

Placement Contact Record



Student name: _____ Phone: _____

Co-op placement: _____

Placement supervisor: _____ Phone: _____

During a student’s placement, the Co-operative Education (Co-op) teacher must contact the community host a minimum of four times at regularly scheduled intervals. Two of the contacts must be on-site visits. The pre-placement assessment is in addition to these on-site visits. It is recommended that the final on-site visit involve the Co-op teacher, supervisor, and student to complete the student evaluation.

Contact	Date	Name of supervisor contacted	Student’s hours to date	Contact type (site visit, phone, email)	Notes
Pre-placement assessment (site visit)			0	Site visit	Placement set-up (is not considered one of the required site visits)
Contact 1					
Contact 2					
Contact 3					
Final contact and student evaluation					