

INTEGRATION DAY #3 – December 9, 2019

1. Continue to make the cycle that appears below your focus in these final 4.5 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)
 - Overall, a poor job of communicating each and every absence with me. I've 'wasted' several trips to come see some of you only to find that you were not at co-op without letting me know
 - 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)

CO-OP HOURS...

Assuming you work 3 hours a day/15 hours a week (4.5/22.5 hours a week for 3 credit students; 6/30 hours for 4 credit students), there are still...

68 hours (102 for 3 credit students; 136 for 4 credit students) 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...

162 verified hours (238 for 3 credits; 314 for 4 credits) as of Friday, December 6.

So, realize that, if you are behind in hours, you'll need to work your usual hours **PLUS** the hours you're short. Make arrangements **NOW** to fix any hour issues.



... if you're not on pace, **NOW is definitely the time to meet with your teacher and your supervisor to plan how you will earn the necessary hours. Addendum forms may be required (if you work any time outside of the hours originally set-up on your WEAF) and, if they're needed but not completed, the hours will not count**

Also, remember you've made a commitment to attend your placement DAILY up to and including Wednesday, January 22 regardless when you've achieved your 220 (or 330, or 440) hours. Hours must be submitted weekly until the end of the course as well.

- I've been delivering your final 2-part Employer Performance Appraisal (Evaluation) to your supervisors during this round of Co-op visits. It will be due by Wednesday, January 15, 2020.
Let's take a look at it...

CAREER FAIR IS MONDAY, JANUARY 13 (in 5 weeks). Submit today's 2.5 hours to me TODAY (as well as the 2.5 hours from our last Integration Day on Nov 11 if you haven't yet). Submit the rest of the week's hours to your supervisor after you're done work this Friday.

1. We'll be continuing your '**Co-op Student Learning Plan**' today and in the coming weeks. The Learning Plan shell and instructions were posted to our Google Classroom on Nov 11. Updated instructions for today's class are now posted also. Your personal Learning Plan is due at the time of your Exit Interview with me in January.
- ✓ Final day at your Co-op job placement is **Wednesday, January 22**
 - ✓ **Exit Interviews** will be conducted **Wednesday, January 15; Thursday, Jan 16; Friday, Jan 17; and Monday, Jan 20.** You'll receive an interview appointment slip at the Career Fair so you know which day and at what time you are to attend. These are casual and will take place in my office (2114). **You will bring and submit your Co-op Student Learning Plan at this interview.**

- ✓ Start thinking about a small thank-you gift for your supervisor if you think it's appropriate – at least a thoughtfully-worded card
- ✓ Let me know if you require any special equipment/arrangements for the Career Fair (ex. Computer? An outlet? Extra room? Special permission? etc.)
- ✓ I'm already hearing some pretty cool Career Fair ideas – I know some of you are already preparing – well done! Career Fair Boards are available to pick up any time (today?) from the Co-op office (2114). Take home on a dry, calm day!
- ✓ Parents are invited to **Career Fair on Monday, January 13 anytime between 12:15 and 2:15 pm** – please make sure they know they are welcome! 😊
- ✓ Remember that Integration Day hours (noon to 2:30 for 2.5 hours) are to be submitted to me (so email today's hours to me TODAY; do you still need to send me some of these?)
- ✓ Check your Hour Republic 'inbox' , verified hours and journal feedback for messages from me

TODAY...

- ✓ Review expectations for **Summative Exit Portfolio (due next Tuesday, December 17)**
- ✓ Everything you ever wanted to know about *CAREER FAIR PROJECTS* (**Career Fair is on Monday, January 13 in the CAF**)
- ✓ **Remember that your Career Fair project reflects not just you, but also your supervisor/employer. Prepare them with the appropriate amount of time and care; late projects are NOT an option 😊**
- ✓ Mock Career Fair Evaluations – I will explain 😊
- ✓ Your chance to ask about Career Fair expectations, etc. and start your Exit Portfolio summative, your Career Fair research, continue work on your Learning Plan, or complete any other Co-op assignments you may still owe.
- ✓ **See the Google Classroom for final instructions for your Learning Plans: Due on the date of your scheduled Exit Interview with me (January 15th to 20th)**

- ✓ Work on the work you owe (outstanding hours are your first priority; you should all have completed 3 reflections by now as well). **TODAY WILL BE AN INDEPENDENT, QUIET, & PRODUCTIVE WORK PERIOD. Not optional 😊**
- ✓ Submit today's **2.5** hours to me