

September 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Welcome Back, Knights!!	4 Welcome! - Co-op Introduction & Student Manual/Website - Begin Job Hunt	5 - Introduction and work period for Resume & References - Continue Job Hunt - Completion of Forms	6 GUEST SPEAKER: Elisha Revard (Resumes & Interviews) - Continue Job Hunt
9 - Work periods for: Resume & References - Continue Job Hunt	10 Peer Evaluation and final editing for: Resume & References (C) - Instructions / Registration for 'Hour Republic' (D)	11 Good Copy of Resume & References DUE at <u>start of class</u> - Interview Prep & Research (C) - Begin Health & Safety Awareness (D)	12 - Mock Interviews (C) - Continue Health & Safety Awareness (D) - <i>ensure that any final resume editing is done before your interview</i>	13 GUEST SPEAKER: Sharon Gilroy-Dreher (Employer Expectations) (C) - '7 Competency Skills' video assignment (D) - Submit hours to Mr. K for first 2 weeks
16 Job Interviews - Continue Health & Safety Awareness	17 Job Interviews - Continue Health & Safety Awareness	18 GUEST SPEAKER: Mark Sharpe (Health & Safety)	19 FINAL DAY OF PRE-PLACEMENT - Final Test (C) - 'Bosses' - Final Wrap-up (D) - submit hours to Mr. K	20 PA Day
23 WORK WEEK 1 Earliest day to begin your Co-op placement Signed WEAFF must be returned before you begin!	24	25	26 ** Submit your hours to Mr. K for all in-class days and to your supervisor for all Co-op work days **	27 Submit this week's hours (Mon to Fri) to your Co-op supervisor **if you are at school for any days this week, submit those to Mr. K

October 2019

Monday	Tuesday	Wednesday	Thursday	Friday
Sept 30 WEEK 2	1	2	3	4 Submit this week's hours to your Co-op supervisor
7 WEEK 3	8	9	10	11 Submit this week's hours to your Co-op supervisor 1st Reflection DUE
14 Thanksgiving	15 WEEK 4	16 Interim Progress Report <i>Leave it in your mailbox before you leave for Co-op</i>	17 <i>Pick up your completed Interim Progress Report from your Co-op mailbox</i>	18 Submit this week's hours to your Co-op supervisor Remind your supervisor about Integration Day on Monday
21 WEEK 5 IN-CLASS INTEGRATION DAY 1 <i>Service Excellence training</i> Submit today's hours to Mr. K	22	23 Good Knight Wellness Day	24 Submit this week's hours (Tues to Fri) to your Co-op supervisor Remind your supervisor about PA Day on Friday	25 PA Day
28 WEEK 6	29	30 Remind your supervisor that your first Performance Appraisal is due by November 4 (they have it in the Employer Folder I gave them at my first visit)	31	

November 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Submit this week's hours to your Co-op supervisor 2nd Reflection DUE
4 WEEK 7 Your EMPLOYER PERFORMANCE APPRAISAL #1 is due to Mr. K	5	6	7 START OF TERM II	8 Submit this week's hours to your Co-op supervisor Remind your supervisor about Integration Day on Monday
11 WEEK 8 IN-CLASS INTEGRATION DAY 2 Submit today's hours to Mr. K	12	13	14 Submit this week's hours (Tues to Thurs) to your Co-op supervisor Remind your supervisor about PA Day on Friday	15 PA Day
18 WEEK 9	19	20	21	22 Submit this week's hours to your Co-op supervisor Remind your supervisor about Integration Day on Monday
25 WEEK 10 IN-CLASS INTEGRATION DAY 3 Submit today's hours to Mr. K	26	27 Good Knight Wellness Day	28	29 Submit this week's hours (Tues to Fri) to your Co-op supervisor 3rd (final) Reflection DUE

December 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2 WEEK 11	3	4	5	6 Submit this week's hours to your Co-op supervisor Remind your supervisor about Integration Day on Monday
9 WEEK 12 IN-CLASS INTEGRATION DAY 4 Submit today's hours to Mr. K	10	11	12	13 Submit this week's hours (Tues to Fri) to your Co-op supervisor
16 WEEK 13	17 Summative 'Exit Portfolio' assignment is DUE by today	18	19	20 Submit this week's hours to your Co-op supervisor Remind your supervisor that you will return on January 6th
HAPPY HOLIDAYS				

January 2020

Monday	Tuesday	Wednesday	Thursday	Friday
HAPPY HOLIDAYS				
6 WEEK 14	7	8 Remind your supervisor that your final Performance Appraisal is due by January 15 (I gave it to them at my last visit)	9	10 Submit this week's hours to your Co-op supervisor Remind your parents and supervisor about Monday's Career Fair!
13 WEEK 15 CO-OP CAREER FAIR 11:50 am - 2:25 pm Cafeteria Submit today's hours to Mr. K	14	15 EXIT INTERVIEWS <i>(by appointment)</i> Your EMPLOYER PERFORMANCE APPRAISAL #2 is due to Mr. K	16 EXIT INTERVIEWS <i>(by appointment)</i>	17 EXIT INTERVIEWS <i>(by appointment)</i> Submit this week's hours (Tues to Fri) to your Co-op supervisor
20 WEEK 16 EXIT INTERVIEWS <i>(by appointment)</i>	21	22 Final Day @ Co-op! Remember a thank-you card/gift for your supervisor Submit this week's hours	23 Tutorial Day Good luck on exams!	24 Exams