Co-operative Education

Department: Co-operative Education  
Curriculum Leader: Mrs. F. Roidis

Prerequisite: GLC2O1, Application Package and Interview  
Grade/Level: 11 – 12

Credit Value: 2 credits per 220 hours successfully completed (including in-school component)  
4 credits per 440 hours successfully completed (including in-school component)

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 bringing classroom theory to life. Students target appropriate post-secondary education or training options and begin to implement an action plan for post-secondary success.

The Co-operative Education course is based on a related course for which a credit has been granted or is in progress. This is referred to as the “tie-back” course. Those who are considering a Co-operative Education experience must demonstrate a level of maturity and commitment to the program if they are to be successful. Students must complete an application package and interview with the Co-op teacher before receiving acceptance into the program.

Students in the program will receive a minimum of 20 hours of pre-placement orientation where classroom instruction prepares them for the workplace experience. Students also meet every second week throughout the semester (called Integration) for an additional 15-30 hours.

Assessment and evaluation are based on both the in school and out of school experiences. While at the workplace, frequent contact between the student, Co-op teacher and employer is maintained. This is referred to as “monitoring” and ensures that appropriate learning is taking place and that the safety of the student is ensured.

Course /Department Policies:
All students are subject to the school guidelines for dealing with late assignments, missed tests and academic honesty. All of these policies are clearly explained in the Student Agenda Book and on Birchmount Park’s website.

Remediation:
All teachers are available for extra help and consultation with students and parents. Parents are welcome to call 416-396-6704 (ext. 20135) to set up a mutually convenient time to meet with or to talk to their child’s teacher.

Late/Missed Assignments:
Please refer to “Birchmount Park C.I. Agenda 2015/2016 – Policy for Assignments Submitted Late”

Academic Honesty:
Please refer to “Birchmount Park C. I. Agenda 2015/2016 – Academic Honesty”
Course Outline:

Pre-placement Orientation
Prior to their placements, all cooperative education students must demonstrate an understanding of the pre-placement orientation expectations. Pre-placement orientation must be scheduled for a minimum of 15 to 20 hours. Before students attend their placement they will have:

- gained an understanding of health and safety in the workplace and employees’ and employers’ rights and responsibilities.
- created effective résumés, cover letters, and completed job applications effectively.
- demonstrated the ability to communicate their interest in a work opportunity effectively, identified common interview questions and demonstrated the ability to respond appropriately and effectively.
- demonstrated self-assessment skills, job-readiness skills, and an understanding of the school and placement expectations that they are to achieve in the cooperative education course.
- understand placement-specific workplace health and safety considerations.
- gained an understanding of issues relating to confidentiality and the right to privacy, as outlined in the Freedom of Information and Protection of Privacy Act, work ethics and the responsible use of information technology, and the individual’s right to function in a climate free from abuse and harassment.
- demonstrated an understanding of the Employment Standards Act and Human Rights
- understand proper workplace communication and conflict resolution

Integration Component
The integration portion of the classroom component of a cooperative education course involves sessions with students that are held at various times throughout the semester and is designed to provide students with the opportunity to relate the placement experience both to the curriculum expectations of the related course and to the expectations related to cooperative education, using a variety of strategies, activities, and tools. Students will:

- reflect on and analyse their placement experiences;
- reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placement.
- demonstrate the ability to access related career information;
- demonstrate an understanding of labour market trends and of the nature of the workplace in the future;
- demonstrate an understanding of the changing role of men and women at work;
- demonstrate an understanding of issues relating to human rights, discrimination, harassment, and disability;
- demonstrate the ability to produce an effective exit résumé and portfolio;
- understand the history and role of unions.
**Placement Component**

The cooperative education teacher will conduct an assessment of each placement. The following will be considered:

- the employer’s and supervisor’s positive attitude and commitment to the provision of experiential learning opportunities,
- the range and scope of the learning opportunities and experiences available,
- the technology, equipment, and facilities provided at the placement,
- the health and safety conditions of the workplace,
- the provision of an environment that is free from discrimination, violence, and expressions of hate, and
- the ability to provide any necessary accommodations for students with special needs.

Cooperative education experiences should provide students with sufficient time and opportunity in any given placement for satisfactory skill development, career exploration, and personal growth. The placement component must include sufficient experiences and be long enough to permit students to meet the expectations of the course, as identified in their personalized placement learning plans. The placement period usually runs for approximately 15 weeks in order to achieve 186 placement hours (for 2 credit Co-op) and 392 placement hours (for 4 credit Co-op).

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**Achievement Categories and Weighting**

- **Term Work 70%**
  - Knowledge/Understanding 25%
  - Thinking/Inquiry 25%
  - Communication 25%
  - Application 25%

- **Culminating Activities 30%**
  - Portfolio 15%
  - Exit Interview 5%
  - Presentation 10%

**Learning Skills:**
Will be assessed using the codes N=needs improvement, S=satisfactory, G=good, E=excellent. Students will be provided with a rubric indicating the expected behaviours for these skills.

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

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**Assessment and Evaluation** will include such items as: anecdotal reports, teacher/student/supervisor conferences, practice interviews, rubrics, checklists, verbal feedback, assignments, supervisor/teacher evaluations, submission of a portfolio, presentations, reflective journals, a Rich Performance Task, timesheets, an exit interview and self-assessment rating scales.