



SPOTLIGHT ON MY CO-OP PLACEMENT!



This assignment highlights your achievements at your co-op placement. It will be featured in front of the co-op room to promote and educate students and staff about the Cooperative Education program here at the Youville Centre.

- A) Use the Spotlight Reflection sheet to help you fill in the template provided on your desktop.
- B) In order to fill out the Spotlight Reflection sheet please Google: **Essential Skills Canada**

It will take you to this web page

http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml

- 1. Click on the [Search over 300 job profiles](#)
 - 2. Under Search the profiles click on [Occupation](#)
 - 3. Type in the occupation (example: hairstylists)
 - 4. Read through the Profile Description and use this page to help you fill in the Career Description as well as the Skills section of the assignment.
- C) Once you have completed the *Spotlight Reflection Sheet*, go to co-op folder located on your desktop, and find the **Spotlight Template**. Be sure to list at least 3-5 essential skills and explain how you use those skills at your co-op placement.
 - D) Please hand in a hard copy of your first draft and then email your finished template to me.