

**COOP JOURNAL/SCHEDULES/PAY STUBS  
DUE DATES  
2007-2008**

- You must turn in a journal that lists what you did on the job on a day to day basis. You may include problems and concerns or interesting situations about your job. A typed journal is preferred, but handwritten entries will be accepted. Please include the date at the top of each short paragraph. **NO ENTRY IS NEEDED THE DAY THE JOURNAL IS DUE AND THE MONDAY AFTER IT HAS BEEN TURNED IN.**
- Also, a schedule for the week to come should be handed in along with pay stubs from the previous two weeks.

Failure to provide the items listed above will lead to a lower grade and after two sequential missing assignments suspension from the Coop Program.

Due Dates

Friday, September 7	No entry for Sept. 7 or Sept. 10
Friday, September 21	No entry for Sept. 21 or Sept. 24
Friday, October 5	No entry for Oct. 5 or Oct. 8
Friday, October 19	No entry for Oct. 19 or Oct. 22
Friday, November 2	No entry for Nov. 2 or Nov. 5
Friday, November 16	No entry for Nov. 16 or Nov. 19
Friday, November 30	No entry for Nov. 30 or Dec. 3
Friday, December 7	No entry for Dec. 7 or Dec. 10
Friday, December 21	
NO JOURNAL ENTRIES FOR DEC. 21 – JAN. 4	
Friday, January 18	No entry for Jan. 18 or Jan. 21
Friday, February 1	No entry for Feb. 1 or Feb. 4
Friday, February 15	No entry for Feb. 15 or Feb. 18
Friday, February 29	No entry for Feb. 29 or Mar. 3
Friday, March 14	No entry for March 14 or March 17
Friday, March 28	No entry for March 28 or March 31
Friday, April 11	No entry for April 11 or April 14
Friday, April 25	No entry for April 25 or April 28
Friday, May 9	No entry for May 9 or May 12
Friday, May 23	No entry for May 23 LAST JOURNAL

## Assignments

**Quarter 1** Due by **October 31, 2007** Worth 100 points

Talk with your supervisor and two employees about safety in your workplace. Type a 1 page essay about your findings and your experiences on the job.

Spelling and grammar will be graded. Paragraphs should contain 5 to 7 sentences. Make sure you have an introductory paragraph and a conclusion. You should make at least 3 to 5 points within the essay. Make sure you support these points with examples.

20 points Grammar/Spelling  
20 points Well written paragraphs  
20 points Introduction/Conclusion  
20 points 3 Well Supported Points Made  
20 points Completed by Due Date/Typed

**Quarter 2** Due by **December 21, 2007** Worth 100 points

Research OSHA. Type a 1 page essay about the organization and how it affects the workplace. The essay will be graded using the system listed above.

**Quarter 3** Due by **March 14, 2007** Worth 100 points

Research the following work place laws...The Right to Know Act, Workmen's Compensation, Child Labor Laws,

**Quarter 4** Due by **May 16, 2007** Worth 100 points EACH

*Assignment 1* Write a reflection paper on your experience. Be sure to include what you have learned and how you can apply this to future job situations.

*Assignment 2* Write a thank you letter to your employer. Be sure you include an introduction, a body (what you learned from your work experience), and a conclusion (what you will do after this coop experience and a final thank you). SEE EXAMPLE LETTER Please submit a copy to Mrs. Hartman by May 16. See Mrs. Hartman by May 21 for revisions. Final copies are due by May 30.