Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COOP Credits: 2-Returning Student

**ITEMS THAT MUST BE COMPLETED BEFORE YOU BEGIN YOUR PLACEMENT**

\*\*\* All work is available on the computer. Go to X:drive/Documents/Mr. Bourne/COOP \*\*\*

\_\_\_\_ Resume and Cover Letter Preparation Assignment

\_\_\_\_ Cover Letter Assignment

\_\_\_\_ Resume and Reference Sheet Assignment

\_\_\_\_ Completed Polished Placement Specific

 Resume/References & Cover Letter -2 Copies

\_\_\_\_ Coop Mock Interview Assignment

\_\_\_\_ Application Assignment – Nirvana Corporation

\_\_\_\_ Career Cruising Assignment

\_\_\_\_ Customer Service Assignment

\_\_\_\_ WHMIS Symbols Assignment

\_\_\_\_ Online WHMIS & Passport to Safety (print certificates

 when completed)

\_\_\_\_ Health and Safety Poster

\_\_\_\_ Health and Safety Assignment

\_\_\_\_ Discrimination and Human Rights Questions

\_\_\_\_ Human Rights PowerPoint Movie

\_\_\_\_ Employment Standards Act Assignment

\_\_\_\_ Job Futures Activity

\_\_\_\_ Confidentiality in Workplace Assignment

\_\_\_ COOP Review Test (Ask Coop Teacher for a copy)

**Paperwork to be completed:**

\_\_\_\_ Memorandum of Agreement

\_\_\_\_ Work Education Agreement

\_\_\_\_ Transportation Sheet

\_\_\_\_ COOP Informed Consent Form

\_\_\_\_ MTEL Release and Compensation Agreement

\_\_\_\_ Student Status Sheet

\_\_\_\_ Student PPLP Created / Signed

\_\_\_\_ Student Timetable and Contact Information

\_\_\_\_ Disciplinary Procedures

\_\_\_\_ Coop Course Outline Signed

Before presenting your folder to your COOP teacher for marking remember to:

-Place completed assignments in the order they appear on this sheet into the duo-tang

-Ensure that your name is at the top of every sheet

All items **must** be signed off as completed by your COOP teacher on this sheet before you will be allowed to begin your placement. You must complete a minimum of **15 hours** of pre-placement before going to your placement.