

CO-OP FORMS & ASSIGNMENTS CHECKLIST

The content that is covered and assignments that are completed during Pre-placement are a critical part of preparing you for your co-op job placements. The completion of all required forms is also absolutely critical. As such, the completion and submission of all forms & assignments (**Charts 1 and 2**) must be completed and submitted in a satisfactory manner *before you will be allowed to begin your co-op job placement*. Once your Co-op job begins, you must complete the remaining assignments listed in **Chart 3** by the assigned due dates.

1. Required Pre-Placement Forms & Responsibilities...

ITEM... (please take care of these responsibilities ASAP) THANKS!	✓ COMPLETED and/or SUBMITTED
'The Job Hunt'	
Sign up for 'Remind' following the instructions found on the BCI Co-op website under 'Students' > 'Remind'	
'BCI Co-op – Student Information Sheet' (submit once you have secured your Co-op job)	
** Confidentiality Statement (complete it with your and a parent's signature; your Co-op teacher will bring it to your Co-op Supervisor for their signature)	
** Transportation: Parental Informed Consent (Co-op Form #44)	
** Student Interviews & Appointments: Parental Informed Consent (Co-op Form #42)	
** Placement Health & Safety: Parental Informed Consent (Co-op Form #43)	
Release of Personal Info for Promotional Use: Parent <u>OR</u> Student (Co-op Form #47/48)	
Thank you card: prepared and delivered to your interviewer the day after your interview	
Blue Emergency Health Card: discuss with your employer and post it in a central place at your work placement	
** Completed and signed WEAf (must be returned before you begin your placement)	
Signed OYAP participation form (only for some students; you'll be approached with this form by your teacher in the first weeks of the course if you require it)	

**** If you require additional forms, they can also be found at <http://bcicoop.weebly.com> under 'Students' > 'Forms'. If you prefer, fillable electronic copies of the forms can be found at <https://bci.wrdsb.ca> through your 'MyWay WRDSB Student Portal', then by selecting 'Experiential Learning' > 'Forms and Applications'. ****

2. Required Pre-placement Assignments...

W = workbook (these pages are located in the 'STUDENT WORKBOOK CONTENTS' section at the back of your 'Student Manual and Workbook')

REQUIRED ITEMS...	DUE DATE...	SUBMITTED	MARK/ LEVEL
Assignment #1... (15 marks) 'Employer Research Assignment'	<i>Before your interview</i>		
Assignment #2... (50 marks / rubric) Peer evaluation and good copy of ' Resume & References ' using ' Resume Rubric ' (in 'Handouts' section of your Student Manual) Resources: use the resume builder feature offered by 'My Blueprint'; Conestoga College resource booklet, 'Amy Bluevale' templates from our BCI Co-op website	Peer due: Tuesday, September 10 GOOD DUE: Wednesday, September 11		
Assignment #3... (20 marks) W 3-22 to W 3-25 ' Interview Questions ' (answer the questions as you'd like to think you would answer them in the actual interview for the Co-op position you are applying to and/or hope to earn)	by Thursday, September 12		
Assignment #4... (training & quizzes are completed on-line) ONTAP Health & Safety Awareness Training. Visit https://ontap.wrdsb.ca to complete the following mandatory ' Co-op Health and Safety ' programs... ➤ 'Ministry of Labour Health and Safety at Work' ➤ 'Violence and Harassment in the Workplace' ➤ 'WHMIS' Step-by-step instructions available on BCI Co-op website under tab 'Students' then 'Health & Safety'	by Wednesday, September 18		

REQUIRED ITEMS continued...	DUE DATE...	SUBMITTED	MARK/ LEVEL
<p>** Assignment #5... (training & quizzes are completed on-line) <i>(ONLY to be completed by students working in a WRDSB school or facility)</i></p> <p>ONTAP Health & Safety Awareness Training. Visit http://ontap.wrdsb.ca to complete the following 'Co-op WRDSB Placements' programs...</p> <ul style="list-style-type: none"> ➤ 'Accessibility Awareness' ➤ 'Anaphylaxis Training' ("Sabrina's Law") ➤ 'Concussion Identification, Management and Prevention' 	<i>by Wednesday, September 18</i>		
<p>Assignment #6... (30 marks) Video: 'Seven Competency Skills for the Workplace'. We will watch this film in class on the due date. It will also be posted to our Google Classroom.</p>	<i>on Friday, September 13</i>		
<p>FINAL TEST... (30 marks) <i>You must pass this test with a score of 24 or higher in order to begin your co-op job placement. If you score less than 24, you will re-take the test until you achieve 80% or higher. In this case, your mark will be 24/30.</i></p>	<i>on Thursday, September 19</i>		
<p>Assignment #7... 'Student Safety Workplace Orientation Assignment'</p> <p>With your supervisor's help, complete this before the end of your first day at your co-op placement. If any of the sections totally do not apply to you, you may enter an 'N/A'. If any sections were discussed with your supervisor and would require a lengthy answer, you may enter 'Discussed'; otherwise, enter the answer in the blank provided.</p>	<i>Before the second day of your co-op placement (Sept 24 for most of you)</i>		

3. Remaining Co-op Assignments/Requirements...

REQUIRED ITEMS	DUE DATE...	SUBMITTED	MARK/ LEVEL
Weekly Hours... (10 marks each week based largely on job task details)	<i>see calendar</i>		
<p>Reflection #1... (40 marks each based on detail, evidence of reflection & meeting 500 word requirement)</p> <p>Topics and instructions for submission through Hour Republic can be found at http://bcicoop.weebly.com under 'Students' > 'Hours & Reflections'</p>	<i>by Friday, October 11</i>		
Reflection #2... (40 marks)	<i>by Friday, November 1</i>		
<p>Employer Performance Appraisal #1...</p> <p>Your supervisor will complete the evaluation & review it with you before you submit it to your teacher by the due date. Remind your supervisor if needed.</p>	<i>by Monday, November 4</i>		
Reflection #3... (40 marks)	<i>by Friday, November 29</i>		
<p>Summative 'Exit Portfolio'... (20 marks resume & ref; 20 thank-you letter)</p> <ul style="list-style-type: none"> ➤ find the assignment at http://bcicoop.weebly.com under 'Summatives' 	<i>by Tuesday, December 17</i>		
<p>'Career Fair' summative project... (80 marks)</p> <ul style="list-style-type: none"> ➤ find the assignment at http://bcicoop.weebly.com under 'Summatives' 	<i>Monday, January 13</i>		
Employer Performance Appraisal #2...	<i>by Wednesday, January 15</i>		
<p>Co-op Student Learning Plan...</p> <ul style="list-style-type: none"> ➤ will be introduced & completed during your Integration Days 	<i>due at YOUR Exit Interview</i>		

Make this a great Co-op experience for yourself this semester! 😊

