

## Roles and Responsibilities of Cooperative Education Students

- ▲ Comply with all company rules as to dress codes, safety codes, work schedules and policies
- ▲ Work in a courteous, responsible and business-like manner and show appropriate initiative
- ▲ Observe and comply with the rules and regulations of the placement and the school, including confidentiality requirements
- ▲ Comply with school attendance policies in both the placement and classroom sessions
- ▲ Submit log sheets and journals as required
- ▲ Inform the placement supervisor and the Co-Op teacher in advance if they are unable to report to their placements
- ▲ Participate in the development and implementation of their personalized placement plans
- ▲ Participate with the supervisors and teachers in the assessment of their own performances
- ▲ Complete their own course requirements to obtain credits towards the Ontario Secondary School Diploma
- ▲ Work with the teachers and supervisors to ensure that problems are dealt with immediately



## Co-operative Education Placement Maintenance Skills

<b>Make yourself invaluable</b>	Learn a skill that a few people in your workplace know. Be the one that everyone approaches to proofread their work or fix their computer when it crashes.
<b>Be reliable</b>	If you say you are going to do something, do it. If you say you'll be somewhere – be there.
<b>Be proactive</b>	Don't always wait to be told what to do. Look around, see what needs to be done and do it.
<b>Be helpful</b>	If a supervisor needs you to help a co-worker on a project, don't hesitate. Not is it great to be known as a helpful person, you'll learn a few things and become an even more valuable employee along the way!
<b>Be a team player</b>	Support your co-workers, encourage others to succeed and use your strengths in the workplace.
<b>Dress for success</b>	Take the lead from your supervisor and co-workers. Maybe you need steel toes shoes, or a lab coat and safety glasses. Always wear clothes that are clean and in good condition.
<b>Manage your emotions</b>	Out of control anger or over the top dramatics are not professional and could cost you your job.
<b>Be a diplomat</b>	Use tact when talking with others and choose your timing when everyone is calm.
<b>Treat everyone with respect</b>	Your co-workers are your teammates. Mutual respect is the key to a healthy working environment.
<b>Keep your workplace tidy</b>	Neatness is a signal to your manager that you are organized and in control of your work.
<b>Be your employer's cheerleader</b>	Speak well of the organization you work for even when you are away from work. Your employer will recognize your dedication and loyalty.
<b>Be prepared</b>	Just about every job has tools of the trade. Whether it is a screw driver and a wrench or a camera and tripod, be sure to have all of your tools ready at all times and know how to use them.
<b>Keep trying</b>	After you have been around for a few months, fight the urge to slack off. Job maintenance means you are in for the long haul. Strive for excellence and professionalism every day and in everything you do.

