

Kawartha Pine Ridge District School Board  
**COURTICE SECONDARY SCHOOL**  
**CO-OPERATIVE EDUCATION PROGRAMS**

**FINAL ASSIGNMENT**

**DUE: December 13, 2011 NO EXTENSIONS!!!!!!**

**COMPLETE AND SUBMIT A COPY OF THE FOLLOWING ITEMS.**  
**(Numbers 3 and 4 must be typed)**

1. Prepare a **title page** including:  
**YOUR NAME**  
**NAME OF THE COMPANY/PLACEMENT**  
**JOB TITLE**  
**MONITORING TEACHER**  
**DATE: December 13, 2011**
2. Obtain a **letter of reference**/acknowledgement **from** your training supervisor. This will be for your file and future use. It should contain the time frame you worked and your duties/responsibilities. Please **keep the original** for your records and **SUBMIT A COPY** to your Co-op teacher.

NOTE: Ask your supervisor for a letter of reference or recognition as soon as you go to work so they have enough time to prepare before your due date of June 1st.

3. **Write a one page letter of appreciation/thanks** to your supervisor. **(please sign it !!)**  
Submit a **COPY** to your Co-op teacher as part of this assignment.

NOTE: Be sure to say something that you enjoyed about the workplace and one or two key things you felt you learned. Be sure to say thank you.

4. **Prepare an updated resume** which includes your current co-op work experience. Submit this to your Co-op teacher as part of this assignment.
5. **Final Reflection – attached**

**SAMPLE ADDITION TO YOUR RESUME**

September 2011 – January 2012	Secondary School Co-op Placement Clarington Kids Daycare Duties/Responsibilities: Responsible for ..... Etc.
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**Put all of these items together and submit them to the Co-op office.**

**Please Note: \*\*\*\*\* We will accept assignments early if you are finished.**

## FINAL REFLECTION

What type of work have I done at the training station?

Who are the people who have influenced me at the training station and how did they do this?

What equipment have I learned to use?

What are my job skills? How have my job skills improved?

What learning took place on the job that could not have taken place at school?

What is my greatest strength on the job?

What skills do I need to work on in order to improve my performance?

What are my **four** most valuable learning experiences?

1.

2.

3.

4.

How have I “grown” as a result of my Co-operative Education experience?

What have I discovered about myself and my future career selection that I was unaware of before my Cooperative Education experience?

At this time, what general impressions of the Cooperative Education program would I pass on to students who are considering pursuing this type of experiential learning?