



Placement Process			
Semester 1/Semester 2 Teacher Checklist			
Step	Timeframe	Description and Reference	Check (✓)
1	SEP	<u>Term 1 Students</u> : Mandate attendance and account for absence at the PEL Preplacement Orientation Seminar	
2	OCT	Visit the PEL workplace during the first workplace activity days.	
3	OCT	<u>Term 1 Students</u> : Edit and ensure submission of Journal 1: First Impressions of the Workplace at the end of the first 5 days in the workplace.	
4	OCT	Mandate attendance and account for absence at the Secondary School Gairdner Event.	
5	DEC	Mandate attendance and account for absence at the PEL Fall Enrichment Seminar.	
6	DEC	<u>Term 2 Students</u> : Mandate attendance and account for absence at PEL Preplacement Orientation Seminar	
7	JAN	<u>Term 1 Students</u> : Edit and ensure submission of Journal 2: Letter of Summative Evaluation in the final days of the course.	
8	FEB	<u>Term 2 Students</u> : Edit and ensure submission of Journal 1: First Impressions of the Workplace at the end of the first 5 days in the workplace.	
9	MAY	<u>Term 2 Students</u> : Mandate attendance and account for absence at the PEL Spring Enrichment Seminar	
10	JUN	<u>Term 2 Students</u> : Edit and ensure submission of Journal 2: Letter of Summative Evaluation in the final days of the course.	



Partners in Experiential Learning

Placement Process Semester 1/Semester 2 Teacher Checklist			
Step	Timeframe for Co-Curricular Activities Current School Year	Description	Ch (
1	SEPT	Mandate attendance and account for absence at the Term 1 PEL Orientation Seminar.	
2	SEPT	Visit the PEL workplace during the first workplace activity days. Edit and ensure submission of Journal: First Impressions of the Workplace at the end of the first 5 days in the workplace.	
3	OCT	Mandate attendance and account for absence at the mandatory Secondary School Gairdner Event.	
4	DEC	Mandate attendance and account for absence at the Term 2 PEL Orientation Seminar.	
5	JAN	Edit and ensure submission of Journal: Letter of Summative Evaluation in the final days of the course.	
6	FEB	Visit the PEL workplace during the first workplace activity days. Edit and ensure submission of Journal: First Impressions of the Workplace at the end of the first 5 days in the workplace.	
7	JUN	Edit and ensure submission of Journal: Letter of Summative Evaluation in the final days of the course.	