

COOPERATIVE EDUCATION COURSE OUTLINE & EVALUATION

The Cooperative Education program is an opportunity for students to gain valuable on-the-job work experience for which school credits are earned. Students have the opportunity to try a career of interest, build skills and get hands-on work experience whether their post-secondary destination is the workplace, an apprenticeship, college or university. Co-op work experiences allow students to apply and refine the knowledge and skills they have acquired in a related curriculum course.

The Co-op Course Components:

I. Pre-Placement Orientation:

All students must complete pre-placement orientation which will prepare the student for the workplace. (According to *Cooperative Education, The Ontario Curriculum Grades 11 and 12, 2018*) Students who are absent during pre-placement orientation will need to demonstrate comprehension and understanding of the material that was missed before they can begin their placement. Preplacement topics includes job readiness, health and safety, rights and responsibilities, workplace challenges and workplace orientation with necessary forms. The pre-placement package outlines policies and procedures of the coop department.

II. Integration: Mandatory in class sessions throughout the semester

Integration assignments throughout the semester must be allocated to allow students a time to reflect on their cooperative education experience and reinforce their learning in the workplace as well as complete necessary assignments. See the coop calendar for dates.

III. Placement Component

- 2 credit Co-op – the student must earn a **minimum** of 220 hours comprised of pre-placement orientation, integration and placement work experience.
- 3 credit Co-op – the student must earn a **minimum** of 330 hours comprised of pre-placement orientation, integration and placement work experience.
- 4 credit Co-op -- the student must earn a **minimum** of 440 hours comprised of pre-placement orientation, integration and placement work experience.

All students must attend their placement to the last scheduled day. Under no circumstances will any student be allowed to finish before the last scheduled day, even if working to the last day means acquiring over the allotted 220 hours (2 credit), 330 hours (3 credit), or 440 hours (4 credit).

Schedules may vary depending on the nature/location of the business and must be pre-arranged in Cooperation with the employer, the student and the Co-op Teacher. (Note: Work hours can be determined by the Co-op Employer)

Mandatory Consent Forms and WSIB Coverage: **Must be signed before starting at coop placement**

- WEA: Work Education Agreement signed by student, teacher, employer, and parent
- Informed Consent Form
- Transportation Form
- Learning Plan

Injury Prevention and Safety Instructions: **Reporting Injuries: Report all injuries to your coop supervisor and coop teacher immediately within 24 hours.**

Coop students are urged to treat safety seriously since young workers are most at risk. Coop students are protected by the Occupational Health and Safety Act which includes the right to refuse unsafe work. Coop placements must provide training as well as a safe, supervised environment. Coop placements are approved and monitored by coop teachers. Safety instructions and learning materials are provided by the teacher through the Ontario Occupational Health and Safety Act and the Young Workers Awareness Program.

Absences: You must work the required number of hours to earn the credit

Call **before your start time or earlier** for every absence to:

1. Student calls Coop teacher – message the right extension or text if a phone number is provided
 2. Student calls Employer – be sure that you know how to get in contact with your employer
 3. Parent calls attendance at the school – 376-6050 Ext: 523 and leave a message **in order to authorize the absent.**
- Be on time for your placement and ready to work. If not, you will lose your placement.
 - Schedule appointments outside of coop hours so you do not lose work hours.
 - Communicate with your employer and coop teacher ahead of time
 - You must make up missed hours at coop for work experience credit

Owen Sound District Secondary School: 519-376- 6050

Ms. Michelle McNeill	Voice mail ext: 516	Michelle_mcneill@bwdsb.on.ca
Ms. Danine Rutter	Voice mail ext: 244	Danine_rutter@bwdsb.on.ca
Mr. Keith Day	Voice mail ext: 226	Keith_day@bwdsb.on.ca
Mrs. Fedy-Williton	Voice mail ext: 255	Tracey_williton@bwdsb.on.ca
Mr. Ken Jones	Voice mail ext: 437	Ken_jones@bwdsb.on.ca

Assessment and Evaluation

Submit log sheets every Friday. Weekly log sheets maintain communication and accountability between coop students, the placement supervisor, and the coop teacher. Students may be temporarily/permanently removed from their coop placement if the weekly reporting and deadline requirements are not met.

Marking Breakdown for Coop

Knowledge/ Understanding	-WHMIS +-Health and Safety in 4 steps -Preplacement Booklet - YWAP Booklet	10%	Formative
Thinking/ Inquiry	-Health and Safety Assignment	10%	Formative
Communication	-19 log sheets verified by employer -19 Reflections	35%	Formative
Application	-Employer Evaluations	15%	Formative
Summative Evaluations	-Placement Assignment & Thank you -Career Research Assignment -Resume and Cover letter	5% 15% 10% Total = 100%	Summative Completion of culminating activities is mandatory

Learning Skills & Work Habits:

The following 6 learning skills and work habits will be assessed and assigned a letter grade: Collaboration, Organization, Independent Work, Initiative, Self-Regulation and Responsibility. The possible grades assigned are: E (excellent), G (good), S (satisfactory), and N (needs improvement).

Late Assignment Policy:

Students must complete any missed assignments. Parental involvement will help to guarantee the completion of the assignment according to the revised due date. Continued failure to hand in the work may result in a mark deduction up to and including the full value of the assignment. Missed assignments may jeopardize the granting of a course credit if the teacher and administration feel the missed assignment represents essential overall expectations of the course.