

**Holy Trinity Catholic Secondary School  
Cooperative Education Department**

**Due Dates: Semester 2, 2012**

Check off each assignment or item when you submit it to the Co-op office. You are responsible for submitting all materials **on time**. Assignments received after the last acceptable date will not earn a mark and may result in removal from your Co-op placement and/or program.

<b>Item</b>	<b>Due Date</b>	<b>Check Off</b>
Pre-placement workbook	Friday, February 10 <sup>th</sup>	
Health & Safety Assignment	Friday, February 17 <sup>th</sup>	
Career Research Assignment	Wednesday, March 7 <sup>th</sup>	
Placement Learning Goals <b>page 1</b>	Wednesday, March 7 <sup>th</sup>	
Tour Through Placement	Week of April 2 <sup>nd</sup>	
Employer Assessment #1	Week of April 2 <sup>nd</sup>	
Placement Learning Goals <b>page 2</b>	Wednesday, May 2 <sup>nd</sup>	
Career Fair Assignment	Wednesday, May 2 <sup>nd</sup>	
Portfolio Assignment	Wednesday, June 6 <sup>th</sup>	
Employer Assessment #2	Week of June 11 <sup>th</sup>	
Reflective Placement Report	Last Day of Semester Classes	

**\*\*\***Pre-placement workbooks **MUST** be submitted prior to starting placement.

**\*\*\***Career Fair and Portfolio Assignments plus an Exit Resume **MUST** be complete in order to finalize Co-op credits.