

## Co-operative Education Pre-Placement Assignment Checklist

The following items must be completed during the first 2 weeks of the semester before you begin your placement. Visit [www.porthighco-op.weebly.com](http://www.porthighco-op.weebly.com) for all the assignments

	Assignment	Hand In
<b>Day 1</b>	Attendance Policy	<input type="checkbox"/>
	Student Handbook (Yellow Pages)	<input type="checkbox"/>
	Page 5 (Work Ed Agreement signed by Guardian)	<input type="checkbox"/>
	Page 7 (parents & employer)	<input type="checkbox"/>
	Pages 9-13 (PPSP have to meet with employer & they sign)	<input type="checkbox"/>
<b>Day 2</b>	Resume	<input type="checkbox"/>
	Telephone Message Assignment /10	<input type="checkbox"/>
<b>Day 3</b>	Cover Letter	<input type="checkbox"/>
	Sample Interview Question responses emailed	<input type="checkbox"/>
	Interview Evaluation filled out by employer	<input type="checkbox"/>
<b>Day 4</b>	Passport to Safety (print certificate)	<input type="checkbox"/>
	WHMIS Test online	<input type="checkbox"/>
	Slip, Trip & Fall Prevention online training	<input type="checkbox"/>
	Health & Safety at Work Prevention online training	<input type="checkbox"/>
<b>Day 5</b>	Work Experience Article and questions Emailed	<input type="checkbox"/>
	Employability Skills Quiz Online – Email Results	<input type="checkbox"/>
	Human Rights & Harassment	<input type="checkbox"/>
<b>Day 6</b>	Thank You Letter	<input type="checkbox"/>
	Employer Expectations Blog entry #2	<input type="checkbox"/>
<b>Day 7</b>	After Interview checklist filled out by you	<input type="checkbox"/>
	Subway Application	<input type="checkbox"/>
<b>Day 8</b>	Career Exploration Assignment from Career Cruising	<input type="checkbox"/>

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