

'AM I READY TO GO TO WORK?' quiz...

Co-op students must know the answers to these questions to show they know the Co-op Policies & Procedures and are prepared to begin work...

#	QUESTION...	ANSWER...
1	Name and address of your placement	
2	Supervisor's name, phone number & email address	
3	Bluevale's address and phone number	
4	Teacher's name, office #, email, phone number/extension (voice mail)	
5	What must I do if I can't attend class or my placement?	
6	How many hours do I need to earn my credits?	
7	When is my last day of Co-op?	
8	When are the in-class Integration Days?	
9	What, when and where is Career Fair?	
10	How many hours should I work per day to earn the minimum number of required hours?	
11	Does travel time count towards my Hours?	
12	Where do I keep track of my Hours?	
13	What should I do if I feel I may be short of Hours?	
14	What is an Addendum Form? When is it used?	
15	Do I get paid? Can I take a part-time job at my placement?	
16	Who is responsible for getting me to my placement? Who covers the transportation costs?	
17	Am I allowed to drive another student to their placement or accept a ride from another student?	
18	Am I allowed to drive any of the company vehicles?	
19	What form must be signed before I allowed to begin my placement? What is the purpose of this form?	

20	What is WSIB? Who pays for it? How might it affect me?	
21	What do I do if I suspect there is a health and safety issue at my placement?	
22	What do I do if I am injured/harassed at work?	
23	Do I need to work PD Days?	
24	Can I work on weekends? School holidays/vacations?	
25	When are weekly Hours due and what is their purpose?	
26	Where/how do I submit my Hours?	
27	Who has to verify my weekly Hours?	
28	When are Journals due and what is their purpose?	
29	What is likely to happen if I fall behind on my Hours, Journals or assignments?	
30	What should I do if I'm experiencing problems at my placement?	
31	What do I do if buses are cancelled? What do I do on a snow day?	
32	By signing the Confidentiality Form, what did I agree to?	
33	What checklist do I need to follow before my first day of work? 😊	
34	Etiquette and professionalism dictates that I give what to my interviewer after my interview?	
35	What circumstances might cause the school to remove me from the Co-op Program (meaning a likely loss of my credits)	
36	Where can I go to review any of this information? ...and to find my Summative assignments?	
37	What is the BCI Co-op website address?	

Get stuck on a few questions? *You gotta review!*

Ace the quiz? *You're ready to start work!* 😊