

# Placement Wrap-Up Checklist

ikon | Placement Reflection

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**BEFORE you leave your placement, please ensure you have completed the following:**

**Gratitude**

Prepare a thank you for your hosts (this could be as simple as seeking out specific people and personally thanking them, leaving a thank you card for your host, or taking in a box of chocolates for the staff or a baked item – it is the thought that counts).

**All your work placement tasks have been completed**

**Your Host Report has been completed**

**Your attendance verified**

**Endorsements/attachments gathered**

(i.e. you have taken pictures of the documents you need as evidence for your logbook which will be denoted by a paperclip emoji in your logbooks)

**You have uploaded the required documents to Canvas**

**Asked your host:**

Can you return for a future placement?  
\_\_\_\_\_

Can they provide you with a reference for your Work Placement?  
\_\_\_\_\_

Do they have any casual work opportunities for you?  
\_\_\_\_\_