**Oakwood C.I Co-Op 2019-2020 Course Outline**

Teachers: Mr. R. Book/ Ms. P. Chang

 Credits: 2 or 4 credit Co-Op (4 credit with Ms. Chang)

 Time: 12:30 - 3:30pm Co-Op hours in the PM only

**Course Details:** This course is designed to help students make successful transitions to post-secondary education, refine employability skills and learn how to manage their careers.

**Co-Op Evaluation Components**:

1. **Pre-placement (10%)**: Student will be involved in pre-placement for the month of September and part of October. Topics such as work safety, interview skills, job hunting skills, labour laws etc will be covered to get you ready for the working world.
2. **Integration (20%)**: These are mandatory classes throughout the year that will take place in the library. During this time, students will reflect and share on their work experiences at their placement and learn strategies and other work related topics.
3. **Work Placement (40%)**: Students will integrate classroom theories and work skills learned at their work placement. Monthly work log sheets, cumulative work hours, supervisor evaluations and teacher visits/inspections will be used to assess and evaluate the student’s work acumen (punctuality, communication, initiative at the workplace and preparedness etc) and improvement throughout the year.
4. **Culminating Activity (30%**): This is a summative project in 2 parts, a digital work portfolio that demonstrates your career planning and skills learned in your Co-Op placement and an exit interview conducted by your Co-Op teacher during a set time before the exam period.

**Course Expectations:**

* Check your Co-Op calendar weekly to look at the days you are to be in Co-Op
* You must attend daily - **3 hours/afternoon** - 12:30-3:30pm or 1-4pm (any hours outside of these times, you MUST get an **Hours of Adjustment Form** signed) you must **arrive 10 – 15 minutes early** to your placement. You MUST be at your placement ON TIME!
* **If you will be away**, you need to Contact your Teacher and Call your employer at least **24 hours in advance** (unless it is a true emergency!)
* **If you are not at your placement and I arrive for a visit, you automatically get zero on your site visit evaluation!** This cannot be made up!
* You must attend **ALL integration days in the library (no Co-Op, you are at school)**.
* You MUST respond/be in **constant communication** with your teacher on the REMIND app!
* If you are terminated from your placement, you are responsible for finding another placement on your own.

**Other Important Information:**

**Insurance:**  The Ministry of Education covers Worker’s Compensation and Liability Insurance. This is provided by the TDSB. If the student works at the placement outside of Co-Op hours (eg. part-time job), the employer must pay the insurance premium to WSIB for those additional hours. This coverage is through the WEA, the Work Education Agreement. Students can **ONLY WORK THE HOURS** stated on the WEA to be covered for insurance. Insurance is NOT provided for the transportation to and from the Co-Op placement.

If you need to work hours outside of the agreement for educational purposes, than you must alert you Co-Op teacher immediately and and **HOURS OF ADJUSTMENT form** will be required and signed by the student, the Co-Op teacher, the parent or guardian (if under 18 years old) and the workplace. Work done without the Adjustment to Hours form are not counted as “school/Co-Op hours” and are NOT INSURED by the TDSB and are at the risk of the student.

**Transportation:** Students are responsible for the safe transportation of their Co-op placement. It is recommended that students use public transit to and from their placement and they will be unsupervised as stated in the “Informed Consent” form. If students choose to drive a vehicle to and from the placement , the owner’s insurer is the primary insurance. **Students are NOT covered under TDSB insurance when driving** to and from their placement. Under NO circumstances are students allowed to drive a vehicle at or on behalf of their placement.

**Emergencies:** In the event of a student medical emergency, the placement will contact EMS and then contact the Co-Op teacher immediately. At this point, the Co-Op teacher will call the school, parent/guardians, and go to the hospital in which the student has been taken to until the parent/guardians arrive. In the event of a non-life threatening emergency, students will be assisted by staff with first aid that is on the Co-Op site premise. In case of fire, students will follow the workplace’s protocol which they have been told when they first arrive at the site.