

## **STUDENT FRIENDLY COURSE DESCRIPTION – CO-OPERATIVE EDUCATION**

Co-operative Education (Co-op) is a blend of in-class learning and real authentic workplace experience that allows students to gain industry experience in a unique learning environment outside the classroom. It is an opportunity to gain first hand exposure to a career before you spend time and/or money on a post-secondary destination. Students enrolled in Co-operative Education are monitored and supported in their learning by the workplace supervisor and the Co-op teacher. Co-operative Education offers students an opportunity to explore a career of interest, develop essential job skills, obtain career-related practical experience, gather references for a resume and develop attitudes necessary for a successful future while earning credits (up to a maximum of 12 credits) towards graduation. A maximum of 2 credits in Co-operative education can count towards the 18 compulsory credits. A Career Studies credit is required to be eligible for Co-op. This course is organized into three sections:

### **1. Pre-Course Counselling and Interviewing**

Students must complete a Co-op Application form and attend a structured interview with the Co-op teacher to ensure students' programming is appropriate for their educational and career goals as identified in their Individual Pathways Plan.

### **2. The Classroom Component**

#### **Pre-Placement Orientation (In-Class)**

Prior to their work placements, all Co-operative education students must demonstrate an understanding of the pre-placement orientation expectations which relate to the job search process, interview skills, workplace safety, employment and human rights laws in Ontario and ethics.

#### **Integration Classes**

Once placed, students attend regular classes in-school (as per Co-op Calendar) to reinforce the job-skills theory acquired in the classroom (relating to curriculum expectations) and the skills, techniques and principles learned at the work placement.

### **3. The Placement Component**

Once students have secured a placement through a successful interview at the workplace they begin working regularly (as per Co-op Calendar) where they accumulate hours towards their Co-op credits.

#### **Note:**

Credits are earned based on successful completion of both the classroom component (school assignments) and the placement component (workplace experiences).

**Half-Day Experience, 2 Credits  
(COP 2XC)**

This course provides students with the opportunity to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will spend half of each school day during the semester in a work setting.

**Prerequisite:** Career Studies, Grade 10 – Open (GLC 200)

**Three-Quarter Day Experience, 3 Credits  
(COP 3XC)**

This course provides students with the opportunity to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will spend 5 hours each school day during the semester in a work setting.

**Prerequisite:** Career Studies, Grade 10 – Open (GLC 200)

**Full Day Experience, 4 Credits  
(COP 4XC)**

This course provides students with the opportunity to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will work full-time during the semester in a work setting.

**Prerequisite:** Career Studies, Grade 10 – Open (GLC 200)