Reflective Learning

The term reflective learning refers to documenting what you have learned at your coop placement. The terms activity logs, log sheets or reflective journals are often used interchangeably when referring to your weekly report.

Throughout the course, you will be required to reflect back about your learning in a weekly report. Your coop teachers typically refer to this as your log sheet. Log sheets are a communication tool that keeps your teacher up to date regarding your placement experience. Although we visit your placement on a regular basis, the log sheet is our connection with you between our workplace visits. The log sheet also communicates with your teacher whether or not you are receiving meaningful tasks. This provides us with current information prior to visiting you. This is important to us as we typically discuss your learning experience with your supervisor. Your log sheet also conveys your version of an incident should a situation arise.

In your log sheet you will:

* Summarize the work you have completed each day of each week.
* Assign the amount of time you spent working each day.
* Calculate the total number of hours worked for each week.
* Have your employer (supervisor) sign your weekly report. There is a box for your employer to make any comment about your work for the week.
* Complete a weekly reflective theme on the back side of the log sheet. Each week has focus question(s) to generate ideas for your reflection. If you have something else to add, then also write about that in your reflection.

Very Important Log Sheet Information

* It is imperative that your weekly reports are completed regularly and submitted by the following Monday of the week worked. It is not fair to your employer to expect him/her to remember tasks completed or attendance from a few weeks back. You need to complete log sheets weekly so your supervisor can confidently and without hesitation sign off to acknowledge your work.
* Make a period of time each week dedicated to completing your log sheets. Many former coop students found this a wise practice. Most employers are fine with you taking some time on a Friday afternoon to quickly complete your log sheet. Check with them first though.
* Yes, your coop teacher reads each log sheet. They are evaluated and used as part of your semester grade.
* Log sheets that are not neatly written **must** be submitted typed. Illegible log sheets will not be accepted. You will be notified promptly if this applies to you.
* Log sheets submitted without a supervisor’s signature will not be accepted. This results in no hours recognized for a whole week.
* Failure to submit a log sheet by the following week will result in a phone call to your employer asking them not to accept you at their business until further notice. You will be required to attend school. At school, you will complete overdue work and also complete an additional assignment called a “Failure to Submit” activity.
* Log sheets are also a form of attendance tracking signed off by your supervisor. Your coop teachers are required by the school administration to submit weekly attendance records for all students participating in the coop program. This is standard throughout our school Board. Without your log sheet, we cannot accurately submit your attendance. As in past years, if a student has not submitted a signed log sheet within a week of the due date, we have no option but to enter an absent into the school attendance system for those days/weeks. A week of unapproved absents will jeopardize the privilege of maintaining your placement. Therefore, log sheet submission in a timely manner is imperative. The only exception is if you provide advance notice with an acceptable reason. For any further clarification of the attendance tracking requirements, you are always welcome to discuss this with your coop teachers or school Administration.
* Please remember that it is **your** responsibility to complete and submit log sheets. Do not expect a teacher, your parents, siblings or anyone else to submit your logs.
* The reverse side of your log sheet should be completed after your supervisor has confirmed your work and hours for the week with a signature. The reverse side is for personal communication between you and your teacher. You may have feedback relating to the weekly reflective theme that you may not want your supervisor to read.
* It is your responsibility to track your worked hours on the *Student Hours Accumulation Tracking Sheet* provided by your teacher. This will ensure you are meeting the minimum hours required weekly throughout the semester. Extending daily work hours may be required in some situations. Not obtaining enough coop hours places you at risk of not securing all desired course credits. This could place a grade 12 student graduation at risk. You need 110 hours for each coop credit. 2 credits = 220 hrs. 4 credits = 440 hrs.
* Delivering your log sheets:
	+ Log sheets are frequently faxed from the coop workplace fax machine. If you wish to use the fax method, inquire with your supervisor about this possibility sooner than later.
	+ You may deliver them to the coop office located in room 211C and personally hand them to us.
	+ If the office door is locked, slide your log sheet under door 211C.
* The log sheet template can be found on the coop online classroom under the “Class Files”. Your teacher also has paper copies.