

## 2024 Summer School Cooperative Education Program

### What is Cooperative Education (Co-op)?

Cooperative 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.

Students are encouraged to assist in providing a recommendation for a Co-op placement. Co-op placements must be approved by the Co-op Teacher at Continuing Education 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 options
- 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 Cooperative Education help students meet diploma requirements?

Cooperative 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 approved 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 Cooperative Education student to receive payment for work done in a placement. The placement can be virtual or in-person.
- Students should not have worked or been a co-op student in the placement previously. There cannot be no family members working at the placement.

### **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. The pre-placement sessions will be held at Father Leo J. Austin CSS on Tuesday, July 2 and Wednesday, July 3 from 8:30 am to 2:30 pm.

Integration 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. The coop teacher will communicate with students about any integration sessions.

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](http://www.con-ed.ca). Placements must be in the Durham Region.