



**GCVI Co-operative Education Course Outline
2019-2020
Welcome to Co-op!**



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Course Description, Benefits & Goals of the Program: *(from Co-operative Education Curriculum 2018 document)*

Cooperative education provides secondary school students with a wide range of rigorous learning opportunities connected to communities outside the school.

- Cooperative education promotes the acquisition and refinement of skills, knowledge, and habits of mind that support education and career/life planning.
- Co-op fosters positive attitudes towards learning that help students become independent, lifelong learners.
- Cooperative education contributes to a comprehensive education and career/life planning culture by focusing on helping students acquire skills and knowledge and providing opportunities for students to inquire and reflect on their experiences in order to gain a greater knowledge of themselves and their opportunities.
- Co-op provides Ontario students with rich learning experiences that develop their capacity to become personally successful and compassionate citizens who meet the challenges of a fast-paced and globally connected world.
- Subject-specific co-op course is based on a "related" course in which the student is enrolled, or which he/she has successfully completed.
- Co-operative education includes a classroom component (comprised of pre-placement and integration activities) and a community (placement) component.

Co-op Credits and Student Responsibilities:

Students earn a maximum of 2 credits for each in-school related course. In order to obtain these credits, students should note the following:

- Students must spend sufficient hours in the workplace and classroom (**220 hours** for 2 credits). Failure to meet the hours requirement and/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 and is available on the course website.
- **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 pick up any assignments and to meet all deadlines. On placement days, call the school, and the teacher and the placement supervisor by 8:30 a.m, or before the co-op hours are scheduled to begin. If a student is absent on a day that the teacher plans to visit the workplace in the morning, the student must contact the teacher before 7:30 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 work within the rules and policies of the co-op employer, including dress code and cell phone policies. Failure to do so may result in a loss of placement.
- Students must follow all health and safety rules and policies in their workplace.
- Students are encouraged to be positive ambassadors for both their school and their co-op employer at all times.

Co-op Course Info:

Blended e-learning Format:

Co-op is taught as a *blended e-learning* course, meaning that the course makes use of a course website and assignments are submitted to an online dropbox. This allows students to work at their own pace independently, while guided and supported by in-class instruction. Students are able to access course materials, resources and assignments at all times.

SLP (Student Learning Plan) and Reflections

Students are responsible for developing and maintaining their Co-op Learning Plan (SLP).

While they will collaborate with their co-op teacher and placement supervisor to create, maintain, and reflect upon the plan, it is the student's responsibility.

This plan identifies the work skills and learning objectives for each student in a co-op placement. The teacher, student and placement supervisor will review the plan and it will be updated as necessary during the semester.

Students will write reflections throughout the semester, often as part of their SLP creation and revision.

Assessment and Evaluation

Each student's mark will reflect the levels of achievement within the 4 categories of knowledge and skills. Students will be given numerous and varied opportunities to demonstrate their achievement of the expectations across the 4 categories. Students are responsible for providing evidence of their learning within established timelines, and there are consequences for not completing work or for submitting work late. The school's Assessment and Evaluation Policy will be reviewed with all students. The co-op calendar and/or teacher will provide due dates. In some situations you may need to meet with your teacher to negotiate an alternative date.

Major Assignments: (30%)

- Job Readiness Assignment (first month of classes)
- Health and Safety Assignment(s) (throughout the course)
- Student Co-operative Education Learning Plan (SLP) and Reflections (throughout the course)
- Hour Logs (weekly)
- Placement Presentation Project (second term, but worked on throughout the course)

Job Performance: (40%)

- Evaluated by the teacher, including Employer Performance Appraisals

Culminating Assignments: (30%)

- Job Skills Demonstration (final 3 weeks of course)
- Exit Interview (to be conducted during the Exam schedule)

Category Weighting:

Knowledge & Understanding	20%	Thinking & Inquiry	20%
Communication	30%	Application	30%

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, Learning Plan development, timely submission of paperwork, and consistency of attendance, effort and attitude at both the placement and at school.

Log Sheets / 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 logs must be completed in order to earn co-op credits. **Credit will be denied if logs are not completed. Students will be pulled from their placement and required to come to school to catch up if they fall behind on logs (and will be responsible for making up hours missed at placement). This is a non-negotiable requirement of participation in co-op.**
- Logsheets are completed online using the Hour Republic website.