

**M.F. McHugh / Youville Centre**  
**Co-operative Education Department**  
Course Outline

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**Course Title:** Co-operative Education  
**Course Code:** Dependent upon curriculum link  
**Prerequisite:** None

**Grade Level:** 10, 11, 12  
**Credit Value:** 2

**Teacher:** Wendy Ronberg

**Course Description:**

“A student’s Co-operative Education program comprises a Co-operative Education course and the related curriculum course (or courses) or Ministry-approved locally developed course on which the Co-operative Education course must be based.” Co-operative Education placement courses include a classroom component, comprising pre-placement and integration activities, and a placement component. (Co-operative Education and Other Forms of Experiential Learning. Policies and Procedures for Ontario Secondary Schools, 2000).

**Key Areas of Learning**

**Job Readiness**

- Create effective resumes, cover letters, and thank you letters for the work search process, using word processing software and appropriate vocabulary and conventions.
- Identify common interview questions and demonstrate the ability to respond appropriately and effectively.

**Rights and Responsibilities**

- Placement-specific workplace health and safety considerations
- Issues relating to confidentiality and the right to privacy, as outlined in the Freedom of Information and Protection of Privacy Act.
- Work Ethics and the responsible use of Information Technology
- The individual’s rights to function in a climate free from abuse and harassment
- Relevant sections of the Employment Standards Act and the Human Rights Act

**Health and Safety**

- Demonstrate an understanding of workplace health and safety rules, including placement specific health and safety considerations and the procedures for reporting accidents.
- Demonstrate an understanding of the need for personal protective equipment, including goggles, gloves, boots and aprons.

**Reflective Learning**

- Reflect on and analyze their placement experiences.
- Relate the placement experience both to curriculum expectations of the related course and to the expectations related to cooperative education.

**Workplace Opportunities and Challenges**

- Demonstrate the ability to access related career information.
- Demonstrate an understanding of labour market trends and of the nature of the workplace in the future.

**Teaching Strategies**

Guest Speakers, Employer-Student-Teacher Conferencing, Assignments, Small Group Work, Investigative Research, Brainstorming, Discussion/Reflection, Oral Presentations, Multimedia Presentations

**Assessment and Evaluation Strategies and Tools**

Rubrics, Marking Schemes, Checklists, Anecdotal Comments, Rating Scales

<b><u>Evaluation Summary</u></b>	<b>Weight</b>
<b>Category</b>	
<b>Knowledge/Understanding</b> <ul style="list-style-type: none"> <li>Demonstrating knowledge of subject content and the comprehension of its meaning and significance</li> <li>Pre-Placement: Resume, Cover Letter, Follow Up letter, Safety assignment...</li> </ul>	10 out of 70%
<b>Thinking/Inquiry</b> <ul style="list-style-type: none"> <li>Demonstrating critical and creative thinking skills and inquiry skills by asking questions and solving problems.</li> <li>Reflection Activities, Career-related activities, PPLP Expectations</li> </ul>	10 out of 70%
<b>Communication</b> <ul style="list-style-type: none"> <li>Communicating information, ideas and experiences orally, written and visually with the teacher and the supervisor.</li> <li>Logs, Reflection Activities, Resume, Cover Letter, Thank You Letter, Application Forms, Career-Related Activities, Employer-Student-Teacher Conference, Oral Presentations, PPLP Expectations</li> </ul>	10 out of 70%
<b>Application</b> <ul style="list-style-type: none"> <li>Developing the knowledge and refining the skills described in the curriculum expectations of the related course and the placement activities.</li> <li>Reflection sessions, Wednesday meetings, PPLP Expectations</li> </ul>	10 out of 70%
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<b>Employer Evaluation (PPLP)</b>	30 out of 70%
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<b>Summative Evaluation</b>	30%
15% Working Portfolio      15% Career Poster and Power Point Presentation	
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TOTAL 100%	

The following *five learning skills* must be evaluated in the classroom and placement component of the co-op program:

- Works independently
- Team work
- Organization
- Work Habits
- Initiative