

COOPERATIVE EDUCATION COURSE OUTLINE & MARK BREAKDOWN

The Cooperative Education program is an opportunity for students to gain valuable on-the-job work experience for which school credits are earned. 220 hours of Co-op work experience is related to 2 Co-op credits while 440 hours of Co-op work experience is related to 4 Co-op credits. Co-op work experiences allow students to apply and refine the knowledge and skills they acquired in a related curriculum course.

The Co-op course will consist of the following components:

I. Pre-Placement Orientation:

All Co-op students must demonstrate an understanding of the pre-placement orientation expectations, as well as the related expectations in the compulsory Grade 10 Career Studies course. All students must complete pre-placement orientation for a minimum of 15 to 20 hours which will prepare the student for the workplace. (According to *Cooperative Education and Other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools 2000*) Students who are absent during pre-placement orientation will need to make up the hours and demonstrate comprehension and understanding of the material that was missed before they can begin their placement.

Pre-Placement Orientation Topics include:

- A. Job Readiness,
 - What are employability skills
 - Examining individual employability skills
 - Matching your skills to employer's needs
 - Resumes, Cover Letters and Job Applications
 - Interview Skills
 - Attitude and employer expectations

- B. Health and Safety,
 - Maintaining personal Health and Safety
 - Rights, Responsibilities and Regulations
 - Applying knowledge of Workplace Health and Safety
 - Passport to Safety (on-line quiz)

- C. Rights and Responsibilities,
 - Ethics – workplace ethics
 - Ontario Human Rights Code
 - Discrimination
 - Sexual Harassment
 - Employment Standards Act

- D. Workplace Orientation.
 - Completion of job orientation assignment
 - Filling out WEA and other forms necessary to commence placement

During this time, tests, assignments, information and worksheets will be provided for students. Guest speakers may also come in to speak about some of the above topics. All information presented in pre-placement will be subject to a pre-placement test prior to students commencing their placement.

Pre-placement assignments, quizzes and the final pre-placement test will account for 10% (knowledge/understanding) of the student's final grade.

II. Integration

A minimum of 14 hours of integration 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.

There are _____ scheduled Integration days unless specified otherwise by the Co-op Teacher(s). Integration days include class discussions, lectures, guest speakers and integration related to student experiences at their placement as well as the presentation and/or submission of major assignments. Assignments relating to Co-op integration (thinking/inquiry) will be 10% of the student's final grade.

All students are expected to attend the Integration sessions held once a month. **These are mandatory sessions. Failing to attend may result in a deduction from the total mark.** Students who are absent on integration days will need to make up the hours and assignments missed outside of their regularly scheduled Co-op hours.

Integration Day #1 - _____ Integration Day #4 - _____

Integration Day #2 - _____ Integration Day #5 - _____

Integration Day #3 - _____ Integration Day #6 - _____

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.

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) or 440 hours (4 credit).

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

This Co-op handbook outlines the Niagara Catholic District School Boards (NCDSB) policies with regards to Cooperative Education work placements. All students must understand the policies outlined prior to commencing their work experience. When in doubt students should reference the Policies and Procedures section of their Co-op handbook or contact their Co-op teacher for further clarification.

OVERALL COURSE MARK BREAK DOWN

Cooperative Education marks will be based on the KICA Model. The overall component breakdown is listed below:

Term Work (70%)

| | |
|--|-----|
| Pre-employment | 10% |
| Integration | 5% |
| Employer Assessment & Teacher Evaluation | 40% |
| Logs & Journals | 15% |

Summative (30%)

| | |
|---------------|-----|
| Final Project | 30% |
|---------------|-----|

There are 4 levels of achievement:

Level 4 – Achievement is very high to outstanding and above the standard. 80-100%

Level 3 – Achievement is very high and meets the standard. 70-79%

Level 2 – Achievement is moderate and below but approaches the standard. 60-69%

Level 1 – Achievement is passable and falls below the standard. 50-59%