

COOPERATIVE EDUCATION 120 COURSE OVERVIEW

Welcome to Co-Op! This course provides an opportunity to integrate classroom learning with actual work place experience. Your participation in this course will allow you to explore both personal and career opportunities, learn about the world of work and its opportunities, and develop the skills and habits necessary for success in the workplace and in life. The Co-Op experience will prepare you for the transition from school to post-secondary education and/or work. This will be an extremely rewarding experience and will require commitment on your part in both the learning opportunities in the classroom as well as dedication to your work placement.

Course Outcomes

Upon completion of this course, students will be able to:

- Develop an effective resume and cover letter
- Demonstrate effective interview skills
- Present a formal presentation
- Demonstrate an awareness of workplace safety rights and responsibilities
- Use labor market information to identify available career prospects
- Demonstrate an awareness of employee rights and responsibilities under the Labor Standards Act, Collective Agreements and Human Rights Legislation
- Develop an awareness of the habits necessary for success in the workplace including the areas of teamwork, reliability, organization, initiative, communication, and self-advocacy.

In addition to the course outcomes students will become aware of and start developing good work habits including: working safely, teamwork, reliability, organization, and self-advocacy.

EVALUATION	Value
Class Mark / Attendance & Participation	10
Assignments	20
Weekly Logs and Journals	20
Workplace Evaluations	40
Final Project	10
TOTAL	100%

Mr. Morgan
CMHS Coop Coordinator

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Important Note about Attendance:

Students will be expected to arrive at their work placements on time and prepared to work each day. **In the event that a student is ill, they are required to contact both the workplace AND Mr. Morgan at the school, prior to 8:30 am.** If this procedure is not followed, the student will lose 5% of their final mark for each instance. If such an event were to be repeated, the work placement could be terminated and depending upon the circumstances, credits for the course will not be received.

Reporting to Work/Class:

You will be given a calendar that outlines the dates you will be required to return to the classroom for an opportunity for reflection. The calendar will also outline specific deadlines for assignments. You are expected to monitor this schedule closely to ensure you are prepared for all classes. Appointments are to be scheduled outside your co-op day and I will require notes from home for any absences.

Please detach here and return to me _____

I _____ have read and understood the course expectations.
(Please print your name)

Signatures

Dated: _____

Student _____

Parent/Guardian _____