

SCHOOL TO CAREER: COOPERATIVE EDUCATION

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WHAT YOU NEED TO KNOW

What is Cooperative Education?

Cooperative Education is a unique educational process designed to promote skill development, individual career development and self-awareness by integrating classroom learning with planned and supervised practical experiences in a community placement.

Basic Principle of Cooperative Education

The basic principle of Cooperative Education is that personal growth and career development are best achieved by an educational method which combines classroom learning with practical experiences. Learning does not confine itself to academic mastery. A student's attitude, interests, values, needs and motives depend equally upon practical experience and traditional academic learning. Cooperative Education provides realistic and relevant experiences that develop the whole person because it bridges the gap between classroom study and what a student needs to know to become a productive member of society.

Goals of Cooperative Education

- To better prepare students for careers.
- To assist students to better understand classroom learning through practical application in real life situations.
- To develop in students an understanding of employers' expectations in real job situations.
- To increase student motivation.
- To assist students in developing appropriate plans for post-secondary employment and/or education.
- To develop in each student a positive self-image.
- To assist students in developing, reinforcing and/or expanding marketable skills.
- To assist students to better understand and appreciate the world of work.
- To help students discover their true interests and abilities and test their aptitudes.

How Does Coop Work?

Coop courses are designed so that students spend half-days in a subject-related work placement for one entire semester. (Full day coops can be arranged in grade 12.)

Students ***must have*** successfully completed, or be enrolled in, an in-school credit course related to the Cooperative Education placement. Some classroom sessions are scheduled throughout the semester for de-briefing purposes.

WHAT ARE THE GENERAL CRITERIA AND FEATURES FOR ALL COOP CREDIT COURSES?

- Students are usually not paid while on the job during regular school time. Students earn credits for the education experience.
- Generally, students are responsible for their own transportation to and from the workplace.
- Coop teachers regularly monitor the students at the work site.
- Student placements for Coop courses are selected before the program begins by Coop teachers knowledgeable in the subject field. Individual Learning Plans are developed to ensure that a meaningful experience occurs at the work site.
- Students on Coop are required to spend 3 hours per day (6 hours for full day coop) on the job. Generally, students are not required to go to their work stations during school holidays or examination periods.
- Accident and liability insurance is carried by the Board of Education for students participating in Cooperative Education programs. Coop students are covered by Workers' Compensation during the period they are on Coop . The employer is responsible for Workers' Compensation coverage for time worked beyond the agreed Cooperative Education hours.

HOW DO YOU APPLY?

The course selection procedure requires the following:

- **Complete the option sheet on-line and for your course options choose: GWL30C**

- Obtain, complete and return the Cooperative Education Application Form to the Coop Office or a Coop Teacher
- Participate in a structured interview with the Coop teacher following course selection. You will be notified of your acceptance (or conditional acceptance).
- Complete health tests and/or Criminal Reference Checks if required by the particular placement.

Your specific Coop course will be assigned after your interview and job placement.

Note: The offering of any particular course is subject to the availability of work placements, sufficient enrolment, staffing and the development of a suitable timetable.

Registration is through an application process. Speak to your Guidance and Coop Departments.

HOW ARE STUDENTS SELECTED?

Students participating in Coop courses are screened by Coop teachers and then by employers prior to final placement. The screening involves an application, resume and interviews and requires students to secure references from former teachers. It also helps to ensure that the students are matched to the appropriate Coop program.

DUAL CREDITS

The Dual Credit program provides an opportunity for senior students to attend college to take courses in selected career areas in the College or Apprenticeship Pathway. These certificate, diploma or level one apprenticeship programs count on both the secondary school and college transcript. They provide new and varied learning opportunities by exposing students to the college setting, culture and expectations. Upper Grand DSB is partnered with three colleges through the School College Work Initiative, a consortium that covers all costs for students to participate.

Dual Credit programs are packaged with two credits in co-operative education and are taught in semester two, where the co-op placement hours are scheduled around the dual credit instruction hours.

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STUDENT SUCCESS COOP PROGRAMS

GLD20C

DISCOVERING THE WORKPLACE, GRADE 10

This course provides students with opportunities to discover and develop the workplace Essential Skills and work habits required to be successfully employed. Students will develop an understanding of work through practical hands-on experiences in the school and in the community, using real workplace materials. They investigate occupations of interest through experiential opportunities (i.e.: worksite visits, hearing guest speakers, job shadowing, work experience, simulations, and entrepreneurial projects). This course helps students make plans for continued learning and work.

