



St. Paul Catholic High School

2675 Draper Avenue
Nepean, Ontario K2H 7A1
Phone: 613-820-9705
Co-op Office: 613-820-9500

Cooperative Education Program

Student Handbook

❖ DEFINITION

The Cooperative education course and the related course constitute a student's cooperative education program. Cooperative education courses include a classroom component, comprising pre- placement and integration activities, and a placement component. Cooperative Education is a shared educational effort of the community and the school.

Students earn Co-op credits by integrating classroom theory with planned learning experiences in the community based on curriculum expectations of the related course. Cooperative Education provides students with the opportunity to earn credits toward their Ontario Secondary School Diploma. Students may be involved in part-time or full-time out-of-school activities that are developed, monitored and evaluated cooperatively by a placement supervisor and a co-op teacher.

❖ BENEFITS TO YOU

Cooperative education ensures that the out of school experiential learning enhances your educational experience. Students are placed in training stations where they are provided with challenging responsibilities and learn by doing.

Cooperative Education:

- ✓ provides assistance in making career decisions
- ✓ provides first hand exposure to a range of career options
- ✓ promotes understanding of career possibilities and skill requirements
- ✓ develops confidence, skills and on the job experiences
- ✓ develops transferable essential employability skills
- ✓ develops interpersonal and communication skills and a positive attitude
- ✓ facilitates the transition from school to work
- ✓ builds a network of adult references in the community
- ✓ provides references for future employers
- ✓ increases the opportunity for admission into college, university and apprenticeship programs
- ✓ permits training with equipment not readily available in the school
- ✓ allows for valuable training by experts in the field
- ✓ provides an alternative method of earning credits
- ✓ clarifies occupational objectives
- ✓ allows credits to be earned toward a graduation diploma
- ✓ stimulates interest in related subjects
- ✓ encourages and supports learning to cope with change and stress
- ✓ determines educational and skill requirements to enter a particular occupation
- ✓ encourages the practice of decision-making skills
- ✓ promotes planning post-secondary education/training

❖ **BENEFITS TO TRAINING ORGANIZATIONS**

Cooperative Education Programs provide Training Organizations with the opportunity to:

- ✓ assist schools in keeping courses relevant to business, technological, and professional practices
- ✓ encourage students to develop skills, knowledge and attitudes required for employment
- ✓ develop supervisory skills of employees
- ✓ identify potential employees

❖ **EDUCATION PARTICIPANTS**

Cooperative Education courses are successful when all participants cooperate with one another.

The participants are:

- you, the Cooperative Education student
- your parents/guardians
- your placement supervisor
- your co-workers
- your school community
- your Co-op teacher

Cooperative Education Roles

The Student

The student has the opportunity to relate school studies to the world of work. The student gains practical experience and explores careers of personal interest.

The student should be responsible, mature and demonstrate positive attitudes towards learning and working and meet the standards set by both the school administration and the training organization.

The Student

- attends all scheduled school classes
- attends all pre-placement and integration sessions
- observes the rules and regulations of the training organization
- follows all health and safety regulations
- dresses neatly and appropriately as required by the training organization
- reports to work punctually
- notifies the teacher-monitor of any concerns or accidents at the training station
- maintains a record of daily impressions, tasks, and activities performed at the training station
- submits the daily record to the teacher-monitor on a regular basis
- reviews the training plan periodically with the teacher-monitor of any concerns or accidents encountered at the training station
- shares impressions of the training station experiences in the classroom integration sessions
- completes required assignments
- evaluates the program and the learning experience

The Parent or Guardian

The parent or guardian plays a very important supportive role in ensuring that the student obtains the full benefit of the Cooperative Education experience.

The Parent or Guardian

- receives information about Cooperative Education from the local school
- is invited to attend school activities pertaining to Cooperative Education
- grants permission for the student to participate in a Cooperative Education program
- completes the required forms
- offers on-going support

The Training Organization

The training organization is any individual, business, government or community agency that agrees to provide a training station and a supervisor for a Cooperative Education student.

