



## *Co-operative Education* **LOG SHEET SCHEDULE** Semester 2 (2011-2012)

LOG #	DATES	
1	Wed. Feb. 1 – Sun. Feb. 5	
2	Mon. Feb. 6 – Sun. Feb. 12	
3	Mon. Feb. 13 – Sun. Feb. 19	(Early Release day on Friday, February 17)
4	Mon. Feb. 20 – Sun. Feb. 26	(Family day on Monday, February 20)
5	Mon. Feb. 27 – Sun. Mar. 4	
6	Mon. Mar. 5 – Sun. Mar. 11	(March Break begins Friday, March 9)
7	Mon. Mar. 12 – Sun. Mar. 18	(Optional – no log sheet needs to be submitted)
8	Mon. Mar. 19 – Sun. Mar. 25	
9	Mon. Mar. 26 – Sun. Apr. 1	
10	Mon. Apr. 2 – Sun. Apr. 8	(Good Friday on Friday, April 6)
11	Mon. Apr. 9 – Sun. Apr. 15	(Easter Monday on Monday, April 9)
12	Mon. Apr. 16 – Sun. Apr. 22	
13	Mon. Apr. 23 – Sun. Apr. 29	
14	Mon. Apr. 30 – Sun. May 6	
15	Mon. May 7 – Sun. May 13	
16	Mon. May 14 – Sun. May 20	(Friday, May 18 is a P.A. day)
17	Mon. May 21 – Sun. May 27	(Victoria Day on Monday, May 21)
18	Mon. May 28 – Sun. June 3	
19	Mon. June 4 – Sun. June 10	
20	Mon. June 11 – Sun. June 17	(Portfolio week – individual student appointments)

### REMEMBER:

- **Hours can only be counted towards your semester total if substantiated by completed & signed log sheets**
- Log sheets are due each Tuesday (based on the previous week (Monday to Sunday))
- Must be signed by your employer, include all dates & hours completed and include detailed descriptions of daily tasks
- Filled out carefully and conscientiously and preferably typed
- Computerized log sheets can be downloaded from the website and hard copies are available from the Co-op office
- Regardless of total hours accumulated, ALL co-op students must continue attending their placement up to week #20

*You can see a weekly update on the total number of hours you have accumulated this semester by visiting Westlane's Co-op website through [www.westlane.net](http://www.westlane.net).*

