

Cooperative Education at Lakeshore Catholic Student & Parent Information Sheet

What is Co-op?

Co-op is an opportunity for you explore a career and gain practical work experience at the same time.

The Co-op program is for **all** secondary school students regardless of your destination. If you plan to enter the world of work or go to College or University, Co-op allows you to gain valuable employability skills that employers are looking for in their employees. It also allows you to see if you are interested in furthering your education in that career.

Co-op allows you to apply the knowledge you have learned in a course here at school to real work situations.

2 credit VS. 4 credit Co-op

- 1) 2 credit Co-op means that for two periods of the day you will be in a work place. The two periods are back-to-back – meaning period 1 and 2 or period 4,5, and 6. With this type of co-op you should have period 3 lunch/spare for travel time!! 220 Hours.
- 2) 4 credit Co-op means that you are at the workplace for 4 periods of the day. 440 hours.

For either co-op you **must** have a related course. For instance, if you want to do a Co-op in an accounting firm – you need to have taken and passed either the Grade 11 or 12 accounting course.

If you want to go to a Veterinary clinic – you need to have successful in your Grade 11 Biology course.

What happens once I select Co-op?

If you are interested in taking Co-op be sure to circle either 2 credit or 4 credit Co-op on your option sheet, or see your Guidance Counsellor

to make schedule changes to your existing timetable.

In **May**, there is a **mandatory orientation session for all of the students who have selected Co-op** on their option sheets. At the orientation you will fill out a Co-op application form and information on how to complete a cover letter, and resume.

You will submit your application, resume and cover letter and be interviewed by the Co-op department. You will also provide us with 3 teacher references and we will review your transcript information to ensure you have a related course for the Co-op you are interested in. **Once you get your timetable you will need to make changes if your co-op placement does not fall in the semester that you want/need it to. This is your responsibility to change!!**

Who can take Co-op

- Grade 11, or 12 student.
- Student who is in good standing.
- Good attendance record
- Student who has good evaluations from their teachers
- You have secured transportation
- Student has completed the pre-interview process

Where are the Placements?

Placements are almost endless. We have a great rapport with many of the businesses in Port Colborne and the surrounding area.