

2021 Summer School Virtual Co-operative Education Program

What is Co-operative Education (Co-op)?

Co-operative Education is a ministry-approved program that allows students to earn secondary school credits while completing a community work placement. The program consists of a co-op course and a related course from the Ontario curriculum that enables students to demonstrate their ability to apply, refine and extend skills and knowledge from that course.

Co-op placements are arranged for students by their school and must follow Ministry of Education policy and guidelines.

Who is it for?

Co-op programs are for students who want to gain work experience and explore options for their post-secondary pathway.

Key benefits of Co-op programs:

- Experience hands-on learning
- Earn credits through workplace experience
- Test-drive career option
- See the relevance of classroom learning
- Develop the essential skills and habits required in the workplace
- Gain valuable work experience that will help build a resume for post-secondary programs and future employment

How does Co-operative Education help students meet diploma requirements?

Co-operative Education credits may be used to meet up to 2 of the 18 compulsory credit requirements for the Ontario Secondary School Diploma (OSSD).

Students must also earn 12 optional credits for the OSSD. There is no limit to the number of optional courses that might be earned through Cooperative Education courses.

Student Profile:

Co-op employers are looking for students who demonstrate a positive attitude, who possess a strong work ethic and sense of responsibility, and who are committed to learning.

Students must meet the following criteria to apply for the Co-op Program:

- Applicant has OHIP Coverage and Social Insurance Number
- Able to provide an employer with a Criminal Reference Check (if required for placement)
- Access to transportation to and from a work placement
- Able to attend an interview(s) with employers for a co-op placement
- Demonstrates good attendance and punctuality
- Strong work ethic
- Positive attitude
- Commitment to learning

Application Process:

1. Complete an application (attached) and submit the application with required documentation to the main office.
2. Students will be contacted for an interview to ensure that the student is ready to undertake learning in the workplace. Please note: where a student's readiness or commitment is not sufficiently evident, his or her acceptance into the cooperative education program may be postponed until the requirements are met.
3. After the initial interview, students will be contacted regarding their status in the Co-op program.

Establishment of the placement:

Placement for students must be arranged by the school and must meet the following requirements:

- A placement must be assessed by a teacher before the student is assigned to it to ensure that the placement offers a positive learning environment in a safe workplace. It is not general practice for a Co-operative Education student to receive payment for work done in a placement. The placement must be virtual for Summer 2021.

Instruction Prior to Co-op Placement:

Instruction must be provided on workplace health and safety and other topics to ensure students are prepared for their community experience BEFORE the co-op placement begins (June 28, 29, 30, 2021 – 5:00 p.m. – 9:00 p.m., online)

Integrations sessions provide students with opportunities to analyze and share their workplace experience and relate the placement experience to the curriculum expectations. Students are assessed and evaluated on their workplace performance and classroom demonstrations of learning.

OUT OF BOARD students must apply for the summer school Co-op through the on-line registration site, as well as fill out the Co-op Application form for submission to the Co-op teacher that can be found at www.con-ed.ca

PARENT/GUARDIAN CONSENT & STUDENT AGREEMENT

The Cooperative Education Program strives to ensure a successful learning experience for every student.

In order to remain in the Cooperative Education program, the student will comply with the following requirements:

- The student will earn one or two credits upon successful completion of all in-school and placement components; however, the placement experience may be terminated by the school or the placement with a loss of credits if expectations are not met.
- The student will report to their virtual work and school as scheduled and indicated on the Work Education Agreement.
- The student is to notify the placement supervisor and Cooperative Education teacher prior to the beginning of the shift if he/she is unable to report for work due to illness or emergency; and the parent/guardian must notify the school attendance office.
- The student will respect and adhere to the school and employer regulations and expectations.
- The student will work in a courteous, responsible and business-like manner.
- The student will meet the employer's expectations of dress and behavior.
- The student will adhere to company health and safety regulations.
- The student will complete weekly activity log sheets as well as other required assignments by the assigned due dates.

INSURANCE COVERAGE

- Students will receive Workplace Safety and Insurance Board Coverage from the Ministry of Education in unpaid coop placements.
- Students must complete and submit a Work Education Agreement form with all required signatures prior to beginning the placement.
- All students are encouraged to obtain additional Student Accident Insurance Coverage. Forms can be obtained from the main office at each secondary school.

We, the undersigned, agree to participation in the Cooperative Education Program of the Durham Catholic District School Board under the conditions set forth in this agreement:

_____	_____	_____
Student Name (printed)	Student Signature	Date
_____	_____	_____
Parent/Guardian Name (printed)	Parent/Guardian Signature	Date

The information in this application will be used for purposes consistent with the Education Act and the Municipal Freedom of Information and Protection of Privacy Act.

Must be received on or before **Friday, June 18, 2021** at Archbishop Anthony Meagher CCEC
850 King Street W., Unit 26 Oshawa ON L1J 8N5
Tel: (905) 438-0570 FAX: (905) 438-0571 Email: credit.reg@dcdsb.ca

July 5 to July 28, 2021 8:30 a.m. – 2:37 p.m.

