

LISGAR COLLEGIATE INSTITUTE



DEPARTMENT: Student Services & Career Education
COURSE NAME: Co-operative Education
COURSE CODE: Dependent upon curriculum link

OVERVIEW

“A student’s Co-operative Education program comprises a Co-operative Education course and the related curriculum course (or courses) or Ministry-approved locally developed course on which the Co-operative Education course must be based.” Co-operative Education placement courses include a classroom component, comprising pre-placement and integration activities, and a placement component. (Co-operative Education and Other Forms of Experiential Learning. Policies and Procedures for Ontario Secondary Schools, 2000).

COURSE CONTENT

A) Pre-Placement (8 days in-class with co-op teacher)

- Focus is on Student Preparation for the Workplace

B) Co-op Experience (remainder of semester)

- Students are working at their co-op placement
- Expectation is for them to complete 220 hours (for 2 credits); approximately 15 hours per week

C) Integration Sessions (monthly throughout semester)

- Students return to school for an afternoon to reflect upon, and discuss issues, related to their co-op experience

D) Co-op Fair (summative evaluation – 30% of final mark)

- Students take part in a workplace fair at school that demonstrates their co-op experiences to the student body.

OVERALL CURRICULUM EXPECTATIONS

Job Readiness

- Create effective resumes, cover letters, and thank you letters for the work search process, using word processing software and appropriate vocabulary and conventions.
- Identify common interview questions and demonstrate the ability to respond appropriately and effectively.

Rights and Responsibilities

- Placement-specific workplace health and safety considerations
- Issues relating to confidentiality and the right to privacy, as outlined in the Freedom of Information and Protection of Privacy Act.
- Work Ethics and the responsible use of Information Technology
- The individual’s rights to function in a climate free from abuse and harassment
- Relevant sections of the Employment Standards Act and the Human Rights Act

Health and Safety

- Demonstrate an understanding of workplace health and safety rules, including placement specific health and safety considerations and the procedures for reporting accidents.
- Demonstrate an understanding of the need for personal protective equipment, including goggles, gloves, boots and aprons.

Reflective Learning

- Reflect on and analyze their placement experiences.
- Relate the placement experience both to curriculum expectations of the related course and to the expectations related to cooperative education.

Workplace Opportunities and Challenges

- Demonstrate the ability to access related career information.
- Demonstrate an understanding of labour market trends and of the nature of the workplace in the future.

LEARNING SKILLS

The development of sound learning skills is essential to the success of our students. Teachers and students will work together to understand and further the development of student learning skills in the areas of initiative, work habits, organization, team work, and independent work. Teachers report on learning skills on the midterm and final report cards.

ASSESSMENT METHODS

Rubrics, Marking Schemes, Checklists, Anecdotal Comments, Rating Scales

Please refer to the Lisgar Assessment and Evaluation Policy.

EVALUATION

Course Work **70%**

Knowledge/Understanding 20 %

- Demonstrating knowledge of subject content and the comprehension of its meaning and significance
- Suggested methods: Tests, Quizzes, Graphic Organizers, Resume, Cover Letter, PPLP Expectations

15 %

Thinking/Inquiry

- Demonstrating critical and creative thinking skills and inquiry skills by asking questions and solving problems.
- Suggested Methods: Reflection Activities, Career-related activities, PPLP Expectations

20 %

Communication

- Communicating information, ideas and experiences orally, written and visually with the teacher and the supervisor.
- Suggested methods: Logs, Reflection Activities, Resume, Cover Letter, Thank You Letters, Application Forms, Career-Related Activities, Employer-Student-Teacher Conference, Oral Presentations, PPLP Expectations

15 %

Application

- Developing the knowledge and refining the skills described in the curriculum expectations of the related course and the placement activities.
- Suggested Methods: Journal, Logs, Reflection Activities, Career-related Activities, PPLP Expectations

Summative Evaluation **30%**
(PPLP and Summative Assignment)

Summative Due Date(s): Co-op Fair – sometime during the last week of the semester.

ATTENDANCE

If you are absent from co-op, you are expected to inform your co-op teacher and supervisor **prior** to your co-op hours commencing. When you return to co-op, you are expected to make up the hours that you have missed.

If you know in advance that you will be absent, please inform your teacher and your supervisor **before** the scheduled date.

If you are unexpectedly absent for a valid reason on the day of an integration session or an important due date, please let your teacher know why. When you return to class, remember to show an Absence Verification Form from your homeroom teacher and a note from your parents indicating that they are aware you missed the integration session. An **unjustified absence** for these days may result in a **mark of zero** for the tasks performed that day.

SUPPLEMENTARY NOTES

Teacher(s) Contact Information: School: 613-239-2696, Cell Phone: 613-620-2303, Email: paula.van.beselaere@ocdsb.ca.

References:

www.edu.gov.on.ca/eng/curriculum/secondary/

Student Resources / Texts:

- OCEA Resource Manual
- passporttosafety.ca
- www.curriculum.org
- Career Lifeskills Co-op Workbooks
- Young Worker Awareness Program