

HOURS

(Submitted via Hour Republic)

When you're at your placement, it's important that you continually think about your experiences and learn from them. Move through the **Experiential Learning Cycle** of *Participation > Reflection > Application*. To help you do this, you're required to submit weekly Hours. Submitting your hours includes proof of not only the time spent working at your placement, but also a weekly overview and daily work activities that describe the tasks that you perform at your placement and why you do them as proof of your learning.

***Submitting completed and verified Hours is also the only way that you can be credited for the 110 associated with each co-op credit earned.
(220 hours for a 2 credit Co-op program)***

SUBMISSION OF HOURS & REFLECTIONS...

You must submit your hours and reflections according to the due dates on your Co-op calendar and the procedures outlined by Hour Republic.

In the event that you **absolutely cannot submit your hours to your supervisor electronically via Hour Republic, you have the option of printing off your weekly hours and getting your supervisor to sign the paper copy to verify them (this should be a last resort)**. In this case, you would submit the paper copy of your weekly hours to your Co-op teacher after receiving your supervisor's signature.

IT IS THE EXPECTATION THAT ALL STUDENTS SUBMIT THEIR WEEKLY HOURS AND REFLECTIONS USING THEIR HOUR REPUBLIC DASHBOARD

Please do your absolute best to submit hours/reflections on-time. Submitting late hours may result in missed work hours as you remain at school to complete them, and reflects poorly on you as it indicates a lack of responsibility, organization, and self-regulation. Finally, it puts your supervisor in an awkward position as they are forced to remember and verify hours outside of the current work week, which is disrespectful to them.

During Pre-Placement...

While you are in pre-placement and for all in-class days, your hours are to be submitted via your Hour Republic Co-op Dashboard to your **Co-op teacher** and are **due on the final day of the week; usually Friday (follow the due dates on your calendar)**. Your Co-op teacher will provide the verification during these pre-placement weeks. ***For a full in-class day, submit 2.5 hours (12 noon to 2:30 pm)***

During your Placement...

Once you begin your Co-op job placement, your hours and reflections are due at the conclusion of **the final day of the week; usually Friday (follow the due dates on your calendar)**. Submit these hours to your **Co-op Supervisor** for their verification via your Hour Republic Co-op Dashboard. *Travel time is not to be included in your co-op hours.*

For weeks that include both in-class and Co-op placement days...

If a week includes both an in-class day (ex. Integration Day) and Co-op job placement hours, submit the in-class hours to your teacher at the end of Monday's class, and the job placement hours to your supervisor at the conclusion of the final day of the week.

