



CWDHS CO-OP COURSE OUTLINE



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Course Description:

Co-operative education is experiential learning that integrates classroom theory with experiences at the work site. This form of education assists students in making career decisions as well as in developing knowledge, skills, and attitudes essential in today's society. Co-operative education includes a classroom component, comprising pre-placement and integration activities and a placement component. Students will be able to access all course material through our Google Classroom.

Assessment and Evaluation

Each student's mark will be assessed using the four categories of Knowledge, Thinking, Communication and Application. Students will be given numerous and varied opportunities throughout the course to demonstrate their learning. Due dates will be provided by the teacher and will also be listed on the co-op calendar. It is expected that work be submitted on time and completed to the best of the student's ability. All students are governed under Centre Wellington's Assessment and Evaluation Policy. Please visit our school's website for details.

Unit Assignments: (70%)	Culminating Assignments: (30%)
<ul style="list-style-type: none"> ● Job Readiness ● Health and Safety ● Rights and Responsibilities ● Journal Reflections ● Integration Assignments ● Employer Performance Appraisals ● Co-op Expo 	<ul style="list-style-type: none"> ● Job Skills Demonstration ● Exit Interview

Category Weighting:

Knowledge & Understanding 17.5% Communication 17.5% Thinking & Inquiry 17.5% Application 17.5%

Learning Skills

Learning skills are closely related to successful student learning and are embedded in instruction. Students are expected to continue to develop their learning skills (responsibility, organization, independent work, collaboration, initiative and self-regulation) throughout their high school career.

Academic Integrity

Academic honesty means that student's honestly disclose authorship, assistance or group cooperation when submitting work. Academic dishonesty is a deliberate misrepresentation of work and is dealt with through Centre Wellington's Academic Integrity Policy. For more details the Academic Integrity Policy is available on our school's website.

Performance Appraisals

The Performance Appraisal consists of the placement supervisor's evaluation and the teacher's evaluation. Supervisors are asked to complete 2-3 appraisals of the student's performance at work throughout the work term. The teacher's evaluation is based on workplace visits, supervisor consultations, student/teacher consultations, PPLP reviews, timely submission of paperwork, and attendance at both the training station and at school.

Weekly Reports

- These are due at the end of each week indicating the number of hours for the day, week and a running total
- These must include daily lists of tasks and new learning
- Meeting deadlines is an important employability skill and students are expected to work to meet this expectation

Co-op Student Goals:

- To apply knowledge and skills acquired in the classroom to out-of-class experiences
- To meet challenging work/school responsibilities and to learn by doing
- To reflect on work experiences to help transition from high school to job and career

Co-op Credits:

Students can earn either 2 credits or 4 credits for each course selected. In order to obtain these credits, students should note the following:

- Students must spend sufficient hours in the workplace and classroom (aprox. **200 hours** for 2 credits). Failure to meet the hour requirement or program requirements may result in removal from co-op and/or loss of credits.
- **Attendance is compulsory** for all pre-employment and integration classes. Students must complete the work term meeting minimum hour requirements. A co-op semester calendar is provided to students and employers on the first day.
- **Reporting absences** is required. **On in-class days** students must call the school and leave a message for the teacher by 8:30 a.m. It is the student's responsibility to complete all assignments and to meet all deadlines. **On placement days**, call their teacher **and placement** supervisor by 8:30 a.m.
- **Make-up hours** for missed classroom or placement hours are required.
- Students must complete the Terms of Employment as outlined in the Work Education Agreement.
- Students must pass the in-school "related course" credit.