Welcome to the Cooperative Education Department

<u>What will we be doing over the next two weeks?</u>

Attend the in-class sessions before your first interview:
- Several workbook assignments must be completed
- You must attend a Health and Safety presentation in the school Theatre
- You must complete the Passport to Safety on-line computer quiz
- You must be aware of the timesheet/journal assignment regulations required while at your placement
- You must be aware of the in-class days and plan to be present
- You must be aware of the Career Fair culminating activity
- You must be aware that your teacher will visit you at your placement several times

We will determine where you would like to do your co-op placement. You must have a host course that you have taken or are currently taking that tie in with your placement.

We will then:
- Contact the placement for an interview
- Prepare a resume and cover letter for each interview. You must prepare four copies:
    - One will be graded
    - One is kept in your co-op folder
    - One is delivered prior to your interview (if necessary)
    - One is taken on the interview with you

Prior to the interview you will be required to deliver an interview package which will include the following:
- Your resume
- Cover letter
- Interviewer's evaluation sheet
- Stamped return envelop
- Instruction letter from the co-op department

You then report back to your teacher concerning your:
- Impression of the placement after the interview
- How you think the interview went in terms of you becoming the successful candidate (…remember that you may be competing against other schools)

The interview will contact you/me regarding your suitability for the job

If you are accepted we (employer, student and teacher) will agree upon the start date

When you report for work the first day you will bring your employer a job package containing:
- A WEA (Work Education Agreement) signed by you, your parents and your supervisor
- A school calendar outlining work and reflective days