The supervisor

- develops a training plan and work schedule with the assistance of the teacher-monitor
- shares expertise with students
- reviews the training plan periodically with the teacher-monitor and the student to ensure that the learning objectives are appropriate and being met
- maintains a record of the student's attendance
- verifies the student's daily record
- treats the student as a regular employee in training
- communicates with the teacher-monitor on a regular basis
- assists the teacher-monitor in the evaluation of the student's performance
- provides on-going feedback to the student
- provides a safe working environment and reports accidents involving the student immediately to the school

The Teacher-Monitor

The Cooperative Education Teacher-monitor is responsible for ensuring that the student receives an educationally rewarding out-of-school experience that is integrated into the school curriculum and meets the individual needs of the student.

The Teacher-Monitor

- interviews and selects students for the Cooperative Education Program
- visits the training station prior to placement to ensure that the station is appropriate to meet the needs of the student and that there will be a supervisor assigned to the student
- develops a training plan for the student in consultation with the supervisor, student, and teacher knowledgeable in the area under study
- reviews the training plan periodically with the supervisor and student to ensure that the learning objectives are appropriate and are being met

- prepares the student for placement by providing pre-placement orientation to teach work and employability skills
- visits the student and supervisor on a regular basis to monitor the student's progress, assess the relationship between the supervisor and the student, discuss the learning experience with the supervisor and the student, and evaluate the student's performance with the supervisor
- maintains anecdotal records of the monitoring activities
- provides the opportunity for the student to reflect on the learning experiences in a guided forum that provides structure for the reflection
- assumes overall responsibility for the training of the student and the evaluation of his/her performance.

HOW TO ACHIEVE FULL POTENTIAL AT YOUR WORK PLACEMENT

Communication

One important way to avoid big problems is to keep constant communication with your Co-op teacher. This is one reason we want the log sheets in every week. Drop into the office to let us know if something is bothering you. Little problems can turn into big ones. It is far easier to tackle difficulties as they occur.

Reflection Journals are to be completed regularly throughout the semester. This is your chance to communicate your concerns. The Co-op teachers read these and will contact you if necessary.

Appearance

The first impression you make on a new placement supervisor is very important. Observe how others on the job are dressed. It is wise to have a few appropriate outfits that you can mix and match. School rules governing dress codes apply. Your clothes should be clean and coordinated. Placement supervisors feel that your concern for your appearance reflects your attitude toward work.

You have the right to dress as you please at home, but at your placement you have a responsibility to match your appearance to your work environment. Your clothing should not interfere with your safety or your ability to do the job. You should be aware of the importance of personal hygiene. Regular bathing, the use of deodorant and good dental hygiene are strongly recommended. Your hair should be neat.

Punctuality/Attendance

Attendance and punctuality are important in establishing reliability and developing a sense of responsibility. You are expected to be at your placement on time. Allow time for things that go wrong. It is better to be a few minutes early than to be late.

A common complaint of placement supervisors is that some Co-op students leave the job a few minutes early. This is lost time for the placement supervisor. Your placement supervisor expects you to be at the placement every day as outlined on your Work Education Agreement.

The **OCCDSB attendance policy regarding Cooperative Education is as follows:**

- students must attend both classroom component and placement components regularly and punctually;

- if the student is unable to attend or will be late on any day at the placement, the placement supervisor must be contacted before the start of the placement's work day;
- any assignments missed in pre-placement orientation and integration activities must be made up independently;
- students must be in attendance for the minimum of 110 hours per out-of-school credit;
- if a student withdraws from the related course he/she must also withdraw from the Co-op course.

Authorized absences include:

- personal illness or injury - long term illness or injury requires a medical certificate or parental note;
- important family responsibilities, e.g., funeral;
- religious holiday; authorized school events;
- snow days as per individual school policy;

Snow Days

If you are a morning Co-op student and have heard that O.C. Transpo buses are not running, you do not need to go to your Co-op placement. Your safety always comes first. Phone your workplace to notify them of the snow day as soon as they are open. If you are an afternoon Co-op student and a storm occurs by midday, listen for an announcement over the PA. Your safety always comes first.

