



Co-operative Education Workplace Readiness

Please complete and submit your completed
Co-op Workplace Readiness Tasks to
summer.semester@ucdsb.on.ca

1. Save this document
2. Type in your answers (don't forget to save each time you complete some work)
3. When completed, email your completed package to summer.semester@ucdsb.on.ca

Student Name:

Cooperative Education Information Sheet - Summer Semester 2023

Student Information:

Home School:

Name:

Student #:

Age:

Date of Birth (Month/Day/Year)

Student cell #:

Home #:

Student address:

Student e-mail:

Do you prefer to be contacted via e-mail text phone call Teams

Placement Information:

Work Placement Company Name:

Job Title:

Address of Placement:

Name of Supervisor(s):

Placement Phone #:

Cell #:

text Yes No

Employer's email:

Preferred method of contact via e-mail text phone call?

Scheduled visits Drop in

Student's Schedule:

Days of Work: Mon Tues Wed Thurs Fri Sat Sun Hours:

Paid Unpaid

Planned duties:

New things for you to learn:

Student's Summer Co-op Education Plan:

I hope to earn 1 or 2 credits through summer Co-op

CO-OP PLACEMENT MEDICAL EMERGENCY PLAN

To be completed for students on co-op placement requiring a medical emergency plan for the purpose of responding to medical emergency while the student is on placement.

Student Name (please print)

Home School Name (please print)

A. MEDICAL CONDITION

1. Describe the medical condition.

2. Describe/List symptoms or warning signs.

3. Define emergency steps that should be taken and when they may be required.

4. Does the student require medication in the event of an emergency? Y N

5. If yes:

What is it?

Where is it located?

When and how should it be administered?

B. EMERGENCY CONTACT INFORMATION

Name -

Relationship -

Contact Number -

1. Co-op Student Roles and Responsibilities

As a coop student, you will be expected to fulfill many roles and responsibilities. Whether your Co-op placement is paid work or unpaid, and as an ambassador of your school, it is important that you do your job **well!**

Read through the list and rank them in order from those that will be the easiest for you to fulfill to those you think will be the hardest for you to fulfill. (1 = easy, 9 = most difficult)

	Follow all company rules as to dress, safety codes, work schedule, and policies.
	Work in a courteous, responsible, and business-like manner.
	Always follow all company and school confidentiality rules in order to protect others' privacy.
	Contact the Co-op teacher immediately if any help is needed completing and organizing assignments, or if there are any questions or concerns.
	Inform the placement supervisor and the Co-op education teacher in advance if you are unable to report to your placements.
	Arrive to my placement on time.
	Inform the placement supervisor and Co-op teacher prior to the start of your shift if you are unable to attend the placement that day (due to illness etc.)
	Complete and submit all Co-op course assignments on time.
	Respond promptly to messages from the Co-op teacher and be proactive and contact your teacher whenever you need help or have a concern or question.

2. Employment Standards Act

The Employment Standards Act (ESA) provides the minimum standards for working in Ontario. It sets out the rights and responsibilities of employees and employers in Ontario workplaces (Government of Ontario, 2010).

Watch the following video to learn about the Employment Standards Act

<https://www.youtube.com/watch?v=qVJWJLCSxII>



Answer the following:

List 3 things you discovered/learned:

1.

2.

3.

List 2 things you found interesting:

1.

2.

What is one question that you still have?

3. Health & Safety

Please complete the following certifications. Be sure to use Chrome.

Note: If you have completed these certifications at work/school within the last year, and can provide a copy of the certificate, you do not need to redo these certifications.

Please submit your certificates as proof of completion.

Certification # 1

Go to the following site <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>
to start your certification

[Worker Health and Safety Awareness in 4 Steps](#)

*This certification must be completed in one sitting (**your progress cannot be saved and will be erased.**)

Print 2 certificates – one to hand in and one for your records.

