

ASSIGNMENT # 2 -- "THE FIRST DAY"

Instructions: The first day on the job is filled with excitement and apprehension. It is very important that you make a good impression. This page is designed to help you have a great first day!!!

Date Due:

Placement Information:



Placement Name:	Supervisor Name: (First and Last)
Placement Address:	Names of other people with whom you will be working:
Placement Phone Number:	
Placement Fax Number:	

Travel Arrangements:



How do you get to work?	How long does it take to travel to work?
<input type="checkbox"/> Walk <input type="checkbox"/> Public Transit <input type="checkbox"/> Drive	

Work Schedule:



Work Hours: Start Time: _____ Finish Time: _____	Where can you leave your belongings? <input type="checkbox"/> Locker <input type="checkbox"/> Staff Lounge <input type="checkbox"/> Other: _____
When you arrive at coop how are your hours tracked? <input type="checkbox"/> Punching in on a time clock <input type="checkbox"/> Signing in using a log sheet provided by the employer/teacher <input type="checkbox"/> Honour System <input type="checkbox"/> Other _____ (Specify)	
Breaks: Is there a break? _____ If so, how long is it? _____	Washrooms: Are there specific washrooms for the employees? Where? <input type="checkbox"/> Yes: _____ (location) <input type="checkbox"/> No



Departments:

Is the Coop Placement divided between departments? <input type="checkbox"/> Yes: _____ (# of dept.) <input type="checkbox"/> No	What department(s) will you work in?
---	--------------------------------------

What are the rules at your placement regarding the following?

- Is there a dress code? What is considered appropriate attire for work?
- Use of company phones for personal use
- Use of cell phones
- Use of personal music devices
- Use of photocopier for personal business
- Visitors at the placement for personal business
- Punctuality
- Absences from work
- Computer and internet use for personal reasons
- Smoking



Please attach a business card from your employer

Attach Card Here

**** Marking Scheme ~ The First Day ****

Co-op Assignment #2 Student Name: _____

Knowledge and Understanding /15

- Responses are detailed, accurate, and complete.

Communication /5

- Complete sentences, thoughtful responses, spelling, grammar, punctuation, etc.

Total /20