You must follow the correct procedures for an absence as it is important that your Co-op teacher knows where you are at all times. **Failure to inform your Co-op teacher of your whereabouts could result in your removal from the Cooperative Education Program.**

If you are unable to attend an in school session, you are required to contact your Co-op teacher before the beginning of the school day.

School Phone No: 613-820-9500 Placement Phone No. _____
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Absences Known In Advance

- Advise your Co-op teacher and placement supervisor of expected absence well in advance.
- The day prior to your absence remind your supervisor and teacher that you will not be in the next day.

For All Absences

- Telephone your placement supervisor at the start of the placement workday and give your reason for your absence.
- Telephone the school or your Co-op teacher and leave a message and your reasons for your absence.

Loss of Credit

Your credit in Co-op can be lost due to insufficient hours, skipping work, an overall failing mark or being fired.

Integration/In-school days

- In-school days take place at different times during the year. You are responsible for reminding your employers that you will not be at work on those days.
- Failure to attend the in-school sessions will result in loss of marks and missed work must be completed.

On the Job Procedures

Learn the policies and procedures of your placement and then follow them, e.g., safety procedures, clothing regulations.

All students must demonstrate an understanding of "Safety at the Workplace" prior to going out to placements. Students have a responsibility to work in a safe and responsible fashion. ' All employees have a right to refuse "unsafe" work or to ask for further clarification before undertaking a task.

Policies are there to protect everyone at the placement. Ask, but do not challenge your placement supervisor for an explanation of a policy or procedure if you do not understand it.

Evaluation Procedure:

Please notify the employer a week in advance that an evaluation is due.

It takes time to prepare and go over the evaluation.

Sometimes, employer evaluations are critical of the student. This is to be expected. Remember you are in a learning experience and the employer's job is to give constructive criticism so that you can work on improving your weak areas. The employer and employee should discuss the evaluation in detail. Also remember that there is space on the evaluation form for your comments.

Positive Attitude

To get along on the job, do your work to the best of your ability, and also be:

enthusiastic flexible honest caring

You must **listen carefully to instructions**. Taking notes may help you remember them. If it is an inappropriate time to ask a question that you would like answered, write it down and ask your placement supervisor later. If you don't understand something say so.

Pitch in when work has to be done. If you help someone out when they are busy, they will help you when you need it. Use your initiative.

Keep your personal problems personal. Personal calls should be received at home. Avoid gossip.

Establish and maintain a good business relationship with all fellow workers.

Confidentiality

Confidentiality is required of you. Some placement tasks will result in your having access to personal information about employees, employers' business and/or customers. You must respect the confidential nature of this information and not discuss it with your family and friends.

ADJUSTMENT TO HOURS AT THE PLACEMENT

In order to ensure insurance coverage, if the Co-op Student's core hours are changed, Addendum to workplace hour's form must be signed by all parties.

It is the responsibility of the student to obtain approval and signatures from the Co-op teacher, parent or guardian and the placement supervisor, BEFORE remaining at the placement for any time other than what was initially scheduled on the Work Education Agreement.

❖ YOUR FIRST DAY AT YOUR PLACEMENT

You will find that success comes easily in your Co-op placement if you get off to a good start.

Do not be discouraged if you are initially assigned entry-level tasks as most new employees are. You will be trained to do more as you show that you can handle the simple tasks with enthusiasm.

Your first day at the placement may bring out some nervousness that might cause you to doubt your ability. After several days of interaction at your placement, you will feel more comfortable.

Loyalty is extremely important. Always speak well about your placement to other employees and your friends. If you have any concerns, discuss them with your Co-op teacher.

❖ PARENTS/GUARDIANS

Your parents/guardians are aware that you will be assigned a placement in the community. The Cooperative Education credits you earn will go towards your Ontario Secondary School Diploma.

It is expected that your parents/guardians will offer you support while at your placement by encouraging you to go every day and be on time.

❖ PLACEMENT SUPERVISOR

Your placement supervisor expects you to do the best job that you can possibly do and will assess you accordingly. You are expected to fit into your placement, to follow the policies and procedures of the organization and to be a willing and productive team member.

Your placement supervisor will provide you with a safe and healthy work environment and will teach you the skills and procedures that are necessary to be successful at the placement. An interview will be arranged between you and the placement supervisor before the placement commences.