Certification # 2

Go to the following site https://www.yowcanada.com/register/register_login.asp?
to start your certification

[WHMIS \(Workplace Hazardous Materials Information System\)](#)

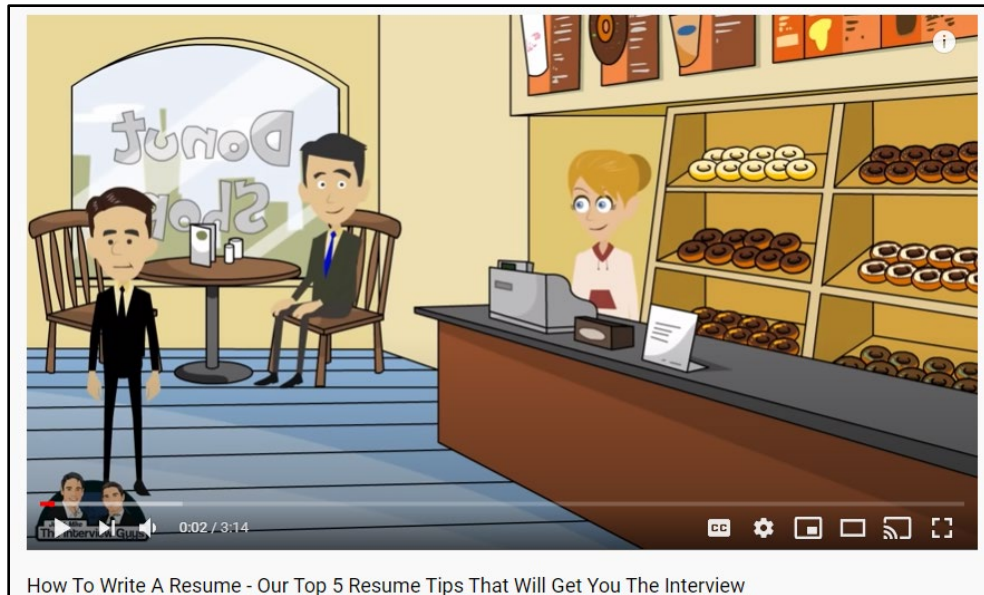
- Username: ucstudents
- Password: welcome
- *Keep a record of your login and new password in case you need to access it in future months)
- Print 2 certificates – one to hand in and one for your records.

4. Resume

The purpose of a Resume is to provide a summary of your skills, abilities and accomplishments.

It is a quick "snap shot" of who you are. Resumes are "working" documents". This means that they are "ever-changing" as you gain meaningful work and life experience.

Watch the following video "How to Write a Resume – Our Top 5 Resume Tips That Will Get You The Interview" <https://youtu.be/MYaXN8j7rL8>



Prepare A Resume

- You will find a resume worksheet and a sample student resume on the next pages to help you complete (or modify) your own.
- **If you already have a typed resume, you don't need to fill in the worksheet, just submit your typed resume**
- Please submit your final **typed** copy to your Co-op teacher.

SUZIE STUDENT

OBJECTIVE

- Seeking part-time retail sales clerk/cashier position at Walmart

SUMMARY OF QUALIFICATIONS

- Customer-focused self-starter with proven client services skills
- Energetic achiever and communicator, with strong listening skills
- Quick learner, eager to learn and follow directions
- Excellent team player who thrives in teamwork situations
- Responsible and reliable, with record of professionalism

EDUCATION

- TR Leger School of Adult, Alternative and Continuing Education
- Expected Graduation Date – June 2018

HONOURS AND DISTINCTIONS

- Achieved Honor Roll, TR Leger, 2013-2014
- Earned Certificate of Achievement for Outstanding Performance in Math, 2013
- Earned Athletic Award, TR Leger Soccer Team, 2011-2012

WORK HISTORY

Bagger , <i>Publix Super Markets</i>	Cornwall, ON	2015 to present
<ul style="list-style-type: none">• Prepared bagged groceries to customer specifications• Assisted in loading groceries into customer vehicles• Secured shopping carts• Provided customer service to average of 60 customers per shift		
Babysitter , <i>Suzie's Babysitting Services</i>	Cornwall, ON	2009 to 2015
<ul style="list-style-type: none">• Maintain satisfied clientele of 6 families• Provide quality care for children aged newborn to 12 years• Provided safe and educational entertainment and prepared nutritious meals		