Registration Deadline is Tues., June 29, 2021

Last Name: _____ First Name: _____ Middle: _____

DOB: ____/____/____ *OEN: _____ Telephone #: _____
mm dd YYYY Forms with missing OEN's will not be processed

**Email address: _____ Current School: _____

**** PLEASE NOTE: All Students MUST provide an [email address for updates and information](#)
Home Schools PLEASE enter the student's email address at the time of cross enrollment into summer school**

If you are an international student (fee paying), please check this box:

Please check selected course code

Accelerated Courses Grade 9, 10 & 11	Online - 90	Accelerated Courses Grade 12	Online - 90
Math 9 - Academic	MPM1D	English 12 - College	ENG4C
English 9 – Academic	ENG1D	**English 12 – University	ENG4U
Science 9 – Academic	SNC1D	Writers Craft 12- University	EWC4U
Civics 10 (July 5-15)	CHV2O	Business Leadership 12 – U/C	BOH4M
Career Studies 10 (July 16-28)	GLC2O	International Business 12 U/C	BBB4M
English 10 – Academic	ENG2D	Computer Science - 12 U	ICS4U
Principles of Math 10 – Academic	MPM2D	Interdisciplinary Studies – Peer Tutoring 12 U	IDC4U
Science 10 – Academic	SNC2D	Foundations for College Math 12 – C	MAP4C
English 11: Contemporary Aboriginal Voices -College	NBE3C	Calculus & Vectors 12 – University	MCV4U
English 11: Contemporary Aboriginal Voices - University	NBE3U	Data Management 12 – University	MDM4U
Working with Infants – 11 College	HPW3C	Advanced Functions – University	MHF4U
World Religions 11 U/C	HRT3M	Ont. Literacy Course	OLC4O
Gender Studies – 11 U/C	HSG3M	Biology 12 – University	SBI4U
Intro to Computer Science – 11 U	ISC3U	Chemistry 12 - College	SCH4C
Foundations of College Math 11- C	MBF3C	Chemistry 12 – University	SCH4U
Functions & Applications 11 U/C	MCF3M	Physics 12 - University	SPH4U
Functions & Relations - University	MCR3U	Physics 12 - College	SPH4C
Health for Life – 11 College	PPZ3C	Families in Canada – 12 University	HHS4U
Biology 11 – College	SBI3C	Religion 12 – U/C	HRE4M
Biology 11 – University	SBI3U	Challenge & Change in Society – 12 University	HSB4U
Chemistry 11 – University	SCH3U	World Cultures – 12 U/C	HSC4M
Physics 11 – University	SPH3U	Equity and Social Justice – 12 U/C	HSE4M
Information and Communication Technology - Open	BTA3O	Child Development – 12 College	TOJ4C
		Virtual Summer School Coop	Online
		Online Preplacement Classes – June 28, 29, 30 from 5:00 – 9:00 pm Virtual Coop placement July 2 – August 6, 2021	GLC2O9

** It is recommended that students have achieved a minimum of 75% in NBE3U prior to registering for ENG4U due to the volume of work within the compressed time frame.

Parent
Signature: _____

Guidance
Signature: _____

Date: _____



SUMMER SCHOOL Accelerated Course Registration Instructions

2021 SUMMER SCHOOL Registration Process for Students Attending a Durham Catholic DSB Secondary School

1. Students are to fill out the attached Summer School course selection form with the assistance and approval of their home school Guidance Counsellor.
2. Completed forms must be signed by the student's parent or guardian and returned to the Guidance. **You will not be registered until you bring this form to Guidance.**
3. Students who have not registered before June 25 will not be allowed to attend summer school without their Guidance Counsellor's approval. Guidance counsellor approval is mandatory.

Deadline for Application is Tuesday, June 29, 2021

- **Students can only take the equivalent of ONE accelerated course in the summer.**
- Due to the compressed time frame of Summer School, students must be available for ALL program dates.
- Students need a computer and internet access to take an online course.
- Students working online will be expected to adhere to the standard rules of academic integrity and follow the Code of Conduct as is expected in the face-to-face classroom.
- Students taking an online course will be expected to log-in on a daily basis and meet all deadlines.
- Once students are registered and enrolled into the online environment, they will be able to access their courses:

<https://durhamrc.elearningontario.ca>

Your username and password will be emailed to you. It is important to provide your email address.

Students will be notified by email if courses are cancelled but please check our website www.con-ed.ca for complete course updates.

All course updates will be finalized by Wednesday, June 30, 2021.

If you have any questions or inquiries, please email the Continuing Education Office:

credit.reg@dcdsb.ca

Archbishop Anthony Meagher Catholic Continuing Education
Centre, 850 King Street W., Unit 26, Oshawa, ON L1J 8N5
(TEL) 905-438-0570 (FAX) 905-438-0571
credit.reg@dcdsb.ca