

# COURSE STATEMENT

## LAMBTON CENTRAL COLLEGIATE AND VOCATIONAL INSTITUTE

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Welcome to Co-operative Education. This is a summary sheet for parents and students which outlines our course evaluation and expectations.

**TEACHERS:** K.Love, N. Gould, C. Edgar

**Course Name:** Co-operative Education

**Course Code:** A Co-operative Education course must be based on a related course (or courses) from an Ontario curriculum policy document or a ministry-approved locally developed course, in which the student is currently enrolled or he/she has successfully completed.

**Credit Value:** 2 credits (1/2 day co-op)  
4 credits (full day co-op)

**Ministry Document:** The Ontario Curriculum, Co-operative Education, 2018.

**Development Date:** 2018

### **Mission Statement:**

Teachers at LCCVI are dedicated to providing the following:

- ✓ access for all students
- ✓ a safe learning environment
- ✓ quality educational opportunities
- ✓ high professional standards.

### **Course Description:**

Co-operative Education is a form of experiential learning that can assist all students in making career decisions as well as developing the knowledge, skills, and attitudes that are essential in today's society. A Co-operative Education course consists of a classroom component, comprising of pre-placement and integration activities, and a placement component. Students earn Co-operative Education credits by developing and following a student cooperative education learning plan. Placements should provide students with challenging opportunities to apply and extend knowledge, practice and refine the skills acquired in the related course, and to demonstrate achievement of placement expectations that reflect current workplace practices and standards. The Co-operative Education program is designed to suit the student's strengths, interests, and needs, and to enhance the student's preparation for the future.

## **Overall Curriculum Expectations:**

Refer to the Ministry of Education document entitled “Co-operative Education” which is available in the main office, from your teacher, or on the Ministry of Education website (<http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html>)

## **Course Content Outline:**

Preparing and Planning for the Experience  
Health and Safety, and Well Being  
The Learning Plan  
Skills for the Future  
Workplace Practicum

## **Assessment and Evaluation Strategies**

The breakdown of your mark for each area of study and the culminating activity will be based on your level of achievement.

## **Culminating Task – 30%**

There will be a **Culminating Activity** at the end of the term worth **30%** of your mark. The activity will include career research in the area of your placement and presentation of this material, and will reflect the weighting of the four achievement categories of knowledge and skills as outlined below.

## **Term Work - 70%**

There are four achievement categories of knowledge and skills that encompass all the curriculum expectations in the Ontario Curriculum Co-operative Education course. The four categories and their value for the term are as follows:

1. **Knowledge/Understanding**                      **20% (of term)**
  - Includes understanding of concepts, word processing; knowledge of facts and terms; understanding of issues relating to human rights, discrimination, harassment, and career information.
2. **Thinking/Inquiry**                                      **20% (of term)**
  - Includes application of the skills and strategies of career inquiry; application of technical skills and procedures; use of tools, equipment and materials; application of health and safety rules and practices.
3. **Communication**                                      **25% (of term)**
  - Includes communication of information and ideas; use of career terminology; communication for different audiences and purposes; use of various forms of communication including logs, learning plan, and journals.
4. **Making Connections**                                      **35% (of term)**
  - Includes understanding connections between related course and workplace experience; demonstrating an understanding of personal skills and interests and how they contribute to success; demonstrating an understanding of work ethics and responsible use of workplace equipment.

**You will be given numerous and varied opportunities to demonstrate your level of achievement of expectations in the four categories.**

## **How the Course Incorporates Considerations for Program Planning:**

- **Special Education Needs**
- **English Language Learners**
- **Environmental Education**
- **Healthy Relationships**
- **Equity and Inclusive Education**
- **Financial Literacy**
- **Literacy, Inquiry, and Numeracy**
- **Role of Information and Communications Technology**
- **Ethics in the Co-operative Education Program**

For information regarding these topics, please refer to the Ministry of Education document entitled “The Ontario Curriculum, Co-operative Education” which is available in the main office, from your teacher, or on the Ministry of Education website (<http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html>)

**Learning Skills**

Provincial Report Cards will be marked with each student’s performance in the five Learning Skills areas. A letter grade will be given for the following:

- |                               |                                |
|-------------------------------|--------------------------------|
| 1. <b>Works Independently</b> | 4. <b>Work Habits/Homework</b> |
| 2. <b>Teamwork</b>            | 5. <b>Initiative</b>           |
| 3. <b>Organization</b>        |                                |

These Learning Skills will be marked regularly by your teacher. They are an important statistic to understand how well students perform in the class and workplace. For each of the Learning Skills one of the following achievement letters will be given:

**E = Excellent    G = Good    S = Satisfactory    N = Needs Improvement**

**Please Note:**

**Students may be removed from the Co-operative Education program and credits will not be granted if the students...**

- **are persistently late/absent/truant from their training station**
- **breach confidentiality as it pertains to their training station**
- **engage in activities contravening safe working conditions and/or the Health and Safety Act as it pertains to their training station**
- **are dismissed from their training station due to actions deemed inappropriate by their training supervisors and/or the teacher advisors.**

**REMIND – Remind is a free service that allows the co-op dept. to send quick messages via text, push notifications, or email to everyone involved with the class. We’ll be able to stay in touch without revealing our personal contact information. Students are expected to sign up with REMIND either through text messaging, the app, or email.**

**Please sign and return this to your teacher by \_\_\_\_\_ . Should you have any questions or concerns, please contact the teacher at 882-1910.**

<b>I have read and understand the handout on course expectations and evaluation policies. I also understand that REMIND will be used as a means of communication in this course.</b>	
Student Signature: _____	Parent/Guardian Signature: _____
Date: _____	Date: _____