*Russell High School Cooperative Education Department*

INSTRUCTIONS:

1. Answer the following questions in complete sentences using the computer.
2. You have been at your placement for a short time so base your answers on your first impressions. I know that you have just started!
3. Include lots of details. Use the spell check and grammar check features.
4. The beginnings of a few sample answers are given to help you get started.

QUESTIONS:

1. What is the name of the business where you are completing your placement?
2. How did you end up doing your placement at this place?
3. Now that you have been at your placement for a little while, how happy are you with your decision to co-op there? Explain in a few sentences.
4. Describe the business you are ‘co-oping’ in and the type of product or service that it provides. Remember that your reader knows nothing about the business.

Ex. Fred’s Feet First is a family shoe store. They sell and repair all types of footwear. They specialize in locating “hard-to-find” sizes. The owner started his shop because he wears size 15 shoes ...

1. Describe the first day that you worked at your placement. What did you do? How did you feel and why? How did your employer treat you and why?

Ex. When I arrived at Fred’s Feet First, I was greeted be Edna, Fred’s wife who also works with him. She showed me where to put my things and gave me a tour. I met Yolanda, the shoe repair women and Zelda, another employee. Edna showed me how to locate the second shoe of the pair from the back and demonstrated how to size a foot. I watched her work with customers and looked at all the things they sell. I felt nervous but they were really nice ...

1. Discuss the duties/responsibilities that you have been given at your placement. Are you comfortable with what you do? If so, why? If not, why not?
2. What jobs or experiences are you looking forward to trying at your placement?
3. Describe any particular safety equipment or special clothing that you use/wear. Why is it required and when is it required?
4. List 5 hazards that exist where you work and explain what makes each of them hazardous (what may happen if you used it inappropriately)
5. Make a chart of the people you work with. State their positions and explain their duties/responsibilities

|  |  |  |
| --- | --- | --- |
| Name | Position | Duties / Responsibilities |
| Fred | Owner | Knows how to do everything in the shop from sales to repairs |
| Edna | Owner | Orders what they need and works with the customers |
|  |  |  |

1. Your co-op placement is your “job”. How are you approaching it as a job?

Ex. I am treating my placement as a job by arriving on time, dressing the way I am told ...

1. Discuss anything else that you think is important to describe the experience you have had at placement so far.

Ex. I was nervous about going to the store because I have never had a job before. The first 2 days I felt like I was in the way because I really didn’t know what to do. I watched what everyone else was doing and asked lots of questions about everything. I am learning all sorts of things about shoes. They showed me how to take care of my own shoes and I went home and cleaned everybody’s shoes ...

1. What questions did you ask at placement? Where there any questions you were afraid to ask? (Why or why not?) DO you think you asked enough questions?
2. On a piece of paper OR using a drawing program such as paint, draw a small scale image of your workplace. Include a sketch of the main building and the specific area/room where you work most of the time. Mark the exits, the locations of the fire extinguisher(s) and any other safety equipment and stations.

BE SURE TO SAVE YOUR WORK TO YOUR M DRIVE AS “NAMEJOURNAL1”

PLEASE PRINT A COPY AND PLACE IT IN YOUR FOLDER!