**INTEGRATION DAY  #2 – November 26, 2018**

1. Continue to make the cycle that appears below your focus in these final 7 weeks of

Co-op.

 Continuing with Goal Setting as you continue crafting your Co-op Learning Plan.

     **Practice:  EXPERIENCE  >> REFLECT >>  APPLY**

(What?)   >>        (So What?)  >> (Now What?)

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

 **PROGRESS = HAPPINESS (?)**

2. Did you remind your employer that you’d be here today?  If not, do that now!

* Several of you still 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)
* As we slowly enter the home stretch of the semester, 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)
* I made a clear request/reminder last time for you all to submit hours ON-TIME EACH WEEK (typically Friday).  This past week, 62% of you submitted your hours late. Again, it’s disrespectful to your supervisor and reflects poorly on you.
* Wednesday is Wellness Day #2.  Your options…
	+ Go to Co-op (ensure you’re working within your WEAF hours; if you’re behind on hours, this should be your no-brainer choice.  It’s likely your best choice regardless)
	+ Attend one of the workshops that are offered (and let your supervisor know why you won’t be in)
	+ Get extra help for your morning class(es) (and let your supervisor know why you won’t be in)

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| --- | --- |
|  | **Hours Update...** |
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| **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…****96 hours  (145 for 3 credits;  192 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…****134 verified hours (195 for 3 credits; 258 for 4 credits) as of  Friday, November 23.**  |

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* I’ll be delivering your final 2-part Employer Performance Appraisal (Evaluation) when I start my next round of visits next week.  It will be due by Wednesday, January 16.

**Let’s take a look at it...**

 Part I of your Summative Assignment (the ‘Exit Portfolio’) is due on

 Tuesday, December 18.  **Let’s take a quick look at it, too...**

**NEXT INTEGRATION DAY IS MONDAY, DECEMBER 10** (in two weeks)**.  SEE YOU HERE AND THEN.**Submit today’s 2.5 hours to me TODAY.  Submit the rest of the week’s hours to your supervisor after you’re done work on Friday.

**TODAY…**

1. Continuing your ‘**Co-op Student Learning Plan’**.  The Learning Plan shell and instructions were posted to our Google Classroom on Nov 12.  Updated instructions for today’s class are now posted also.

      2. Work on the work you owe (outstanding hours are your first priority).  All of you have at

             least one reflection to complete (the one due this Friday).  **TODAY WILL BE AN**

 **INDEPENDENT, QUIET, & PRODUCTIVE WORK PERIOD.  Not optional.**

3.   Submit today’s **2.5** hours to me

      4. Watch the following video if you didn’t on Nov 12...

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