



MISSISSAUGA SECONDARY SCHOOL
CO-OPERATIVE EDUCATION
Designing Your Future

Ministry Document: The Ontario Curriculum,
Grades 11 and 12,
Guidance and Career Education, 2006.

Course Type: Open
Course Codes: GWL 300, GWL 30C (students earn a total of four credits)
Department: Cooperative Education
Teacher(s): Mississauga Staff – Rizos
Date: September 2007

OVERVIEW:

Cooperative Education allows students to earn up to four (4) credits through a semester of work experience. These credits are related to two (2) different in-school credits previously earned by the student. Students prepare for their work experience by participating in approximately 3 weeks of pre-placement training in the school. Then, students report to work placements for the following 15 weeks. Students return to school approximately every second week on Mondays to conduct integrative learning. During the program, students strive to exceed 440 hours (110 hours per credit minimum) of combined in-school and work experience. Student, teacher, supervisor and parent (if necessary) sign a Work Education Agreement (WEA) that acts as a 'work contract' for the Co-op placement. This WEA must be signed by all parties prior to starting the placement.

CO-OPERATIVE EDUCATION PROGRAM EXPECTATIONS:

After completing an application to the Co-op program, students are expected to submit two (2) teacher references and undergo a 20–30 minute interview with a Co-op teacher. Students must also complete and return the documents listed below during the first week of the program, and prior to placement. These forms will be handed out during the first day of the program:

- ❖ An Absence Policy
- ❖ A Permission to be Transported Form
- ❖ A Statement of Understanding Form
- ❖ A Student Emergency Form
- ❖ A Release and Consent Form

PREREQUISITE:

Successfully completed GLC 200 and it is recommended that students have taken subjects related to their placement.

COURSE CONTENT:

Cooperative Education Learning & Focus

Students will gain skill and knowledge in the following areas:

- ❖ Cover Letter, Résume and Interview Skills
- ❖ Goal Setting
- ❖ Leadership, Teamwork and Group Dynamics
- ❖ Communication & Reflective Ability (Written & Oral)
- ❖ Interpersonal Relationships (Conflict Resolution, etc.)
- ❖ Job Readiness
- ❖ Career Opportunities & Research
- ❖ Health & Safety in the Workplace (WHMIS)
- ❖ Human Rights, Discrimination and Harassment
- ❖ Ethics & Social Responsibility (Confidentiality, etc.)
- ❖ Labour Trends & the Nature of Work
- ❖ Unions & Labour
- ❖ Ontario Youth Apprenticeship Program (OYAP)

ASSESSMENT AND EVALUATION:

To earn a potential four (4) credits, students will be evaluated as follows:

Co-op In-school (1 credit)	Co-op Placement (3 credits)
Term Assignments and Assessments: 70%	Term Assignments and Assessments: 70%
<ul style="list-style-type: none">❖ Pre-placement Readiness – includes: resume, cover letter, communication assignment, safety quiz, Passport to Safety, CPR & First Aid training, Employment Standards Act.❖ Placement Assignment❖ Portfolio & ISP Progress❖ Job Fair Showcase❖ Co-op Book Presentation❖ Ontario Skills Passport Assignment❖ Career Research Assignment	<ul style="list-style-type: none">❖ Orientation Assignment❖ Weekly Logs❖ Reflective Journals❖ Placement Assignment❖ Portfolio & Independent Study Project – ISP❖ Two Supervisor/Teacher Performance Evaluation❖ Workplace Safety Assignment❖ Job Fair Showcase
Final Evaluation 30%	Final Evaluation 30%
<ul style="list-style-type: none">❖ Portfolio Assignment	<ul style="list-style-type: none">❖ Independent Study Project – ISP❖ Portfolio Assignment

COURSE FEES:

Students will be asked to submit a fee for training in CPR (approx. \$32.00) as well as possible expenses for bus transportation for a field trip during the program.

EVALUATION:

Assessment and evaluation in this course will be based on provincial curriculum expectations incorporating the following broad categories.

Term Evaluation 70%				Final Evaluation 30%
Knowledge/Understanding (~10%)	Application (~20%)	Thinking/Inquiry (~20%)	Communication (~20%)	Summative (100%)
<ul style="list-style-type: none">• Tests• Assignments• Presentations	<ul style="list-style-type: none">• Tests• Assignments• Presentations	<ul style="list-style-type: none">• Tests• Assignments• Presentations	<ul style="list-style-type: none">• Tests• Assignments• Presentations	<ul style="list-style-type: none">• Portfolio• Independent Study Project – ISP

* **NOTE:** "~" Means evaluation percentages are approximate.

LEARNING SKILLS:

The following learning skills will be assessed throughout the course and rated on the report card:

Works Independently
Teamwork
Organization
Work Habits/ Homework
Initiative

These skills will not be included in the final numeric mark. However, it is important to remember that the development of these skills is critical to academic achievement and does have a direct bearing on the final mark.

TIPS FOR SUCCESS IN THIS COURSE:

- Come to class and your Co-op placement on time prepared and ready to work.
- Complete/submit all homework and assignments on time.
- Prepare in advance for tests and major assignments.
- Ask questions and participate in class and at your Co-op placement.
- Seek assistance from the teacher and Co-op supervisor immediately when you feel unable to complete a task/assignment due to insufficient knowledge or skill.
- Make a commitment to the successful completion of the course
- Work safely and efficiently at your Co-op placement.
- Report all absences to both the school and your Co-op supervisor