



Co-operative Education
Course Outline

Co-operative Education
Log in at: gedsb.elearningontario.ca

Description: The cooperative education course consists of a classroom component and a placement component. Co-op credits are linked to curriculum of a related course which matches workplace experience. Cooperative education gives students the opportunity to make connections between school and work and to "try-out" a career of interest before finalizing plans for post-secondary education,

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Course Learning Goals

By the end of this course you will:

- Build confidence and self-knowledge for job readiness
- Complete health and safety training
- Understand workplace rights and responsibilities
- Demonstrate ability to access workplace and career information
- Reflect and discuss workplace and career concepts
- Create an authentic task reflecting workplace learning and skills development

Outline of Units

- Unit 1 – Pre-placement (15-20 hours)
- Unit 2 –Workplace Experience (65 hours/credit)
- Unit 3 – Integration Days (7 hours/credit)
- Unit 4 – PPLP/Career Cruising/OSP
- Unit 5 – Culminating portfolio/Authentic Task

Term work will count for 70% of the final mark in the course; the final evaluation will count for 30%.

Term Work (70% of mark)				Summative (30% of mark)
Knowledge 25%	Thinking and Inquiring 25%	Communication 25%	Application 25%	20% Portfolio 10% Authentic Task

The Final Grade:

The evaluation for this course is based on the student's achievement of curriculum expectations and the demonstrated skills required for effective learning.

The percentage grade represents the quality of the student's overall achievement of the expectations for the course and reflects the corresponding level of achievement as described in the achievement chart for co-operative education.

70% of the grade will be based upon assessments conducted throughout the course. This portion of the grade will reflect the student's most consistent level of achievement throughout the course.

30% of the final mark will be based on the portfolio including a thank you letter, exit resume, reflective journals, employer evaluation and authentic task.

Report on Learning Skills and Work Habits:

The provincial report card provides a record of learning skills and work habits demonstrated in the course under the following categories:

- **Responsibility**
- **Organization**
- **Independent Work**
- **Collaboration**
- **Initiative**
- **Self-Regulation**

These categories are also reviewed through an Employer Evaluation.

POLICIES & PROCEDURES - COOPERATIVE EDUCATION

WORK EDUCATION AGREEMENT (WEA)

Workplace Safety & Insurance Board (WSIB) coverage, for all Cooperative Education (and OYAP) students will be the responsibility of the Ministry of Education. WSIB coverage is: compensation for loss of earnings, health care, rehabilitation services, and disability pensions for injuries sustained at the workplace.

Work Education Agreement (WEA) forms must be completed and signed before students commence their placement to ensure that coverage is in place. The work agreement must be signed by the students and their respective parents or guardians, and their placement employers

Should students stay at the placement beyond the co-op placement hours stipulated in the Work Education Agreement form at the request of the placement supervisor and on a consistent basis, **they are no longer under Workplace Safety & Insurance Board coverage provided by the Ministry of Education. The placement must then assume responsibility for Workplace Safety & Insurance Board coverage.**

Students are not to attend their cooperative education placement during holidays, week-ends or other periods of time when the monitoring teacher is not available. There is no WEA or liability coverage during these times. Should placement supervisors wish, and students agree, the placement supervisors may hire the students to work during these days and assume responsibility for providing Workplace Safety & Insurance Board insurance.

CONFIDENTIALITY

Students may have access to files, documents, client/patient information, telephone conversations, software programs, internet access, etc while at the placement. These various items are private property and confidential. They should not be discussed, used or shared, except at the workplace and when appropriate. Co-op students must abide by the confidentiality policy in place at their placement and may be asked to sign a confidentiality contract that will be shared with their placement supervisor.

Breaching confidentiality may result in removal from the placement, thereby placing credits in jeopardy.

HOURS OF WORK

Each co-op credit requires 110 hours of work/ in-class

2 Credit Co-op Students:

The normal hours of work for students is 3 hours in the morning or afternoon. Monday to Friday (for a total of 15 hours per week).

4 Credit Co-op Students:

The normal hours of work for students is 6 hours, from 8:00 a.m. to 3:00 p.m.. Monday to Friday (for a total of 30 hours per week).

INTEGRATION DAYS

All students are expected to *attend all integration sessions*. **They are mandatory**. Failing to attend these sessions will result in reduced opportunities to meet program expectations.

TRANSPORTATION

Students are not covered while traveling to and from the worksite. Students are not to use their personal vehicles to get to the placement or use it at the placement. If students do so, it is at their own risk. The Board assumes absolutely no responsibility or liability for these actions.

The Board has no liability insurance to protect the company, supervisor or the student for damages arising out of the operation of a vehicle.

Should the operation of a company vehicle be requested by the placement and the students/parents accept the placement, the vehicle and liability insurance coverage is the responsibility of the employer as are any claims laid against accidents resulting from this action.

The employer must notify his insurance companies of the use of a company vehicle by a cooperative education student who is under the age of twenty-one (21) and must make sure that the students are included as additional drivers.

The company should ensure that full instruction and supervision is provided and that students have the appropriate license classification.

Students are to immediately inform the co-op teacher of any incidents resulting in damages by themselves while at the placement.

ATTENDANCE

Attendance is **always** mandatory.

If students are absent for more than three consecutive days, a medical note **may** be requested (as is required in most places of work).

In the event of illness/lateness/absence, students are required to notify the following persons:

- (1) Placement Supervisor (Tel.#): _____
(2) Co-op Teacher (Tel.#): 905 768-3318 ex. 731228

At the work placement, habitual lateness or unexcused absenteeism will result in a higher likelihood of failure. If students are asked to leave their placements by the employer, an alternate placement **may** be found but it may jeopardize the students' chances of achieving success in the program.

SCHOOL CLOSURES AND SNOW DAYS

In the winter months it is imperative that students listen to local radio stations for information related to school closures and/or bus cancellations. Students may always check for updates and information at www.granderie.ca (see bus cancellations on the home page).

IF SCHOOL IS CANCELLED DO NOT GO TO YOUR CO-OP – CALL AND LET THEM KNOW YOU ARE NOT COMING DUE TO SCHOOL CLOSURE.

DRESS CODE

Students are to dress according to the employers' policy Dress at the work placement should be professional and business-like at all times.

SPECIAL RELEASE FORM

Any requests for release from school to participate in an opportunity at the work placement (e.g. attending placement related conferences, special assignments, specific events), must be cleared through the co-op office first and a Special Release Form must be completed.

LOG BOOKS

Completed log books are to be handed in to the co-op teacher as per instructions.

Log books must be completed daily by students and signed once a week by employer/supervisor. Log books are handed in at each integration class.

Co-op students must read and sign the above prior to being considered for a Co-op placement. If under the age of 18 years of age this must be accompanied by a parent/guardians signature.

I have I read and agree to follow the above Hagersville Secondary School Co-op policies and procedures.

Student: _____

Parent: _____