

# Co-op students at work

## Cindy Sopel Belluz Realty

Cindy Sopel is practising her secretarial skills at Belluz Realty, after 120 hours of work she will receive one credit towards her Secondary School Graduation Diploma. Her hours are from 10 to 11:30 a.m. Monday to Friday.

Her main duties are typing, filing, photocopying, taking and checking messages as well as using the fax machine. Cindy enjoys all the aspects of her co-op, she says that there is something to do all the time.

Eventually she would like to

attend college to study to be an executive secretary.

During this co-op Cindy has learned many new things; for example, the correct way to answer the telephone, (the proper techniques).

Not only does she use the telephone she also deals with the public and hands out booklets on listings.

Cindy's supervisor is Sandra Dixon who has taught Cindy how to do all the paper work. Sandra also stated that this is the first co-op student that Belluz Realty has had.

"Cindy is an excellent worker, as well as being a very neat worker." stated Sandra. "It is also nice

to see that the school has a program to show students what the real work force is like."

When Cindy started her placement, she did not know a lot of things, for example: she did not know that Realty means more than just selling houses, it means to sell or rent any immovable property. She also learned that buying a house is a very big step in someone's life.

There are a lot of different regions that Belluz Realty sells and rents houses to. The head office is located in Thunder Bay and serves most of the North Shore.

Cindy's other tasks are to keep the front window display board up to date. When a house from the display is sold, it is stamped with a red sold stamper. Another thing that she learned is there are a lot of deadlines to meet, such as the Belluz Realty column in the Terrace Bay/Schreiber News.

Every thing that is done in the Belluz Realty office is strictly confidential and cannot be revealed.

Cindy, who is now finished her co-op, said she really enjoyed her placement and was never bored while she sat in her own office typing and organizing the various items given to her.

## Anita Seergobin McCausland Hospital

Anita Seergobin is presently earning one credit for 120 hours of studying Physiotherapy at McCausland Hospital.

Her co-op hours are from 8 a.m. to 11 a.m., Monday to Friday under the supervision of Wendy Biberhofer and Joanne Abbott.

Her daily duties are to change the pillows, check to see if there is enough wax for wax therapy, clean the hydrocollator and ensure the hot packs are ready, make sure the interferential is ready for treatment, and last but not least, get the gel ready for the ultrasound.

Anita's main goal is to go to college for nursing and her second choice is in Physiotherapy. She now feels more comfortable being around people of different ages and people with various disabilities/injuries.

As well as her other duties she also does clerical work such as answering the phone, taking messages and filing.

Anita also gets the whirlpool ready for those who need it. She also observes all treatments, but you must be a licensed physiotherapist to perform any treatments.

Everything done in the physiotherapy room is highly confidential. Not only did Anita have to learn to keep things strictly confidential, but she had also learned a lot of medical terms and an indepth study on various diseases. She really enjoys being with the patients as well as her co-workers.

There is a specific dress code that has to be followed - you can't wear skirts, jeans, open toed shoes and have to wear soft-soled shoes.

Anita is not the first co-op student to do her placement in physiotherapy.

Biberhofer said Anita is a good worker and learner. She feels that Anita will be successful in the field of nursing.

**A FOUR LETTER WORD WE SHOULD ALL USE MORE OFTEN.**

**GIVE.**

The giving begins with you.



## Co-op Feature by Connie Sodaro



## Claudio Commisso Schreiber O.P.P.

Claudio Commisso under the supervision of Sergeant A.C. Templar is presently earning two credits after 240 hours of work at the Ontario Provincial Police Schreiber Detachment.

His decision in his co-op placement being at the OPP station is because Claudio would eventually like to study Law and Security and become a police officer. His hours are from 9 a.m. to 11:30 a.m. Monday to Friday and also some night shifts and day shifts on the weekends.

When Claudio walks semi-formally dressed and clean shaven into the station at 9 a.m. he then starts his routine. He begins the day by putting the flags on the flag poles, takes the cars out of the garage, goes to the post office, fills out his daily log and last, but not least, goes with the officers on highway and town patrol.

At the beginning of this co-op, Claudio had to sign an oath of silence as well as a waiver saying he would not hold the OPP responsible for anything that might happen to him.

He also took a CPR training course. Whatever is done in the station is strictly confidential and is kept within the walls of the station.

Along with patrol observations, and office observations, Claudio has watched many training films that cover a minor accident to gun fire and what to do with a corpse. He has also watched a film on the performance of an autopsy.

