



## Step 1

Select the Co-Op course (COP4XC) when you are choosing your courses for next year. Remember, that our Co-Op course is 4 potential credits if you are successful. Speak to a counsellor if you need more information.

## Step 2

The semester **BEFORE** you begin Co-Op, come to the Student Services Office and meet with Mrs. Del Maschio or Mr. Hallman. We will discuss our Co-Op program and answer any questions you might have. At this session you will also indicate what career field you are hoping to work in for your Co-Op experience. Certain placements require you to apply in advance so it is important to speak to these teachers before the semester begins.

## Step 3

When your semester begins, you will attend Co-Op classes at Glenforest for four weeks. Here you will learn things like health and safety at the workplace, interview and resume skills, employees' rights, and many other work related topics. Attendance is very important for our classroom component (and also when working at your placement) in order to succeed in this program.

## Step 4

During your 4 week in-school component, we will arrange an interview for you at a workplace. You will dress up nicely, and be prepared with a resume and a Co-Op information package for the employer. If you are successful, you will begin work there at the end of the 4 weeks. If you are not successful, then we will book another interview for you at a later date.

## Step 5

Go to work at your placement. Typically you will work seven hours a day, five days a week. Every 2-3 weeks we will have in-school days at Glenforest where you will be back at school in the classroom discussing and reflecting on your placements. Your Co-Op teacher will also be visiting you regularly at the workplace throughout your placement. Your major assignment during this time will be to prepare your display board for the Co-Op Fair.

## Step 6

After completing your last day at work, we have a final in-school day at the end of the semester. At this point you will submit your final portfolio assignment. Congratulations, you have now successfully completed the Co-Op program!

# CO-OP @ GLENFOREST

SPEAK TO MRS. DEL MASCHIO OR MR. HALLMAN FOR MORE INFORMATION

## CO-OP—YOUR PATHWAY TO THE FUTURE

So, you've chosen Co-op... What comes next?

With Co-op you will...

- **Earn 4 credits** through work experience; up to 12 credits in total for your diploma can be earned through Co-op, and **2 credits may count as compulsory credits**
- Develop **work-related skills** and a **network of contacts** for your future career
- Add valuable experience to your **resumé**, which can help with part-time and summer employment in your area of interest
- Co-op hours can count for **apprenticeship requirements**
- Co-op works for **any career pathway**—university, college, apprenticeship or workplace: you will gain valuable experience and make contacts who can help you achieve your goals!



With Co-op  
The World of Work  
is in your hands!

Work placements can be **almost anywhere!** Here are just a few examples:

- Accounting • Graphic Design • Auto Mechanics • Animal Care • Teacher Assistant • Business • Tourism • Lab Technician • Nursing • Tool & Die • Radio & Television • Dental Assistant • Hairstyling & Esthetics • Law Office • Web Design • Fitness Trainer • Social Work • Computer Technician • Retail • Recreation • Cosmetology • Electrical • Baker • Fire & Police • Security • Auto Body • ...and *many, many more!*

### SPECIALIZED PROGRAMS SEE CO-OP FOR MORE INFO

#### DUAL CREDIT PROGRAM

Earn high school AND college credits while attending Sheridan or Humber College as a Glenforest Co-op student. Courses include: Electrician, ECE, Animal Care, Plumber, Welder, Psychology, Culinary and many more...

#### FUTURE TEACHERS...

Placements in elementary schools. Looks great on applications for college and university programs. Helps you make a good decision on your future pathway.

### PEEL-WIDE PLACEMENTS APPLY EARLY IN CO-OP

- \* Army Reserves
- \* Mississauga Fire & Emergency Services
- \* Mississauga News
- \* Greater Toronto Area Hospitals
- \* Mississauga Business Times
- \* Rogers Television
- \* Peel Regional Police
- \* Brampton Courts
- \* Construction Careers with the LIUNA

## YOUR CO-OP ADVANTAGE

### TEST DRIVE A CAREER!

Do the job, and get a chance to see if your career choice is really what you want before choosing your post-secondary destination.

### BUILD YOUR SKILLS!

Work one-on-one with a co-worker in a program designed to meet your interests, needs, and strengths.

### PUT EXPERIENCE ON YOUR RESUME!

Overcome the problem of "no job without experience, and no experience without a job".

**WANT CO-OP? SEE STUDENT SERVICES NOW!!!**

## CO-OP—HOW DOES IT WORK?

**Full time Co-op (4 credits)** : You will begin at Glenforest with 4 weeks of in-class training on topics such as: work safety, resumes, interviews, your rights as a worker. Following a successful interview you will begin working **full time** at your placement, returning to Glenforest every 2 weeks.

**Dual Credit Co-op:** You will also begin at Glenforest with 4 weeks of in-class training. Following a successful application process, you will begin classes at Sheridan, Humber, Seneca, Centennial or George Brown College. All costs (including transportation) are covered.

## HOW DO I SIGN UP FOR CO-OP?

1. Log in to your myBlueprint account.([www.myblueprint.ca/peel](http://www.myblueprint.ca/peel))
2. Click on the “High School Planner” box on your home page.
3. In your grade 11 or grade 12 year, click on an empty “course” box. From the list of courses select **Cooperative Education**. Click on the course code **COP4XC**, then “Add course”.
4. Drop by the Co-op office in Student Services the semester **before** to discuss your plans and goals with the Co-op teachers.
5. Get ready for a semester you will never forget!



Apprenticeship offers *you* the tools for a paid education and a successful career!

**ATTENTION: PLUMBERS, MECHANICS, ELECTRICIANS, AND MORE... GET STARTED ON YOUR TRADE @ GLENFOREST**

**ONTARIO YOUTH APPRENTICESHIP PROGRAM (O.Y.A.P.)**

- No time wasted! Start right on your career path with your high school Co-op placement
- On-the-job training by a qualified tradesperson
- Learn through experience if you think this is the right career path for you
- Trades often provide loan for starting your training
- Government-sponsored Tool Purchase Program
- Can definitely lead to well-paying summer jobs!
- 2 to 5 years of your life for training and school; graduate fully qualified for your trade

Find out more on the Web:  
[www.edu.gov.on.ca](http://www.edu.gov.on.ca)

**Did you Know???** Statistics Canada states over 20 different trades can provide earnings substantially above the national income average.