

**KESWICK HIGH SCHOOL
CO-OPERATIVE EDUCATION**

EVALUATION POLICY

Course Work	20 %
• Cover Letter (knowledge/understanding, thinking/inquiry, communication, application)	
• Resume (knowledge/understanding, thinking/inquiry, communication, application)	
• Health & Safety Assignment (application)	
• Log Sheets (communication)	
• Journals (thinking/inquiry, communication)	
Employer Evaluations	50%
Summative Assignment	30%
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	100%

STUDENT REQUIREMENTS:

1. Complete all forms in the folder prior to the end of pre-placement.
2. Complete resume and cover letter before interview with employer.
3. Attend pre-placement sessions.
4. Attend an interview with employer prior to the end of pre-placement.
5. Each student must complete all assignments by specified dates. A reduced mark of 10% will be given if an assignment is submitted one week after the due date and a mark of zero will be assigned if the assignment is not submitted.
6. Log sheets shall be completed on a daily basis with your hours and tasks. At the end of each week, students shall get their Co-op Supervisor to sign the sheet.
7. At each reflective session, your completed log book must be submitted so that your hours can be entered. **LOGS OVER 2 WEEKS LATE MAY NOT BE ACCEPTED.**
8. Journal reports are completed and handed in at the end of each reflective session.
9. Each Co-op student will be either at his/her work placement or attending the scheduled reflective session in school. Students must report their absences to their supervisor and the Co-op department (905 476-0933 ext. 405) before the start of the day.
10. Each two credit Co-op student must complete a minimum of 220 hours and remain at their placement until the end of the semester. A four credit Co-op student needs to complete a minimum of 440 hours and must also remain at their placement until the end of the semester.

I have read and understand the Evaluation Policy of the Co-operative Education Program.

Student Signature

Parent Signature