

Cooperative Education Course Outline

Description

Cooperative education is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a workplace to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or a locally developed course.

Ministry Guidelines

Cooperative Education and Other Forms of Experiential Learning

There are three parts to your cooperative education course:

1. Pre-placement Orientation

- Self-assessment skills and Job Readiness
- Resumes
- Job Applications
- Covering Letters
- Communicating interest in a workplace opportunity
- Interviewing Tips and Role Playing
- Attitude
- Confidentiality and Work Ethics
- Conflict in the workplace
- Workplace Safety and Safety
- Workplace Abuse and Harassment
- Teamwork
- Employment Standards Act and the Human Rights Act
- The History and Role of Labour Unions
- Development of a Personalized Placement Learning Plan

2. In-School Sessions

- Relate the placement experience to the related course
- Reflect on and analyze your placement experience
- Reinforce the job skills theory acquired in the classroom

In-School Sessions (continued)

- Access career information
- Understand labour market trends and the future of the workplace
- Understand issues in human rights, discrimination and harassment
- Produce an effective exit resume and thank you letter
- Obtain letters of reference
- Present the highlights of your placement at the CSS Career Fair

3. Placement

- Develop skills and knowledge in an actual workplace environment

Teaching Methods

- Guest speakers
- Videos
- Assignments
- Role Playing

What you will need

- A separate Co-op binder, pens, pencils and paper
- A CSS computer access account
- Money on your print account

Evaluation

70% Course Summative Evaluations

- Preplacement and In-school Assignments and Test 20%
- Logs and Journals – 30%
- Placement Performance 20%

30% Course Culminating Activities

- Reflective Report, Thank you letter Poster and Portfolio
- Career Board and Presentation of your board at the Career Fair

Achievement Categories

- 1. Preplacement & In-school Work** – Knowledge/Understanding 35%
Thinking/Inquiry 25%, Communication 20%, Application 20%
- 2. Logs and Journals** – Knowledge/Understanding 25%,
Thinking/Inquiry 20%, Communication 45%, Application 10%
- 3. Placement Performance** – weighting will vary depending upon the placement duties, with emphasis on Application.
- 4. Culminating Activities** - Knowledge/Understanding 20%,
Thinking/Inquiry 40%, Communication 20%, Application 20%

Expectations

- All logs, journals and assignments must be completed to be eligible for your Cooperative Education credits. All logs, journals and assignments are to be handed in on the due dates.
- Attendance is mandatory for all pre-placement and in-school sessions. If you must miss a class for a legitimate reason, please see your teacher outside of class time to determine how you can make up the time.
- If you must be absent from your placement, please contact your employer and your teacher. A reason for the absence must be given.
- Complete all of the assignments to the best of your ability and ask for help when needed.
- Take notes during in-class lectures and guest speaker presentations. There will be a written test at the end of the pre-placement sessions and you will need this information to prepare for the test.