



A. Y. Jackson S. S.
www.ayjackson.ca

COOP Co-operative Education Grade 12, Open

General Course Information

Prerequisite:	None
Department:	Business/Co-op
Extra Help:	By appointment with teacher
Textbook and Replacement Cost:	Succeeding in the World of Work, \$125
Material Required:	3 ring Binder
Course Fee:	None

Course Description

The Co-operative Education course provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will explore occupations and careers of interest through participation in real workplace experiences.

The course consists of a classroom component and a placement component. Through these two components, the cooperative education course prepares the student for successful participation in a work placement; provides sufficient time and various opportunities at the placement to enable the student to apply and further develop the knowledge and skills acquired in the related course; and provides opportunities for the student to integrate the learning acquired in school and at the placement.

The course expectations can be found at www.edu.gov.on.ca

Assessment and Evaluation

To promote student success, ongoing assessment and feedback will be given regularly to the students. A variety of assessment and evaluation strategies will be used in this course, including presentations, tests, quizzes, journals and assignments. Expectations will be evaluated based on the provincial curriculum expectations and the achievement levels outlined in the ministry document.

Expectations are organized into four categories of knowledge and skills. The categories and their corresponding weighting is as follows:

- Knowledge and Understanding 20%
- Thinking 20%
- Communication 20%
- Application 40%

Each student's final mark will be in the form of a percentage grade based on their achievement in the 4 categories on the achievement chart. The breakdown of the final mark is as followed:

- Term Evaluation 70%
- Final Evaluation 30%
- Portfolio 20% + Presentation 10%

The final Evaluation will be completed during the final 6 weeks of the course and may include a variety of summative activities including a portfolio, a presentation, or an essay or another writing assignment.

In addition to students' performance in the achievement categories, students will also be assessed on their performance in the following learning skills:

- Responsibility
- Organization
- Independent Work
- Collaboration
- Initiative
- Self-Regulation

For specific policies on assessment and evaluation, and academic honesty, please refer to *School Procedures* in the student agenda.

Units of Study (subject to change)

Self-Exploration & Career Planning



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Job Readiness- Completing the Application Form, Resume, Cover Letter, Job Interview Techniques
Health & Safety
Workplace Ethics including Confidentiality
Employment Laws – Employment Standards & Human Rights
Labour Unions
Integration Activities – Journal Writing, Reflection Discussion
Communication

Expectations:

By the end of the course, students will:

- Create effective resumes, cover letters, job applications and respond appropriately to common interview questions;
- Understand workplace ethics, role of labour unions, the individual's rights in the workplace;
- Demonstrate self awareness of his/her own employability skills;
- Understand the need for safety in the workplace, health and safety rules, and procedures for reporting unsafe conditions;
- Be able to reflect on and analyze their placement experiences;
- Be able to access related career information;
- Demonstrate an understanding of the effective use of personal management skills.