Prerequisite: None

Enrolment in this course is determined by the Student Success teacher and the Guidance Department.

GWL30C

DESIGNING YOUR FUTURE COOP, GRADE 11

This course prepares students to make successful transitions to post-secondary work and education or training. Students will explore the realities and opportunities of modern workplaces, while refining their employability skills and learning how to manage their careers. Students will target appropriate post-secondary education or training options and begin to implement an action plan for post-secondary success by returning to a classroom setting one day a week.

Enrolment in this course is determined by the Student Success teacher and the Guidance Department.

GLN40C

NAVIGATING THE WORKPLACE CO-OP, GRADE 12

This course provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will explore occupations and careers of interest through participation in real workplace experiences (e.g. information interviews, work experiences). They will make plans for continued learning and work, work with others to design learning experiences, and investigate the resources and support required.

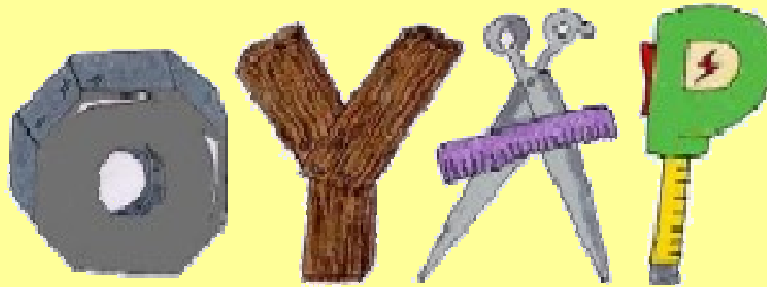
Prerequisite: None

Enrolment in this course is determined by the Student Success teacher and the Guidance Department.

SCHOOL TO CAREER: COOPERATIVE EDUCATION OYAP

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ONTARIO YOUTH APPRENTICESHIP PROGRAM-OYAP



Are You Considering a Career in the Skilled Trades? If so, Consider OYAP!

The Ontario Youth Apprenticeship Program (OYAP) is a specialized Coop Program for those students interested in Apprenticeship Training. This program allows senior students to complete Coop credits toward their Ontario Secondary School Diploma (OSSD) and earn hours towards an apprenticeship in transportation.

How Will OYAP Benefit You?

OYAP will enable you to:

- Focus your educational courses on your desired apprenticeship.
- Strengthen your skills and expand your knowledge related to your chosen trade.
- Accumulate a substantial number of hours towards the apprenticeship requirements of your chosen trade.
- Earn a wage, in some cases, while still receiving credits towards your OSSD.

Students interested in the OYAP Program must . . .

- Be enrolled as a full-time student
- Demonstrate competency in the trade-related subject(s)
- Plan your educational courses very carefully to ensure that all graduation requirements are met and preparation is adequate for the desired apprenticeship
- Demonstrate a serious attitude and commitment to your apprenticeship goal.

How to Apply?

Students interested in OYAP must ***complete the option sheet on line and contact the appropriate subject based teacher to follow up and for confirmation.***

Note: A student’s acceptance into the OYAP program does NOT guarantee that a student will be “registered” as an apprentice.

SAMPLE PATHWAY FOR AN OYAP STUDENT: AUTO SERVICE TECHNICIAN

Grade 11 Suggested Courses:

- Transportation Technology
- Mathematics
- English
- 2 Coop Credits (Work Placement) tied to Transportation Technology
- Choose 2 other courses as electives (Physics is recommended)

Grade 12 Suggested Courses:

- Transportation Technology
- Mathematics
- English
- 2 Coop Credits (Work Placement) tied to Manufacturing Technology
- Choose 2 additional Coop credits or 2 electives

NOTE: The apprenticeship will continue after graduation subject to employer satisfaction.

**You can begin OYAP in over 100 different apprenticeable trades.
Below are just some of your options:**

Construction	Industrial	Motive Power	Service
<ul style="list-style-type: none"> • Electrician • Construction • Domestic & Rural • Hoisting Engineer • Mobile Crane Operator • Plumber • Refrigeration & Air Conditioning • Residential Air Conditioning Systems • Mechanic • Sheet Metal Worker • Steam Fitter • Water Meter Installer 	<ul style="list-style-type: none"> • Aircraft Maintenance Engineer • Bearings Mechanic • Blacksmith • Cabinetmaker • Composite Structures Technician • Die Designer (CQ Required) • Draftsperson • Mechanical • Plastic Mould Design • Tool & Die Design • Electric Motor Systems 	<ul style="list-style-type: none"> • Auto Body & Collision Damage • Automotive Electronic • Accessory Technician • Automotive Service Technician • Motorcycle Technician • Transmission Technician • Truck & Coach Technician • Truck Trailer Service Technician 	<ul style="list-style-type: none"> • Baker • Baker/Patissier • Chef • Child & Youth Worker • Cook - Assistant - Br. 1 • Developmental Services Worker • Early Childhood Educator • Educational Assistant • Gemsetter/Goldsmith • Hardware, Lumber and Building Materials

