

SEPTEMBER 2016

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
5 Labour Day	6 OPENING DAY WELCOME BACK	7 Begin Pre-employment <ul style="list-style-type: none"> • Co-op Introduction & Student Manual/Website • Begin Job Hunt 	8 GUEST SPEAKER: Nadine Jannetta (Resumes & Interviews) <ul style="list-style-type: none"> • Continue Job Hunt 	9 <ul style="list-style-type: none"> • Begin Cover Letter, Resume & References • Continue Job Hunt
12 <ul style="list-style-type: none"> • Work periods for: Cover Letter, Resume & References • Continue Job Hunt 	13 <ul style="list-style-type: none"> • Work periods for: Cover Letter, Resume & References • Instructions/registration for 'Hour Republic' 	14 <ul style="list-style-type: none"> • Peer Evaluation and final editing of Cover Letter, Res & Ref • Interview Prep/Research 	15 <ul style="list-style-type: none"> • Good Copy of Cover Letter, Res & Ref due • Mock Interviews • Begin Health & Safety Awareness 	16 GUEST SPEAKER: Mark Sharpe (Health & Safety) <ul style="list-style-type: none"> • Submit this weeks hours to Mr.Kemperman
19 Job Interviews <ul style="list-style-type: none"> • Continue Health & Safety Awareness 	20 Job Interviews <ul style="list-style-type: none"> • Continue Health & Safety Awareness 	21 <ul style="list-style-type: none"> • Service Excellence' training begins 	22 <ul style="list-style-type: none"> • Service Excellence' training concludes • Submit this weeks hours to Mr.Kemperman 	23 PA Day
26 GUEST SPEAKER: Lisa Modesto (Employer Expectations) <ul style="list-style-type: none"> • 7 Competency Skills 	27 FINAL DAY OF PRE-PLACEMENT <ul style="list-style-type: none"> • 'Bosses' • FINAL TEST 	28 WEEK 1 <i>Earliest day to begin your Co-op placement</i> Signed WEAf must be returned <u>before</u> you begin!	29	30 <ul style="list-style-type: none"> • Submit Your Hours (to Mr.Kemperman for your in-class days; to your supervisor for work days)

OCTOBER 2016

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
3 Week 2	4	5	6	7 <ul style="list-style-type: none"> • Submit this week's hours to your Co-op supervisor
10 Thanksgiving	11 Week 3	12	13	14 <ul style="list-style-type: none"> • Submit this week's hours to your Co-op supervisor • 1st Journal Entry
17 Week 4	18	19 Interim Progress Report <i>(leave it in your Co-op mailbox before going to Co-op today)</i>	20	21 <ul style="list-style-type: none"> • Submit this week's hours to your Co-op supervisor
24 Week 5	25	26 <i>Parents' Night</i>	27 Remind your supervisor that your first Performance Appraisal is due Wednesday (they have it)	28 <ul style="list-style-type: none"> • Submit this week's hours to your Co-op supervisor
31 Week 6 HAPPY HALLOWE'EN (boo!)	<p><i>"Don't wait for extraordinary opportunities. Seize common occasions and make them great"</i> Orison Swett Marden</p>			

NOVEMBER 2016

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
Week 6	1	2 <i>EMPLOYER PERFORMANCE APPRAISAL #1 is due</i>	3	4 <ul style="list-style-type: none"> Submit this week's hours & 2nd Journal Remind your supervisor about <i>Integration Day</i> Mon day
7 Week 7 IN-CLASS INTEGRATION DAY I <ul style="list-style-type: none"> 'Pursuit of Happyness' Submit today's hours to Mr. Kemperman 	8	9	10 TERM II BEGINS	11 <ul style="list-style-type: none"> Submit this week's hours (Tues – Fri) to your supervisor
14 Week 8	15 <ul style="list-style-type: none"> 'Pursuit of Happyness' essay assignment is due 	16	17 <ul style="list-style-type: none"> Submit this week's hours & 3rd Journal Remind your supervisor about Friday's <i>PA Day</i> 	18 <i>PA Day</i>
21 Week 9	22	23	24	25 <ul style="list-style-type: none"> Submit this week's hours Remind your supervisor about <i>Integration Day</i> Monday
28 Week 10 IN-CLASS INTEGRATION DAY 2 'Ontario Skills Passport' <ul style="list-style-type: none"> Submit today's hours to Mr. Kemperman 	29	30	<p>"We are what we repeatedly do. Excellence, therefore, is not an act but a habit"</p> <p>Aristotle</p>	

Mid-Semester

DECEMBER 2016

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
Week 10 <i>"The future depends on what we do in the present"</i> Mahatma Gandhi			1	2 <ul style="list-style-type: none"> Submit this week's hours (Tues – Fri) to your supervisor & 4th Journal
5 Week 11	6 DUE: 'Ontario Skills Passport' assignment is DUE	7	8	9 <ul style="list-style-type: none"> Submit this week's hours Remind your supervisor about <i>Integration Day</i> Monday
12 Week 12 IN-CLASS INTEGRATION DAY 3 'Career Fair & Summative Exit Portfolio' info/prep <ul style="list-style-type: none"> Submit hours to Mr. K 	13	14	15	16 <ul style="list-style-type: none"> Submit this week's hours (Tues – Fri) to your supervisor
19 Week 13	20 DUE: 'Summative Exit Portfolio' assignment	21	22	23 <ul style="list-style-type: none"> Submit this week's hours Remind your supervisor you'll return on January 9th
26	27	28	29	30
HOLIDAYS				

JANUARY 2017

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
HOLIDAYS				
9 Week 14	10	11	12 Remind your supervisor that your first Performance Appraisal is due Wednesday (they have it)	13 • Submit this week's hours
16 Week 15 Co-op Career Fair 11:50 am – 2:25 pm Cafeteria • Submit hours to Mr. K	17	18 EMPLOYER PERFORMANCE APPRAISAL #2 is due	19	20 EXIT INTERVIEWS (by appointment) • Submit this week's hours
23 Week 16 EXIT INTERVIEWS (by appointment)	24 EXIT INTERVIEWS (by appointment)	25 FINAL DAY AT CO-OP • Submit your hours • Remember to give appropriate thanks to your supervisor)	26 Tutorial Day	27 Exams
30 Exams	31 Exams	1 Exams	2 Exams	3 PA Day Marks are due February 7th