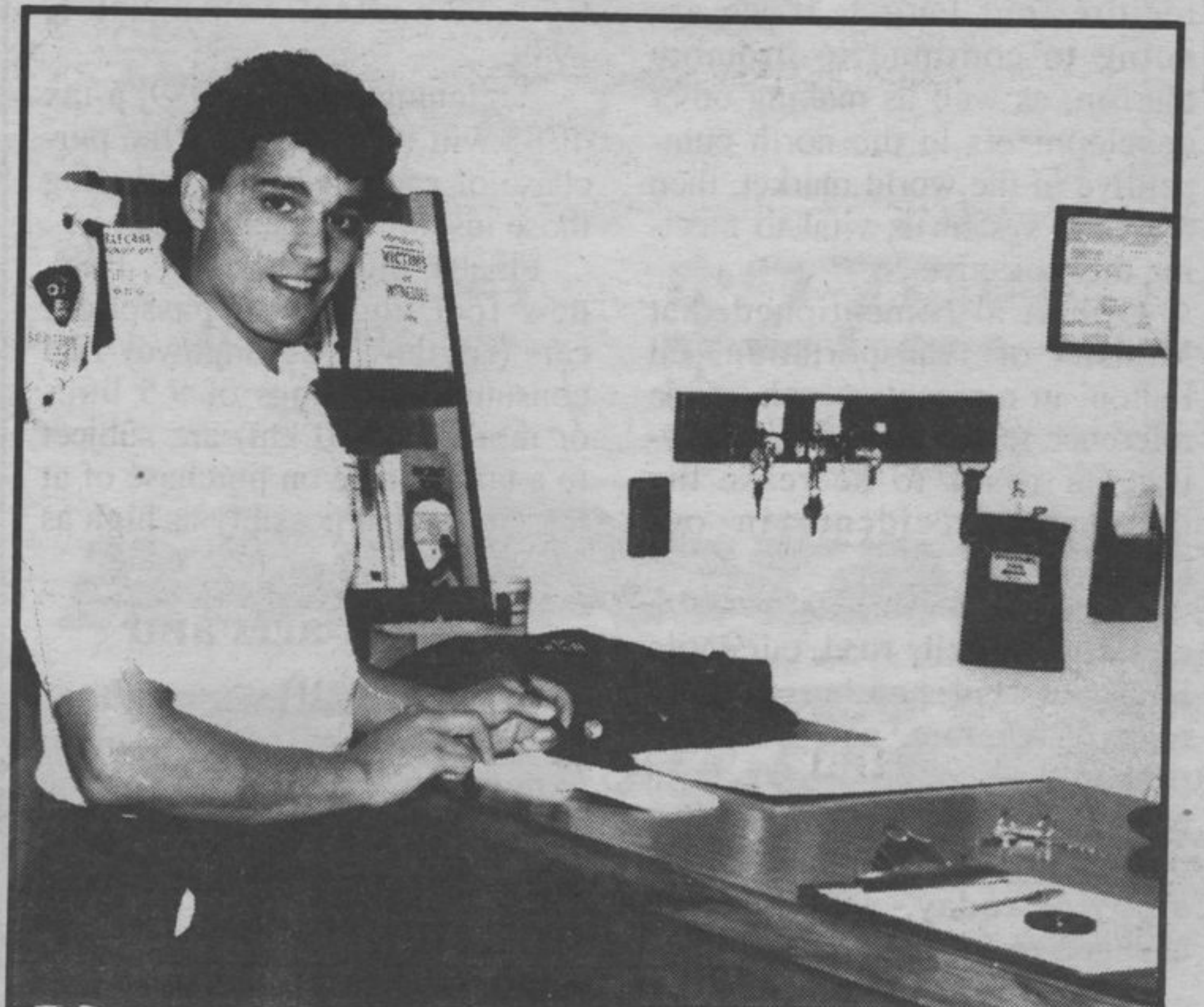
Claudio has learned many codes through visual observation. He has observed a couple of criminal occurrences as well as watched in the issuing of traffic tickets. He has learned the general knowledge about being a police officer.

He now feels that he has a greater appreciation for the law, and realizes how the police work and said "they are regular guys trying to do a job. They are just as normal as any other person."

Claudio has learned a lot through this co-op, and is now more serious about pursuing a career as a police officer.

He is well appreciated at the OPP station and he feels really happy about what he is doing.

He is now more serious than ever about doing this as a career.



## THE SURVEYS ACT

Take notice that under the provisions of Section 52 of The Surveys Act, Revised Statutes of Ontario 1980, Chapter 493 as amended, a hearing before the Surveyor General will be held in the boardroom at the Terrace Bay District Office, Ministry of Natural Resources, Terrace Bay, Ontario on the 28th day of July, 1989 at 9:00 o'clock local time in the morning to consider the following resurveys shown on plans and field notes of survey:

### District of Thunder Bay

1. Northerly Portion of the East Boundary of the Township of Bomby
2. Southerly Portion of the East Boundary of the Township of Brothers
3. Northerly Portion of the East Boundary of the Township of Laberge

Copies of reports, plans and field notes of survey may be examined at the District Manager's Office, Terrace Bay, or at the office of the Surveyor General, Ministry of Natural Resources, 90 Sheppard Avenue East, 4th Floor, NORTH YORK, Ontario.

All parties interested in or affected by the resurveys referred to herein may attend at this hearing and will be heard concerning any objections as to why the surveys as performed should not be confirmed.

And further take notice that if any person or persons do not attend at this hearing the Surveyor General may proceed in their absence and they will not be entitled to any further notice in the proceedings.

Renseignements en français : (807) 825-3205.

Dated the 23rd day of May 1989.

S. B. Panting  
Surveyor General