

COOPERATIVE EDUCATION

COP 3X2/COP 4X2

COP 3X4/COP 4X4

UNITS OF STUDY	ASSESSMENTS	EVALUATION
PREPLACEMENT (2-3 weeks)	Application Resume Covering Letters Interviewing Safety Harassment in the Workplace Workplace Violence Conflict Confidentiality Journal Writing Ontario Skills Passport Management Skills Employment Standards Act Unions Portfolio Development	<p>20 % ASSIGNMENT</p> <ul style="list-style-type: none"> • Produce Resume • Produce Covering Letter • Mock Interview • Safety Quiz • Safety Certification • Scenarios • Practice Reflective Journals • Letter writing • Portfolio Preparation • Discussion – guest speakers • Harassment Declaration
INTEGRATION SESSION 1	Journal Review Duties Assignment Bring & Brag – Career Opt	
INTEGRATION SESSION 2	Transferable Skills Ass't	
INTEGRATION SESSION 3	Career Fair	
INTEGRATION SESSION 4	Thank you Letters Poster Update Resume Portfolio Preparation	
REFLECTIVE JOURNAL WRITING (3 days)	WEEKLY JOURNALS 1-18	30% Reflective Writing
MID TERM EMPLOYER EVALUATION	Transferable & Job Specific Skills Assessment	20% Assessment Document
FINAL EMPLOYER EVALUATION		
CULMINATING ACTIVITIES (3 weeks)	Career Fair Evaluation Oral Exam: Portfolio Share Placement Reflection	30% <ul style="list-style-type: none"> • Career Fair • Portfolio Development • Placement Reflections • Placement Observation