

INTEGRATION DAY #1 – November 12, 2018

1. How's it going? An update on your placements. *Set or keep setting goals for yourself while at your placement. Share these goals with your employer and work with them to help you achieve them. The worst thing you can do is fall into a boring routine where you don't challenge yourself. Even if your job involves routine tasks, there's lots you can do to keep it fresh and build your skills and voice your interests. **Talk to your supervisors and do so regularly.*** 😊 Today, we'll be incorporating Goal Setting as you begin crafting your Co-op Learning Plan.

Be your own director of what you want to learn. Dialogue with your supervisor about your goals. Also be sure to identify areas of improvement for yourself and work with your supervisor to improve them (A certain skill? Organization? Punctuality? Self-advocating?)

Practice: EXPERIENCE >> REFLECT >> APPLY
(What?) >> (So What?) >> (Now What?)

(your tasks >> journals, conversations, Hour Republic, Learning Plan >> integrate)

2. Did you remind your employer that you'd be here today? If not, do that now!
3. Three degrees of good...

GOOD...

- The job you're doing at your placements! You should be very proud. I am! Thanks for representing yourselves and Bluevale so well and keep it up! **Never** do anything to jeopardize the relationship with your employer 😊
- The feedback I'm getting from your supervisors!
- For those of you completing them, your early reflections have been very well done! (remember, 500 words)
- Maintaining communication with me (most of you; I **must** know via Remind or email each and every time you are absent)

NOT SO GOOD...

- Several of you handing in vague or missing daily 'descriptions' with your hours (why are you doing each task? By doing this, you're giving me more insight into what you're doing but, more importantly, YOU'LL better understanding the purpose behind the tasks you've been assigned ...and receive a better grade)
- Visit Hour Republic daily during your work week: (to update your hours and work activities, to make sure past submissions aren't still 'pending' or have been declined, and to check for messages from me or your supervisor (attached to your weekly submissions or by checking your inbox by hovering over your name in the upper right)
- Stop by my office regularly to not only hand in work that you may owe but also to empty your mailbox and let me know how things are going 😊

- Late assignments/hours/reflections are becoming common for some. The solution and next step will be to remove you from your placement until the work is completed.
These things are not optional; they are required elements necessary to demonstrate your Essential Learnings for the course. Make use of and act on the personal reminder messages that I send you please.

REALLY NOT SO GOOD...

- A good start to hour/reflection routine for most **BUT** still an unacceptable start for some of you (not submitted/late) in this respect because you **HAVE EVERYTHING YOU NEED AT YOUR DISPOSAL TO BE SUCCESSFUL.** No excuses. Fix this **NOW and don't let it start again or expect to be removed from Co-op until the work is completed and issues are addressed. You will naturally, in this case, need to accept any consequences with your employer that may arise.** You made a commitment to all aspects of the program, folks. Honour your commitment to yourself, your supervisor & to me and don't create more work for others.
- You all have every bit of information you need at your disposal (in your manual and on the website). It is your responsibility to review the expectations, due dates, Integration Days, etc. Thanks! ☺

CO- OP HOURS...

Assuming you work 3 hours a day/15 hours a week (4.5/22.5 hours a week for 3 credits; 6/30 hours for 4 credits), there are still 124 hours (185 for 3 credits; 248 for 4 credits) left to earn. So, to comfortably be on pace to achieve the 220 hours (330 for 3 credits; 440 for 4 credits) you require, you should have at least 106 verified hours (155 for 3 credits; 202 for 4 credits) as of Friday, November 9.

Staying up-to-date DAILY with submitting your hours must be a top priority. It is unfair and disrespectful to your supervisor (and me) when you fall behind by not submitting hours to them EVERY FRIDAY.

4. First Employer Performance Appraisals (evaluations) were **due last Monday, November 5** – give it to me now if you have it OR contact your supervisor TODAY and ask them to please complete it for tomorrow if you still need yours. When you get to Co-op on Tuesday, send a pic of it to me immediately then submit the paper copy to me on Wednesday morning. **(they have it in an envelope that is in the Employer Folder I left for them at my first visit)**

5. This Friday, November 16 is a **PA Day**. You are not required to go into Co-op that day, but please remind your supervisor that you won't be in. If you do want to work on Friday, you can; you just need to ensure that you're working within the hours outlined on your WEAF for insurance purposes (otherwise, an Addendum Form will need to be completed and given to me **by Thursday**)

6. **NEXT INTEGRATION DAY IS MONDAY, NOVEMBER 28** (in two weeks). **SEE YOU HERE AND THEN**. Submit today's hours to me TODAY. Submit the rest of the week's hours to your supervisor after you're done work on Thursday.

7. Questions?

...Any?

...Even one?

8. Calendar review

9. TODAY...

Beginning your '**Co-op Student Learning Plan**'. The Learning Plan shell and instructions have been posted to our Google Classroom, as has the link to the following video that comments on Millennials...

<https://www.youtube.com/watch?v=hER0Qp6QJNU>

10. **You'll be able to check in with me this Wednesday morning to get your mid-term report card mark** (if you want it ahead of time)

Once you've completed today's Learning Plan requirements, use any remaining time you may have to do the following...

- Submit any hours you may still owe
- Complete & submit any reflections you may still owe (2 have been due; 2 remain)
- Complete any other outstanding Co-op assignments you may still owe (ex. 'Student Safety Workplace Orientation Assignment', 'Seven Competency Skills' video assignment)
- Complete and submit today's **2.5 hours** (and description) to me

