



Westside Secondary School

Orangeville, Ontario, Canada



519-938-9355

Course Outline

www.ugdsb.on.ca/westside

Course: Co op Teacher(s): Mr. Brasil jose.brasil@ugdsb.on.ca
Mrs. Leclair nicole.leclair@ugdsb.on.ca
Mr. McCloskey philip.mccloskey@ugdsb.on.ca

Program Leader: Mrs. Kirkland christine.kirkland@ugdsb.on.ca

Course Description: This course prepares students to make successful transitions to post secondary work, education, or training. Students explore the realities and opportunities of modern workplaces, while refining their employability skills and learning how to manage their careers. Students target appropriate post secondary education and training options and begin to implement an action plan for post secondary success. The course is designed to help students understand the requirements for success in the workplace. Students will learn how to apply skills for employability, self-employment, and entrepreneurship.

Big Ideas (overall learning outcomes for the course):

- Experiences lead to true learning and understanding
- Employability skills are not static they are dynamic
- Personal Growth Occurs when we reflect on our experiences and skills
- Experiences allow people to discover, cultivate and confirm their passions

The Student Learning Plan Plan (SLP): "In developing their learning plan, students create and reflect on learning goals, plan how they will achieve the goals and devise success criteria" (Co-Operative Education Curriculum document)

Instructional Strategies: Westside teaching staff will use a variety of instructional strategies to help students develop and improve skills in the following areas: character, citizenship, communication, critical thinking and problem solving, collaboration and teamwork, and creativity and imagination.

Assessment and Evaluation: Formative assessments are used to improve student learning by providing varied opportunities to demonstrate an understanding of course expectations in preparation for summative evaluations. Summative evaluations test groups of key expectations. Failure to complete a summative evaluation may result in the expectations of the course not being met and the credit not being granted.

Late Work: Students are expected to complete all assigned work and submit it by the teacher's established due date. Every attempt will be made to encourage students to complete all assigned work on time so their grade represent their actual achievement. Should a student submit work past the due date, a late mark penalty will be assigned. All summative assessments must be submitted for course credit. Please see Westside's Assessment and Evaluation Policy for more details.

Additional Information: Students may be required to obtain specific certifications before their placements (ie Working at Heights). All students are expected to complete WHMIS and First Aid/CPR certification before starting placement (cost \$30).

<p>Achievement Categories: Student learning is assessed and evaluated with respect to the following four categories of knowledge and skills.</p>	<p>In Class/Placement: Knowledge and Understanding: 25% Thinking: 25 % Communication: 25 % Application: 25%</p>
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Term Work (70%)	
Unit of Study	Summative Evaluations
Pre-placement	Job Readiness Exit Interview and Portfolio
Integration	Reflection Assignment
Placement	Log Book Employer Feedback Teacher Evaluation Job Skills Demo
Student Learning Plan	Development & Reflection throughout the year
Final Summative (30%)	
	In Class Sharing on Community Placement 10%
	Exam Day Interview & SLP 20%

Student Conduct: According to the Westside Secondary School Policy Handbook, the student is expected to attend every day, on time, and ready to work. The student is to complete all assignments and to contribute in class. Should an absence occur, an authentic note or a phone call from the parent is required to excuse the student. It is the student's responsibility to make every effort to arrange appointments in non-school hours. The student will be required to make up extra hours if absences are not excused or are excessive. (Please refer to W.S.S. Policy Handbook for further details on consequences that follow regarding attendance.)

Responsibility Student is responsible for her/his own attendance, punctuality to class, assignment completion, preparedness for class, and appropriate classroom behavior. School policy will be followed for absences, lates, and skips. Any variation from normal expectations will be discussed with the student and appropriate action will be taken (i.e., phone call home, detention, or loss of marks)

I have read and understand the Course Outline:

Student Name (please print): _____ Signature: _____

Parent/Guardian Name (please print): _____ Signature: _____