BUSINESS OR OTHER			
List any Professional Designations			
Special Knowledge, Skills, or Qualifications			

LIST ANY OTHER SKILLS, HOBBIES OR EXPERIENCES THAT YOU FEEL ARE OF VALUE.

The details of this application form are true and complete. I understand that if employed, any false statements made by me on this application form may be considered sufficient cause for dismissal.

Date

Signature

THANK YOU LETTER ASSIGNMENT

Date Due: _____

Mark = /10 (Communication)

You only need to submit a rough draft – this can either be typed or hand written.

A good copy must be written in a card, the envelope must be addressed to your employer and hand delivered to them before the end of your Co-op placement!

When your Co-op experience nears completion, etiquette dictates that you should thank your employer.

What is the purpose?

To formally thank your employer for the opportunity to explore your career at their workplace

Who?

Start with your direct employer and work your way down the line to individuals you worked with and who particularly helped you. It is a good idea to mention specific names where possible

What?

Open the letter/card with a Thank You. Then comment on how your Co-op experience has helped you to make your career choice

Format?

A formal letter or a formal thank you card is acceptable.

****Note that you submit the rough draft of the letter. The Co-op teacher will proof the letter for you and make necessary corrections. Once you have written the letter/card in good, you can address the envelope and hand deliver it personally to your employer sometime before the end of your work term!**

EDUCATION PATHWAYS ASSIGNMENT

Date Due: _____

There are two (2) parts to the Education Pathways Assignment

1. Academic research
2. Interview

Part I – Academic Research. (50 marks)

1. Name of the occupation you are looking to get into.

2. In two paragraphs explain how you became interested in this career.

3. In point form, identify the tasks that someone in this occupation is required to do.

4. How similar/different are your co-op placement tasks from the job description tasks you described in question #3? Explain. Be specific.

5. What would a typical day look like for someone in this occupation?

6. What education is required to enter this occupation?

7. What is the specific name of the college/university/apprenticeship program that is required post-secondary?

8. Use the chart below to compare and contrast two schools that offer the program you are interested in.

	Name of School	Name of School
Location – identify where the schools are located and approx. distance from your current home		
Type of program – degree/diploma and length of program		
Program Type – is the program full-time or part-time or is there an option		
Cost of program – be specific if it is tuition per semester/term/year.		
Cost of books per year		
Cost of Residence – specify if there is a meal plan included and if not, identify the cost of the meal plan separately		
Courses – what are the required and recommended courses you should take in high school to get into this program?		

9. Based on the information you have gathered in question #8, what school are you most likely to choose and why? Be specific.

EDUCATION PATHWAYS ASSIGNMENT
Part II – Interview Assignment

Mark = /50 (Communication)

Select a person in the community that you would like to interview. The person should be in a career area that you are considering at this point in time. It must be someone different from your Co-op placement employer. It can be at the same placement but in a career with a somewhat different focus. (example – if you are working with a bank teller – you could interview the bank manager)

It is your responsibility to contact the person and set up an interview time. Your task is to interview the person using the attached outline. When the interview is completed you are to take the information and type up a 2 to 3 page essay

Questions:

1. Name of the person interviewed
2. Their age
3. Occupation and position
4. Company that employs this person
5. Why did they choose that occupation?
6. How did they get to their present position?
7. What are the attractions of the job?
8. What are the chances for advancement and promotion?
9. Are they considering a second/third career? If so what?
10. If this position is already a second career why did they change and from which career did they change?
11. What is their educational training?
12. Have they continued their educational training since starting their career either at traditional institutions or through on the job company courses?
13. What was the influence of the following in the choice of this career?
 - Parents and friends
 - Community in which she/he was raised
 - Her/his education
 - Hobbies, clubs or other interest
 - Part-time jobs held while at school
 - Her/his values
14. How have unforeseen circumstances forced him/her to make different decisions at some time during her/his life?
15. What other factors did she/he consider when deciding on this career?
16. Write a concluding paragraph in which you sum up your thoughts concerning your entering a career in this area. Base your conclusion on the interview and additional information you may have.

JOB PROFILE ASSIGNMENT

Date Due: _____

Mark = /20 (Communication)

Purpose of the Assignment:

The purpose of this assignment is to create a one-page profile of your Co-op placement so that a student who may be interested in your placement in the future would have a good idea as to the type of business it is, and some of the tasks, which are involved at your Co-op.

Re-create the below sheet using an Arial 12 point font and answer the questions provided. You may wish to write out your answers on the template below, and then type it out. You are only re-creating what is below this line.

Job Profile

Completed by: _____
Your name goes here

Business/Organization Name:	
Address:	
Phone Number:	
Contact Person: (Employer)	

Hours of Work...

Number of Employees...

My first impression of this Co-op placement was...

While at my Co-op Placement, my duties include...

By the end of the semester I hope to complete the following tasks OR be granted additional responsibility in the following areas...

The most interesting aspect of my Co-op placement is....

This Co-op placement best relates to the following school subjects...

Reasons why I would/would not recommend this placement are as follows...

By taking a co-op course I have changed because....

Student Signature

Date