

COOP SURVIVAL KIT/ Cheat Sheet NAME _____

Everything I need to know before my first day at coop

*** NOTE- This assignment must be submitted to the Coop Teacher before you start your placement AND you must have a copy with you at all times (this could include a photo that is sent to your email).**

QUESTION	ANSWERS
1. What is the start date for my placement?	
2. What are the names , phone numbers and emails of my coop supervisors?	
3. Who do I call if I will be late for my placement?	
4. If I am sick and cannot attend my placement, who do I call? (list the 2 parties) & parents call the school to approve the absence	i. _____ ii. _____
5. What is my transportation information to get to and from coop each day (give bus information or walking information or parent driving information)	
6. Should I expect an orientation on my first day at work?	<input type="checkbox"/> yes <input type="checkbox"/> no
7. What time should I arrive at my placement?	
8. What time should I leave my placement?	
9. How many hours should I work per day?	
10. Can I quit if I don't like my placement?	<input type="checkbox"/> yes <input type="checkbox"/> no
11. What happens if the placement supervisor tells me that I am fired?	
12. I'm being harassed at my placement? What should I do?	
13. Should I be asking questions on the first day at my placement?	<input type="checkbox"/> yes <input type="checkbox"/> no
14. What should I do if the school: a. is on a special timetable b. has an Early Dismissal Day c. has a PD day d. is on holidays (Christmas/Easter)	a. _____ b. _____ c. _____ d. _____
15. Where is my coop teacher located and what is the best way for me to contact my teacher?	
16. If I am having a problem with my placement, what should I do? (i.e. not enough work; co-worker problems, etc.)	
17. Will I be paid a wage during my placement?	<input type="checkbox"/> yes <input type="checkbox"/> no
18. If my placement supervisor offers me a part-time job, what should I do?	
19. Can I drive any motorized vehicle as part of learning or duties at my placement?	<input type="checkbox"/> yes <input type="checkbox"/> no
20. What is the last day of my coop placement?	
21. Do I count the time spent traveling to and from my placement as hours worked on the job?	<input type="checkbox"/> yes <input type="checkbox"/> no
22. Can I finish my coop before the end of the term if I hear that students in other places are doing that?	<input type="checkbox"/> yes <input type="checkbox"/> no
23. I signed an agreement to remain in full attendance for	<input type="checkbox"/> yes <input type="checkbox"/> no

