

Clustered Expectations

Classroom Component

The Co-op Student logs make reference to the Co-op Course expectations, as referenced below...

Job Readiness:

- J1 • Created effective resumes, cover letters, and thank you letters for the work search process, using word-processing software and appropriate vocabulary and conventions
- J2 ▪ Completed job applications effectively and without spelling or grammatical errors
- J3 ▪ Demonstrated the ability to communicate their interest in a work opportunity effectively (e.g. by telephone, in person, or through the mail or e-mail and the Internet)
- J4 ▪ Identified common interview questions and demonstrated the ability to respond appropriately and effectively

Health and Safety:

- H1 ▪ An understanding of workplace health and safety rules
- H2 ▪ The appropriate use of safety equipment, including fire extinguishers and smoke and carbon monoxide detectors
- H3 ▪ An understanding of the need for personal protective equipment, including goggles, gloves, boots, and aprons
- H4 ▪ An understanding of the Occupational Health and Safety Act
- H5 ▪ The correct handling of materials and equipment as specified in the Workplace Hazardous Materials Information Systems (WHMIS) Training Program
- H6 ▪ An understanding of the coverage provided by the Workplace Safety and Insurance Act
- H7 ▪ The procedures for reporting accidents
- H8 ▪ The procedures for reporting unsafe practices

Rights and Responsibilities:

- R1 ▪ The school and placement expectations that they are to achieve in the cooperative education course
 - R2 ▪ Placement-specific workplace health and safety considerations
 - R3 ▪ Issues relating to confidentiality and the right to privacy, as outlined in the Freedom of Information and Protection or Privacy Act
 - R4 ▪ Work ethics and the responsible use of information technology
 - R5 ▪ The individual's right to function in a climate free from abuse and harassment
 - R6 ▪ Relevant sections of the Employment Standards Act and the Human Rights Act
 - R7
 - R8
-

- The history and role of labour unions
- Appropriate methods of dealing with and reporting concerns or problems at the placement

Workplace Opportunities and Challenges:

- W1 ▪ Demonstrate the ability to access related career information
- W2 ▪ Demonstrate an understanding of labour market trends and of the nature of the workplace in the future
- W3 ▪ Demonstrate an understanding of the changing role of men and women at work
- W4 ▪ Demonstrate an understanding of issues relating to human rights, discrimination, harassment, and disability
- W5 ▪ Demonstrate the ability to produce an effective exit resume

Reflective Learning:

- RL1 ▪ Relate the placement experience both to the curriculum expectations of the related course and to the expectations related to cooperative education, using a variety of strategies, activities, and tools
- RL2 ▪ Reflect on and analyze their placement experiences
- RL3 ▪ Reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placement