

# Student Assignment Checklist    Name \_\_\_\_\_

✓ Done	Work to be Handed in on the Last Day of Preplacement
	<b><u>WEA Form</u></b> - Work Education Agreement form for insurance (multiple coloured pages) - <i>signed</i> by employer, parent, student, teacher
	<b><u>Four Party Agreement Form</u></b> (Supervisor/Student Agreement and Parental Consent) - signed by employer, parent, student, teacher
	<b><u>Credit Intent Form</u></b> - signed by employer, parent, student, teacher
	<b><u>Photo/Web Consent Form</u></b> - signed by parent
	<b><u>OYAP Form</u></b> – if in a trade based placement (Ontario Youth Apprenticeship Program) - YOU MUST HAVE AN <b><u>OYAP</u></b> CARD AND CARRY IT WITH YOU
	<b><u>Safety Certificate</u></b> - Worker Health and Safety Awareness in 4 Steps Quiz - elearning module - <i>PRINT THREE (3) COPIES</i> - copy for you, employer and coop teacher
	<b><u>WHMIS certificate</u></b>
	<b><u>Booklet Safety Quiz</u></b> - and answers taken up in class- from Young Workers Awareness Booklet
	<b><u>Preplacement Booklet</u></b> - completed
	<b><u>Log Sheet #1 done on Hour Republic</u></b>
	<b><u>\$20 Luncheon Fee paid on line</u></b>

✓ Done	Assignments For The Semester	Value	Due
	Safety In My Workplace	5%	Do 1 <sup>st</sup> day of placement
	WHMIS / Learning Plan / Service Excellence / Health and Safety Certificate	10%	
	Career Research Assignment	10%	
	Photo Assignment	5%	
	Resume	10%	
	Cover Letter	5%	
	Employer Evaluation #1 + #2	20%	
	19 Log Sheets and reflection on back	35%	Submitted every Monday