

Summer Co-op 2024 Employer Package

Thank you for taking the time to consider hiring one of our students for a co-operative education position for July.



Co-operative education can be a very rewarding experience for both the student and employer, as you mentor and challenge the student to learn as much as they can at your place of employment.

This package will give you some basic information on co-op, and gets the student closer to being able to start their placement.

What is Co-op?

- Co-operative education (Co-op) involves students taking the knowledge and skills they have learned in the classroom and applying them in the workplace for school credit.
- It is a partnership between the Student, Employer and Teacher.
- The student will learn, develop and practice skills at their placement beyond what can be learned in the classroom under the mentorship of a supervisor.
- The student is graded on their ability to complete pre-placement coursework, integration reflections/activities, term assignments, workplace assessments (see Learning Plan below) and a final 30% project.
- Placements start July 2 and run until July 26, for 8 hours every day, for a total of approximately 144 hours.
- Students return to class for one day, on July 15th, to participate in in-class learning activities and complete course assignments.

What is involved in Co-op for the Student, Employer & Teacher?

| <u>Co-op requirement</u> | <u>Student</u> | <u>Employer</u> | <u>Teacher</u> |
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| Coursework & Final Project | -Student completes coursework & projects outside of working hours by their due dates | -N/A | -Provide basic employability skills (Job hunting/achieving, Resume writing, safety, WHMIS awareness, interview skills, etc.) -Mark and provide feedback on assignments that prepare students for the world of work and assess learning. -Coursework is delivered in-class and supplemented in Google Classroom. |
| On the job work | -Reaching out to secure a placement (guidance & resources provided by teacher on how to do this) -Discuss what you want to learn from the placement & fulfill job requirements expected of the employer -Be on time & on your best behaviour. -Take initiative to learn new aspects of the job and ways to improve performance | - Discuss with student placement expectations around what they and you want accomplished for the student to learn in the industry. -Provide initial tour of the workplace and expectations around duties and behavioural expectations. -Train and mentor student for safety & success in the workplace | -Take initial tour of the placement to learn the duties, role & responsibilities of the student -Visit the placement to track student progress & growth (every week or as needed) |
| Log/Hours sheets that : Record hours worked | -Students must maintain and have supervisor verify Logs for the duration of time in Co-op Logs are due each week. | -Look over and verify Log sheets electronically that are prepared by student | -Assess logs -Archive logs as record of time invested in course. -Report accurate hours to WSIB |

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| Are approved by supervisor <u>Logs are completed every week</u> | Hours MUST be logged for WSIB insurance reporting | | |
| Grading of student workplace performance and learning through student Learning Plan | -Students are graded on their workplace performance based on their Learning Plan; students are involved in creating & reflecting on their learning plan | -The employer will provide feedback on student performance that the teacher will consider when grading the student Learning Plan | -Using the student learning plan the Teacher assesses student growth & learning at the placement. <i>(First is half way through their hours and the second is at the end).</i> |

FAQ:

Do I have to pay the student?

No. Students are earning credits towards their OSSD in this program. Some employers do pay their students, but this is rare. Many of our employers do hire their co-op student for August or for part-time work in the fall, after their co-op hours are completed.

Who covers WSIB?

Students need to be covered by WSIB; this is expressed through a Work Education Agreement (WEA).

Typically, students are unpaid and covered by WSIB through the Ministry of Education. In rare circumstances if a student is paid; WSIB is covered by the employer. If there is a change from one of these circumstances to the other, the WEA can be amended before the change takes place to ensure the student is covered with WSIB. Students cannot be paid “under the table” as this creates conflict around WSIB coverage. Students need to be covered for the time they are scheduled in the WEA and CANNOT work outside of these hours without prior arrangement with their teacher.

All student injuries must be reported to the Supervisor and Teacher.

What happens if things don't work out?

It is very rare that a placement doesn't work out; but if this should happen, we try to solve any barrier to success to turn it into a learning opportunity for the student. The co-op teacher and a program coordinator are available by phone during the weeks at placement to respond promptly to any issue that arises. That being said; the Co-op can be ended at any point by the employer, student or teacher as a last resort.

What personal management skills can I expect from the student?

For your peace of mind; the student has been instructed:

- To contact their employer and Co-op teacher if they are going to be absent. Maintain scheduled attendance and punctuality both in school and on the job
- To complete all requirements & assignments both in school and on the job by their due date
- To take initiative to set up visits from their teacher and run them by you to make sure the date and time works
- To communicate and work in a positive manner with all parties involved in Co-op (including customers if applicable)
- To NOT use their cell phone or other distracting technology in the placement unless given specific permission to do so
- To follow workplace policies and rules, including dress code.
- To use workplace tools, technology and equipment for its intended purpose only
- To respect and maintain strict confidentiality and ethical standards regarding workplace matters
- To report any injury or safety/personal concern to their supervisor and co-op teacher immediately
- **To not operate a vehicle or equipment they need a license to operate on the job** (there is no school/ministry coverage for this) If mandatory for the job, there is additional paperwork required.
- To wear all PPE (personal protective equipment) & follow all guidelines as required under the OHSA, WHMIS and regulations of the industry.

I have more questions - who can I ask?

Please contact the program coordinator, Michael Skiperis, via email at michael.skiperis@ugdsb.on.ca.