COMMUNITY SERVICE

- Supplied 45 volunteer hours at Woodland Towers Retirement Community, August 2011 to October 2013
- Donated more than 200 hours to Cornwall Museum of Art, Fall 2009 and Spring, 2010

SKILLS

- Customer relations, customer service
- Computer literate in both Windows and Mac platforms

Certifications

- WHMIS - Sept 22, 2019
- Worker Awareness if Four Steps – Sept. 22, 2019

References Available Upon Request

RESUME WORKSHEET

Name: _____

Address: _____

City: _____

Postal Code: _____

Phone Number: _____

E-mail address: _____

CAREER OBJECTIVE/GOAL:

SKILLS SUMMARY:

- _____
- _____
- _____
- _____

WORK HISTORY

Date: _____ to _____

Name of Company: _____

City, Province: _____

Duties:

-
-
-

5. The Interview

****STUDENTS IN A PAID COOP POSITION ARE NOT REQUIRED TO COMPLETE THIS ASSIGNMENT****

The Interview

The purpose of an interview is two-fold:

1. It allows the employer to determine if you are a good fit for the job
2. It allows the job seeker to determine if the job is a good fit for him/her

Interview Tips – First Impressions Matter!

The following is a list of suggestions to help you prepare for a potential interview:

BEFORE THE INTERVIEW

- **Research the organization** in advance so that you can demonstrate your knowledge throughout the interview. How? Research and print out company website information. Highlight and memorize some company facts so you can share this knowledge in the interview. Take this research to the interview. Employers will be impressed when they see this and want to see you took time to research them and prepare for the interview.
- **Prepare a 30 second summary** that you can say to the employer at the beginning of the interview that answers the question: “Tell me about yourself”. Introduce yourself briefly by telling them your current status and why you are there. (Example: My name is...and I was born and raised in... I am currently a Co-op student at ABC School and hope to become a mechanic in the future. This is why I am really happy to be here for this interview.)
- **Visit the location** a day or two before the interview so you know where to go.
- Ask if you can take any free company pamphlets or flyers you might see there to use as research. Employers respect this very much.
- **Lay out your clothes and shoes** the day before. If the interview is at a company where safety boots are needed, be prepared to wear them to the interview in case you are given a tour.
- The day of the interview - look your best by styling your hair neatly, having fresh breath, wearing appropriate clothes, clean, proper shoes and no perfume or cologne.

- **Bring a pen and a folder** that contains a copy of your résumé, cover letter, safety certifications, company research and references list. Do not take your originals in case they ask you to leave the copies with them.
- **Arrive 15 minutes** early the day of the interview and be polite to all staff that you meet as you wait for your interview to begin.
- **Create a positive first impression** within the first 5 minutes by smiling, giving a firm handshake, and making eye contact. Sit straight and don't cross legs or arms.
- **Answer each question directly** using specific examples from your life that emphasize your skills and work ethic. Try to embed some facts you learned about the company in answers.
- **Listen carefully** and reflect on each question before answering.
- If you do not understand a question, ask for clarification.
- **Prepare a few questions** in advance that you would like to ask the employer at the end of the interview such as questions about their dress code or safety training needed

Consider the Co-op placement you hope to work with and pretend you are interviewing for the position.

The following is a list of common questions that many employers ask during an interview. Select and answer 4 of the questions below.

1. Tell me about yourself.
2. Why do you want to work for this company?
3. Why should we hire you?
4. What are your strengths?
5. What are your weaknesses?
6. What skills do you plan to improve on or develop in the future?
7. Tell me about your experience with this type of work.
8. What special qualifications do you have that make you a good candidate for this job?
9. Do you work best in a group or independently? Give an example of why you feel this way.
10. Tell me about a time when you demonstrated leadership.
11. What do you hope to be doing in 5 years?