COOPERATIVE EDUCATION

SUBJECT AREAS AND POSSIBLE PLACEMENTS

These pages give you the subject and possible placements for Cooperative Education.

You need to contact the subject teacher or Mr. Lewis in the Coop Office to get the exact course codes, as well as more information about Coop.

Subject Area	Types of Placements / Jobs
ART CONTACT: MS. DICICCO	
Grade 11 Art	Elementary School, Gallery, Pottery Studio, Art Store, Art Studio
Grade 12 Art	Graphics Studio, Photography Businesses, Printing Companies, Promotion and Advertising Departments
BUSINESS CONTACT: MR. LEWIS	
Accounting	Banks, Accounting Department or Company
Marketing	Marketing Department, Advertising, Community Organizations, Market Research, Customer Service, Events Coordinator.
Information Technology	Office (Software Applications), Computer Lab, Teaching Assistant, Technical Editor, PC/LAN Support
Business Leadership	HR Department
COMPUTER SCIENCE CONTACT: MR. HOULT	
Computer Engineering	PC/LAN Support, IT Department in Companies, Computer Lab
Computer Programming	Software Development, Web Development/Publishing
ENVIRONMENTAL SCIENCE CONTACT: MR. LEWIS	
Science	
Geography	Nature Center, Waste Management, Conservation Areas, Surveying
Outdoor Ed.	
FAMILY STUDIES CONTACT: MS. WAGNER	
Parenting	Teaching Assistant, Child Care Assistant, In-School Mentor
Food Science	Food Preparation Assistant—Chef, Catering, Bakery, Hospitality Services
Fashion	Fashion Retail, Garment Production Assistant
Living Spaces	Interior Decorator Assistant

COOPERATIVE EDUCATION COURSE CODES

Subject Area		Types of Placements / Jobs
STUDENT SUCCESS		CONTACT: MR. LEWIS
Discovering the Workplace	<i>NOTE: Enrolment in this course is determined by the Student Success Teacher and the Guidance Department.</i>	
Navigating the Workplace	Retail, Office, Restaurant, Military, Teaching Assistant, Horse Barn, Vet Clinic, Hotel, Big Brothers, Hair Salon, Aesthetics, Security, Seniors' Home, Museum, Hospitality etc.	
PHYSICAL EDUCATION		CONTACT: MR. LEWIS
Health and Wellness	Health Assistant, Fitness Instructor	
Education	Teaching Assistant	
SCIENCE		CONTACT: MR. LEWIS
Biology	Human & Animal Health Care—Hospital, Vet Clinic, Physiotherapy, Hospital, U of G etc.	
Chemistry	Labs, Pharmacy, U of G, Hospital etc.	
General	Vet Clinic, Teaching Assistant, Lab, Nursing, Research and Development	
Physics	Optometry, Engineering, Hospital, Lab	
TECHNOLOGICAL STUDIES		CONTACT: MR. HOULT
Communications Technology	Video Production, Photography, Graphic Arts, Sign-Making, Web Page Maintenance and Design	
Computer Technology	PC/LAN Support, IT Department in Companies, Computer Lab	
Construction Technology	Construction Trades, Electrician, Carpentry, Plumbing, HVAC, Cabinet Making, Drywall Assistant, Maintenance, Stone Mason	
Technological Design	Drafting,—Architecture Firm, Engineering	
Manufacturing	Welding, Machining, Tool and Die, Steel Fabrication, Millwright Assistant, Maintenance	
Transportation Technology	Auto Service, Auto Body, Heavy Equipment Repair, Small Engines	
OTHER (Subject-Specific Coop courses can be offered in any area)		CONTACT: MR. LEWIS
Drama	Teaching Assistant, Theater Group	
English	Journalism, Teaching Assistant, Technical Writing, Production	
French	Teaching Assistant	
Geography	Surveying, Resource Management, Travel Agency	
History	Teaching Assistant, Museum	
Mathematics	Financial Institutions, Teaching Assistant	
Music	Teaching, Retail, Recording Studio	