

# FIRST DAY OF CO-OP CHECKLIST...

Use the following checklist to make sure you get off to a great start on your first day at your Co-op placement. Good luck, bring a great attitude every day, and have a great semester!

- ✓ Submit your 'BCI CO-OP – Student Information Sheet ' (in your manual) to your teacher if you haven't yet
- ✓ Leave on time (give yourself extra time on your first day) and know exactly when you are expected
- ✓ Know EXACTLY where you are going, how to get there and how long it will take
- ✓ Bring your employer's name address and phone number with you (in case something happens and you are late and have to call; having said that – don't be late ☺)
- ✓ Have your teacher's and Bluevale's contact info saved in your phone contacts (or with you if you don't own a phone); once the job is secured, enter your co-op placement contact info into your phone's contacts as well
- ✓ Confirm your usual hours
- ✓ Find out your employer's expectations re: clothing and decide what to wear
- ✓ Wash, clean and iron your clothes as necessary ☺
- ✓ Did you submit your signed WEAF to your teacher yet? You can't start your placement until you do!
- ✓ If you haven't already done so (you should have!), bring a thank-you card for your employer
- ✓ Do you need to bring any special equipment or materials with you based on the requirements of your co-op job?
- ✓ **Complete the 'Student Safety Workplace Orientation Assignment' with your supervisor and then return to your teacher the next day**
- ✓ Have some questions to ask your supervisor and ask them if they have any questions
- ✓ Share some of your short and long term, goals with your supervisor
- ✓ Know the requirements/procedures for submitting hours and journals
- ✓ Review all Co-op expectations using the BCI Co-op website & your student manual
- ✓ Show your Blue Emergency Card to your supervisor and agree on a logical place to post it
- ✓ If you're NOT starting on the first day, go to your teacher's office at the start of the period
- ✓ Bring your A-Game and best attitude every day. Keep your phone away and do nothing to jeopardize your reputation (or Bluevale's) at your Co-op placement
- ✓ Realize that **YOU** play the biggest role in making this a valuable and wonderful Co-op experience for you!

☺ HAVE A GREAT FIRST DAY AND A TERRIFIC SEMESTER ☺

