

# Cooperative Education

## Teachers:

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## Course Description

Cooperative Education is an educational program that integrates classroom theory with practical experience in the workplace. It involves the participation of students, teachers and placement supervisors in partnerships between the school, and a business or community organization.

The student may complete a half day (2 credits) or full day (4 credits) program and earn elective credits towards their diploma. Cooperative Education may fulfill the Group 1, 2, or 3 requirements, as needed by individual students. Students and parents must be aware that **these credits do not count as any of the 6 grade 12 compulsory university credits.**

Placements are arranged by the Cooperative Education teacher based on the aspirations of the students. Students taking the related in school subject concurrently with their out of school co-op MUST PASS the subject related in-school course to be eligible for the two co-op credits.

## Course of Study

The course of study has been developed based on Cooperative Education and Other forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools; 2000

Cooperative Education combines unique opportunities for students to develop skills and a better understanding of the career field they wish to investigate.

**Preplacement & Integration** topics include: resume and cover letter writing, interview skills, health and safety, human rights and workplace legislation, etc.

**Personal Placement Learning Plan (PPLP).** The PPLP is developed by the student with the cooperative education teacher, and placement supervisor's input. This PPLP includes workplace employability skills, and individually tailored tasks unique to the actual workplace, and forms the basis for assessment & evaluation at the placement.

## Assessment & Evaluation

Student assessment begins with the co-op application and interview process before the semester starts, through to the PPLP development at the workplace to ensure optimal opportunities are met. Through a blend of the classroom instruction for *all* students, and the unique structure at each placement, students are evaluated based on the following criteria.

<b>Formative</b>	<b>70%</b>
Pre-employment and Integration	20%
Log Sheets	5%
Journals	10%
Placement Assessment	<u>35%</u>
<b>TOTAL</b>	<b>70%</b>
<b>Summative</b>	<b>30%</b>
Personal Placement Learning Plan (PPLP)	
Presentation	
Poster	
Portfolio	<u>30%</u>
<b>TOTAL</b>	<b>100%</b>

Evaluation is a combination of in school assignments and placement performance. Students are provided opportunities to achieve in all 4 categories of:

Thinking	(25%)	Communication	(25%)
Knowledge	(25%)	Application	(25%)

The Cooperative Education teacher regularly monitors each student at their placement to assist them in adjusting to the work environment and evaluates, based on student's performance, opportunities and knowledge of the placement expectations for a co-op student.

### Weekly Log Sheets and Journals

In order to make the content of the weekly logs and journals meaningful and relevant, logs must be submitted to the co-op teacher or placed in the drop box, in Room 101, on the Monday following the work week reported.

*Logs* MUST be submitted with the supervisor signature for an accurate tally of hours at the placement.

For 2 credits of co-op, a student MUST have submitted 200 hours of logs, signed off by their co-op supervisor, regardless of the mark standing in the course.

*Journals* are submitted according to the individual teacher's instructions.

### Learning Skills & Work Habits

The unique nature of this program provides demonstration of the learning skills through traditional classroom instruction and at the cooperative education placement. An *Excellent* in all of the learning skills would reflect exceptional performance both in the classroom and at the co-op placement.

<u>Learning Skills</u>	<u>The Student:</u>
Responsibility	takes responsibility for and manages own behaviour contacts co-op supervisor and teacher for all absences
Organization	completes and submits logs and journals on time establishes priorities & manages time to complete tasks & achieve goals
Independent Work	follows instructions with minimal supervision seeks clarification or assistance when needed
Collaboration	responds positively to the ideas, opinions, and values of others works with others in the workplace to achieve company goals accepts various roles and equitable share of work in a group
Initiative	looks for and acts on new ideas and opportunities for learning demonstrates curiosity and interest in learning approaches new tasks with a positive attitude recognizes and advocates appropriately for the rights of self & others demonstrates the capacity for innovation and a willingness to take risks
Self Regulation	assesses and reflects critically on own strengths, needs, and interests perseveres and makes an effort when responding to challenges

## Learning Skills & Work Habits

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### *Assess your skills at school and the workplace*

- |   |   |                   |
|---|---|-------------------|
| 1 | = | Needs improvement |
| 2 | = | Satisfactory      |
| 3 | = | Good              |
| 4 | = | Excellent         |

<u>Learning Skills</u>	<u>The Student:</u>			
Responsibility				
• takes responsibility for and manages own behaviour	1	2	3	4
• contacts co-op supervisor and teacher for all absences	1	2	3	4
Organization				
• completes and submits logs and journals on time	1	2	3	4
• establishes priorities & manages time to complete tasks & achieve goals	1	2	3	4
Independent Work				
• follows instructions with minimal supervision	1	2	3	4
• seeks clarification or assistance when needed	1	2	3	4
Collaboration				
• responds positively to the ideas, opinions, and values of others	1	2	3	4
• works with others in the workplace to achieve company goals	1	2	3	4
• accepts various roles and equitable share of work in a group	1	2	3	4
Initiative				
• looks for and acts on new ideas and opportunities for learning	1	2	3	4
• demonstrates curiosity and interest in learning	1	2	3	4
• approaches new tasks with a positive attitude	1	2	3	4
• recognizes and advocates appropriately for the rights of self & others	1	2	3	4
• demonstrates the capacity for innovation and a willingness to take risks	1	2	3	4
Self Regulation				
• assesses and reflects critically on own strengths, needs, and interests	1	2	3	4
• perseveres and makes an effort when responding to challenges	1	2	3	4