IMPORTANT- All students must receive trade/industry specific Health & Safety training by the placement supervisor prior to performing tasks. If students have not received adequate instruction, they should refuse the work and ask for clarification.

❖ **CO-WORKERS**

It is important that you get along with your co-workers. Remain neutral with any differences that may arise between employees. Your placement supervisor and Co-op teacher both expect your loyalty and willingness to Cooperate.

In the case that your co-workers assist you when you need help, make sure that you listen carefully, and thank them when they give you their valuable time.

❖ **CO-OP TEACHER**

Report any problems to the Co-op teacher. Keep all paperwork up-to-date and submit it on time. You are also expected to go to your in-school classes at the scheduled times.

The Co-op teacher will assist you with any problem and will provide feedback on your performance at the placement.

❖ **INSURANCE COVERAGE**

Workplace Safety & Insurance Board (WSIB)

Workplace Safety & Insurance Board (WSIB) coverage is paid by the Ministry of Education for students participating in cooperative education programs. Should the student become a part-time or full time employee of the organization, WSIB coverage becomes the responsibility of the employer. The Ottawa-Carleton Catholic School Board and participating organizations are required to complete a Work Education Agreement. The parent, teacher, student and employer must sign this form before the placement begins. Students are not covered by the Workplace Safety & Insurance Board when working as teachers' aides or when travelling to and from the placement.

Liability Insurance

Students and training organizations are insured against a lawsuit arising out of the negligence of the student while performing the duties of the Co-op assignment.

The Board does not cover personal injuries to the student.

Student Accident Insurance

Student Accident Insurance is made available to all Ottawa-Carleton Catholic School Board students. This insurance is optional and is paid for by students and parents. This policy cover some expenses not covered by provincial health care, associated with student accidents and injuries while participating in a

school authorized program such as Cooperative Education. All Cooperative Education students are strongly encouraged to purchase a policy.

IMPORTANT- In the event of an accident, even if first aid and/or medical attention is not required, the employer and student must immediately contact the Co-op teacher who, in turn, will contact and report the accident to Employee Services of Ottawa-Carleton Catholic School Board and the parent/guardian.

PERSONALIZED PLACEMENT LEARNING PLAN (PPLP)

The PPLP outlines the course of study for the placement component and is the basis for assessment and evaluation for the granting of credits. The development of the PPLP is an ongoing process involving the Co-op teacher, the placement supervisor and the student.

The PPLP will be reviewed to ensure that both the needs of the student and the placement are being met.

The Co-op teacher will provide copies of the PPLP to the student and the placement supervisor.

WEEKLY time sheets

The time sheet must be completed every day you are at the placement. This enables the Co-op teacher to determine if the duties outlined on the PPLP are being met and that progressive learning is taking place. Time sheets also confirm your placement hours. It is your responsibility to ensure that:

- Hours are filled in before the supervisor verifies the placement hours
- The time sheet is submitted to your Co-op teacher within the established timelines.

Remember, that if you fail to submit your time sheets, you will not receive credit for the hours logged.

JOURNALS AND ASSIGNMENTS

Journal writing is a required component of all Cooperative Education programs and must be submitted within established timelines.

ASSIGNMENTS

Assignments and integration activities are required components of all Cooperative Education Programs.



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STUDENT SIGNATURE

I have read the Cooperative Education Student Handbook and I understand my responsibilities. I also understand that failure to comply with these responsibilities may result in probationary measures or my removal from the Cooperative Education program. I also consent to have information concerning my performance in a Co-op program shared with my parent(s) guardian(s), Co-op teacher and Co-op supervisor.

Student Signature

Date

PARENT SIGNATURE

I have reviewed this Handbook and I understand my son's/daughter's role in the Cooperative Education Program.

Parent/Guardian Signature

Date

STATEMENT ABOUT IEP

The Personal Placement Learning Plan of a student who has an Individual Education Plan (IEP) must be developed with direct reference to the IEP.

I understand that some of these accommodations on my son / daughter's IEP will need to be shared with the training supervisor.

Parent Signature: _____

Date: _____