6. Use of Technology in the Workplace

Depending on the type of job/placement you have, you may be exposed to various forms of technology.

Three key forms of information technology are the Internet, email, and Messenger chat programs like msn.

While at a workplace, use of the Internet is restricted to visiting websites that are directly related to company business.

- At no time should you be using the Internet for personal use.
- Email may be used to communicate with co-workers or with clients. The content of email messages should be strictly related to company business and never used to discuss your personal life.
- Messenger chat programs like msn may be used to communicate with clients or co-workers.
- It is important that message content always remains professional.

Cell phone use is sometimes prohibited in the workplace. It is always important to ask about the cell phone use rules and follow them.

Many organizations have strict policies regarding the usage of information technology. They may require employees to sign usage contracts whereby a breach of the contract could result in serious consequences.

Always ask what the rules are and follow them. Also make your supervisor and Co-op teacher aware immediately if another staff person at your placement is sending you unprofessional or inappropriate pictures, jokes, emails, texts or abusing technology in some other way that might affect your safety and wellbeing. Your Co-op teacher is here to help you through this type of problem.

Workplace Health & Safety Standards

Before you start your co-op placement it's very important to be aware of certain workplace expectations and issues.

- Do you know what your rights are as a worker?
- Do you understand your workplace responsibilities?

Let's now focus on your rights in the workplace, and appropriate workplace behaviour.

When you have a job, there are certain things you should know about in order to protect yourself. Knowing these will help you to maintain your job and avoid any possible problems that you might encounter.

Workplace Issues

Human Rights

According to The Ontario Human Rights Code, “**Every person has a right to equal treatment with respect to employment without discrimination** because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.”

Harassment

Harassment is defined as: **improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm.** It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the Canadian Human Rights Act (i.e. based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction).

Health and Safety

All workers in Canada have **the right to work in an environment that is healthy and safe.** The focus of health and safety legislation, covered under the Occupational Health and Safety Act, is to protect workers from health and safety hazards in the workplace. Under Health and Safety legislation, **one of the main rights is the right to refuse unsafe work;** a worker has the right to refuse work that he or she believes presents a danger to him or herself or another worker.

Ethics

Workplace ethics are **rules of conduct in the workplace.** Although employers may not specifically post these rules, they are to be understood and are expected in workplace settings.

Examples of Workplace Ethics

- Honesty – being open and transparent.
- Respect for human dignity, and valuing people.
- Openness to diversity and peoples' differences.
- Making decisions that are in the best interests of the work team.
- Continually improving quality of work.
- Following workplace codes of conduct.
- Professionalism – conducting yourself in a manner appropriate for the workplace.
- Being efficient in the workplace, which means using your time wisely.

When you start your placement, you should try to make sure you have a clear understanding of what your supervisor expects of you.

Confidentiality

Many people unfortunately do not understand the importance of workplace confidentiality. **As a result of violating confidentiality in the workplace, people can be fired, or even charged for their violation.** If important personal information about a client is made public, lawsuits could result, costing companies a lot of money. **Whatever an employee sees or hears at a workplace must remain at the workplace.** The only time information may be shared with others is if permission from the employer has been given.

Review the examples of how organizations might collect confidential information below and think about what information you might learn in your co-op experience.

Organization	Confidential Information
Banks	Customers financial information like how much money they have, personal information like address and phone number
Hospitals	Patients medical conditions, test results, medications, personal information
Manufacturers	Recipes, products in development, confidential designs or processes
Schools	Student marks, records, attendance, personal information

I have read and understand the importance of human rights, harassment, health and safety, ethics and confidentiality in the workplace.

Student Signature

Date

7. Student Co-operative Education Learning Plan (SCELP)

Goal Setting

Good employees show curiosity about their job, duties, the company, services, products, processes, and procedures.

List 3 questions that you have about your upcoming placement.

1.

2.

3.

Think about what you would like to learn at your Co-op placement and create a plan for your learning.

What do I want to learn?	What will success look like?