

Summer Co-operative Education Program – Summer 2021

Please note: Our ability to follow through and run this program will depend on any directives from the Ministry of Education or Ministry of Health that we must follow. We know that there will be limited placements for summer and the potential for co-op in some sectors may not be an option for Summer 2021. Please keep in mind that both this program or individual placements have the potential to be cancelled at any point based on emergency measures, however, in the event a placement is terminated due to COVID19, the student can continue completing the course online with additional assignments instead of placement hours.

Who is eligible to enroll?

All current grade 11 and 12 LKDSB students.

What is the priority of acceptance? Due to the limited capacity in the summer co-op program, spots will be prioritized and allocated in the following manner:

1. Those grade 11 or 12 age students who require credits to get back on track for graduation. Students must have a placement arranged already.
2. SHSM College/University bound students entering Grade 12 whose regular timetable cannot accommodate a two-period co-operative education placement; or, a graduate who is not returning but still needs two co-op credits to complete the SHSM requirements.
3. All other senior LKDSB students wishing to obtain co-op credits during the summer months

How to apply?

- Complete the application form and return it to your Student Services Department by **June 11th**.
- The Student Services Department will submit the completed applications for all school-approved applicants to the LKDSB Summer Co-op Coordinator.

How does the program work?

- If the student is part of the SHSM program, the placement must be related to the SHSM sector in which the student is enrolled.
- **SHSM students who are unable to obtain safe placements due to COVID19 may take Virtual Co-op, a two-credit online program, using the course code DCO30 if possible. Links to the sector will take the form of certifications, guest speakers and virtual exploration.**
- All other students must have arranged their own placement that can be reviewed and approved by the Co-operative Education Teacher. The Employer must be on board and accepting of having teachers monitor the student at the placement. **Please note: Students wishing to participate in the LKDSB Summer Co-op Program have the sole responsibility of finding and arranging their own summer co-op placements.**
- Students must complete the application and be approved by their school.
- Students will use Brightspace, myBlueprint, MTEL and other online forums to complete mandatory preplacement activities. Teachers will contact students the week of June 21st to begin. Pre-placement will begin mid-June online and must be completed by Friday July 2nd. Pre-placement takes approximately 25 hours.
- Students in 2 credits should complete 180 or more hours of work and 1 credit should complete 90 or more hours of work at their co-op placement between July 5th and August 13th, 2021. Students must complete weekly logs and assignments as part of the program.
- All employer supervisors must agree to monitoring visits and evaluations for the placement to be valid.
- The student is responsible for their own transportation to their summer placement.
- **In the event a placement is terminated due to COVID19, the student can continue completing the course online with additional assignments instead of placement hours.**

SUMMER CO-OPERATIVE EDUCATION PROGRAM

STUDENT APPLICATION FORM

PERSONAL DATA

Last Name: _____ First Name: _____

Home School: _____ OEN: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Date of Birth: _____ E-Mail Address: _____

Parent / Guardian Name: _____

Phone: _____ E-Mail Address: _____

Do you have an IEP? Yes No

CO-OPERATIVE EDUCATION PLACEMENT INFORMATION:

My placement is at _____

Is this a paid job? Yes No

If applicable, which SHSM Sector are you enrolled in: _____

I am an SHSM student with no placement and would like to apply for Virtual Co-op.

Teacher References: 1. _____ Subject: _____

*Teacher must have
taught you within
the past two years.*

2. _____ Subject: _____

ATTENDANCE

How many days of school did you miss?

First Semester _____ Second Semester _____

How many times have you been late this school year? _____

FUTURE PLANS

I plan to attend _____

Career Plan: _____

WORK EXPERIENCE

Do you have a job now? Yes No

If yes, type of work: _____

Other work experience: _____

TRANSPORTATION

Transportation to and from the co-op placement is the responsibility of the student. Could transportation to and from the placement be a problem? Yes No

RISK MANAGEMENT POLICIES: VEHICLES (4.2.6 Students / Parents)

The risk management policy with respect to the driving of owned or non-owned vehicles to or from the training station, as well as during the cooperative education experience, is outlined as it pertains to students/parents.

1. Transportation to and from the placement is the student's responsibility.
 2. Consideration for assistance in the area of transportation should be directed to the teacher monitor.
 3. The insurer of the vehicle must respond to any insurance claim.
 4. Students who choose to drive personal/family vehicles are under no obligation to transport fellow co-operative education students to their placements.
 5. Students have been instructed by the teacher monitor not to operate personal/family vehicles to conduct company business.
 6. Students have been instructed by the teacher monitor not to operate non-owned vehicle, i.e., a company vehicle, unless it is recorded on the student's Co-operative Education Learning Plan.
 7. If a student must operate a non-owned vehicle while on a Co-operative Education placement, then this must be documented on the student's Co-operative Education Learning Plan by the teacher monitor and authorized by the training station supervisor. The primary insurer is the training station's insurer.
 8. If operating a non-owned vehicle is part of the co-op placement, the teacher monitor will ascertain that the student has the appropriate classification of driver's license.
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PROGRAM KNOWLEDGE

Are you and your parents/guardians aware of the nature of this program: the length, the commitment required? Yes No

It is to be understood that completion of this application does not mean acceptance in the program. It will be used to help determine the most suitable candidates. The school board, in conjunction with the Co-operative Education Teacher, has final determination on placement.

STUDENT/PARENT/GUARDIAN

Personal information on this form is collected under the authority of the Education Act and will be used to determine eligibility for acceptance in the Summer Co-operative Education Program.

- I hereby certify that I wish to be considered for entry into the Summer Co-operative Education Program.

Signature of Student: _____

Date: _____

- I hereby give my approval for _____ to apply for admission into the Lambton Kent District School Board Summer Co-operative Education Program.

Signature of Parent/Guardian: _____

Email for Parent: _____

Date: _____

OFFICE USE: Forms completed and forwarded to the Co-operative Education Coordinator will be considered as official referral to the Summer Co-operative Education Program.

Please attach a Grad Summary and any additional information that is relevant to this application and forward to Susi Dupuis at the CREC.

The school Guidance Department and/or Student Success Team has reviewed the student records and recommends that the student be approved for this program.

Authorized Signature: _____

Date: _____