

## **Summer Co-operative Education Program – Summer 2024**

### **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. Grade 11 or 12 age students who require credits to get back on track for graduation.
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 14<sup>th</sup>**.
- 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?**

- Students are responsible for arranging their own placement, which will be reviewed and approved by the Co-operative Education Teacher. The Employer must be agreeable to having teachers monitor the student at the placement.
- All employer supervisors must agree to teacher monitoring visits and evaluations for the placement.
- Students must complete the application and have it approved by the home school.
- Students will use Brightspace, myBlueprint, MTEL and other online forums to complete mandatory preplacement activities. Teachers will contact students the week of June 17<sup>th</sup>. Pre-placement will begin mid-June online and must be completed by Thursday, June 27<sup>th</sup>. Pre-placement activities take approximately 25 hours.
- Students in 2 credits will complete 180 or more hours of work and 1 credit will complete 90 or more hours of work at their co-op placement between July 2<sup>th</sup> and August 9<sup>th</sup>. Students must complete weekly logs and assignments as part of the program.
- Students are responsible for their own transportation to their summer placements.
- Students are encouraged to complete their WHMIS and WHSA (Worker Health and Safety Awareness) training early to maximize their time at their placement. See the last page of this document for more information how to access the training.

# 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: \_\_\_\_\_

If applicable, which OYAP Classification title (e.g. welder, plumber) could you be considered for. See [Trades information - Skilled Trades Ontario](#) for examples: \_\_\_\_\_

### 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. Does the student have a reliable means of transportation to the co-op placement?  Yes  No

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### **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: \_\_\_\_\_

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**To be completed by the student's home school:** 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 Lindsay Reynen.

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

Final marks will be available in Aspen on Friday, August 9. Please indicate if the student is a college graduate and requires the final mark to be submitted to OCAS.  Yes  No  
If yes, the final mark will be provided to the home school guidance C.L. on August 7.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Summer Co-op Training

When the certificate is generated make sure to take a screenshot or email it to yourself! You will need to share this with your co-op teacher.

#1 WHMIS <https://aixsafety.com/>

Click on the Launch button below to start the WHMIS training.



#2 WHSA <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>

Worker Health and Safety Awareness in 4 Steps

