

February 2017

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
		1	2	3
6 <i>Welcome!</i> Begin Pre-Placement <ul style="list-style-type: none"> Co-op Introduction & Student Website/Manual Begin Job Hunt 	7 <ul style="list-style-type: none"> Introduce Cover Letter, Resume & References Continue Job Hunt Completion of Forms 	8 <p>GUEST SPEAKER: Elisha Rivard (Resumes & Interviews)</p> <ul style="list-style-type: none"> Continue Job Hunt 	9 <ul style="list-style-type: none"> Work periods for: Cover Letter, Resume & References Continue Job Hunt 	10 <ul style="list-style-type: none"> Work periods for: Cover Letter, Resume & References Instructions/registration for 'Hour Republic'
13 <ul style="list-style-type: none"> Peer Evaluation and Final Editing of Cover Letter, Res & Ref Interview Preparation Employer Research 	14 <ul style="list-style-type: none"> Good Copy of Cover Letter, Res & Ref DUE Mock Interviews Begin Health & Safety Awareness 	15 <p>GUEST SPEAKER: Mark Sharpe (Health & Safety)</p>	16 <p>Job Interviews</p> <ul style="list-style-type: none"> Continue Health & Safety Awareness 	17 Job Interviews <ul style="list-style-type: none"> Continue Health & Safety Awareness Submit hours to Mr. Kemperman for first 2 weeks
20 Family Day	21 'Service Excellence' training begins (must be here both days to qualify)	22 'Service Excellence' training concludes (must be here both days to qualify)	23 <p>GUEST SPEAKER: Sharon Gilroy-Dreher (Employer Expectations)</p> <ul style="list-style-type: none"> 7 Competency Skills 	24 FINAL DAY OF PRE-PLACEMENT <ul style="list-style-type: none"> 'Bosses' FINAL TEST Submit hours to Mr. K
27 <p>WEEK 1 Earliest day to begin your Co-op placement Signed WEAFF must be returned before you begin!</p>	28 *Submit your Hours* to Mr. Kemperman for all in-class days and to your supervisor for all co-op work days	<p><i>"Don't wait for extraordinary opportunities. Seize common occasions and make them great"</i></p> <p>Orison Swett Marden</p>		

March 2017

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
		1	2	3 <ul style="list-style-type: none"> Submit this week's hours to your Co-op supervisor
6	Week 2 7	8	9	10 <ul style="list-style-type: none"> Submit this week's hours to your Co-op supervisor Remind your supervisor about March Break
13	14	15	16	17
MARCH BREAK				
20	Week 3 21	22 Interim Progress Report <i>(leave it in your Co-op mailbox before going to Co-op today)</i>	23 <i>Pick up your completed Interim Progress Report from your Co-op mailbox</i>	24 <ul style="list-style-type: none"> Submit this week's hours to your Co-op supervisor 1st Journal Entry due
27	Week 4 28	29 It is highly recommended that you attend Co-op Thursday. If you choose not to, get permission from your supervisor well in advance	30 <i>Literacy Test</i>	31 Submit this week's hours to your Co-op supervisor <ul style="list-style-type: none"> Remind your supervisor about <i>Integration Day</i> Monday

April 2017

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
3 Week 5 IN-CLASS INTEGRATION DAY I <ul style="list-style-type: none"> 'Struggling with the Millennials label' Submit today's hours to Mr. Kemperman 	4 Remind your supervisor that your first Performance Appraisal is due Monday (they have it in the Employer Folder I brought them)	5	6 <ul style="list-style-type: none"> Submit this week's hours to your Co-op supervisor 2nd Journal Entry due 	7 PA Day
10 Week 6 EMPLOYER PERFORMANCE APPRAISAL #1 is DUE	11 <ul style="list-style-type: none"> 'Millennials' essay assignment is DUE by today 	12	13 <ul style="list-style-type: none"> Submit this week's hours to your Co-op supervisor Remind your supervisor about <i>Easter Weekend</i> 	14 Good Friday
17 Easter Monday	18 Week 7 <u><i>Start of Term II</i></u>	19	20	21 <ul style="list-style-type: none"> Submit this week's hours to your Co-op supervisor Remind your supervisor about <i>Integration Day</i> Monday
24 Week 8 IN-CLASS INTEGRATION DAY 2 ' <i>Ontario Skills Passport</i> ' <ul style="list-style-type: none"> Submit today's hours to Mr. Kemperman 	25	26	27	28 <ul style="list-style-type: none"> Submit this week's hours to your Co-op supervisor 3rd Journal Entry due

May 2017

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
1 Week 9	2 'Ontario Skills Passport' assignment is DUE by today	3	4 • Submit this week's hours to your Co-op supervisor	5 PA Day
8 Week 10	9	10	11	12 Submit this week's hours to your Co-op supervisor • Final (4th) Journal due • Remind your supervisor about <i>Integration Day</i>
15 Week 11 IN-CLASS INTEGRATION DAY 3 'Career Fair & Summative Exit Portfolio' info/prep • Submit hours to Mr. K	16	17	20	21 • Submit this week's hours to your Co-op supervisor • Remind your supervisor about <i>Victoria Day</i>
22 Victoria Day	23 Week 12	24	25	26 • Submit this week's hours to your Co-op supervisor
29 Week 13	30 'Summative Exit Portfolio' assignment is DUE by today	31	"We are what we repeatedly do. Excellence, therefore, is not an act but a habit" Aristotle	

June 2017

Mr. Kemperman



Mon	Tue	Wed	Thu	Fri
			1	2 <ul style="list-style-type: none"> Submit this week's hours to your Co-op supervisor
5 Week 14	6	7 Remind your supervisor that your final Performance Appraisal is due Tuesday (they have it)	8	9 Submit this week's hours to your Co-op supervisor <ul style="list-style-type: none"> Remind your supervisor about Monday's Career Fair
12 Week 15 Co-op Career Fair 11:50 am – 2:25 pm Cafeteria <ul style="list-style-type: none"> Submit hours to Mr. K 	13 EMPLOYER PERFORMANCE APPRAISAL #2 is DUE	14	15 EXIT INTERVIEWS (by appointment)	16 EXIT INTERVIEWS (by appointment) <ul style="list-style-type: none"> Submit this week's hours to your Co-op Supervisor
19 Week 16 EXIT INTERVIEWS (by appointment)	20 FINAL DAY AT CO-OP <ul style="list-style-type: none"> Submit your hours Remember to give appropriate thanks to your supervisor! 	21 TUTORIAL DAY	22 <i>Exams</i>	23 <i>Exams</i>
26 <i>Exams</i>	27 <i>Exams</i>	28 <i>Exams</i>	29 	30 <i>PD Day</i> <i>Last Day—Yay!!</i>