



Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

Summer School 2015

Cooperative Education Registration Package



Algonquin and Lakeshore Catholic District School Board
151 Dairy Avenue, Napanee, Ontario K7R 4B2
(613) 354-2255 / 1-800-581-1116 Fax: (613) 354-4772



Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

Summer Cooperative Education Student Application

Students will earn one cooperative education credit for four weeks (20 days) of pre-employment training and work placement. Students will be contacted by the summer co-op teacher (or designate) before the start of summer school regarding pre-employment training and work placement arrangements. Students are encouraged to arrange their own placements in advance. Pre-employment training will be completed through the online learning platform D2L (or face-to-face if possible).

Home school (choose one):

- Holy Cross C.S.S. Nicholson Catholic College Regiopolis Notre-Dame H.S.
 St. Paul C.S.S. St. Theresa C.S.S.

Student Information:

Student Name: _____ Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Special High Skills Major (SHMS): Yes No

Ontario Youth Apprenticeship Program (OYAP): Yes No

Individual Education Plan (IEP): Yes No

Placement Details:

I have arranged a co-op placement at _____

Contact name: _____ Phone or email: _____

Or

I have not arrange a co-op placement. *Complete both sections below.*

Type of work placement requested:

1st choice	2nd choice
------------	------------





Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

Employment, volunteer, and/or related experience:

Name of Organization	Type of work performed	Dates (from...to...)

Parent/Guardian Information:

Parent Name: _____ Daytime Phone: _____

Email: _____

- I have read the Cooperative Education Program Guidelines, Information for Parents and Summer School Course Evaluation Policy.

_____ Student Signature

_____ Date

- I have read the Cooperative Education Program Guidelines, Information for Parents and Summer School Course Evaluation Policy.

_____ Parent Signature

_____ Date

For Guidance Counselor Use

- GLC 20 is available as a link for the co-op credit.
- If the student is in SHSM, another appropriate coop link is _____.
- The student has been registered through www.elearningstudents.ca.

Signature of the Guidance Counselor: _____ Date: _____

When application is complete, please scan this page to Jennifer Wilson at stainroj@alcdsb.on.ca.





Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

Cooperative Education Program Guidelines

Course Description

"Cooperative education is a planned learning experience, for which credits are earned, that integrates theory and learning experiences at a workplace to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or a locally developed course."

Prerequisite: none

Credit Value: 1

Required Text: none

Summer school Coop will run from Thursday, July 2nd – Wednesday, July 29th, 2015 and will consist of 20 hours of pre-placement lessons and 90 hours of work at an appropriate cooperative education placement [Unit 2- 4].

Course Materials

Accessing the Online Portion of the Course

Students registering for summer school coop must meet with their home school guidance counselor and fill in an online application form. Once registered students will receive an e-mail to the account provided on the registration webpage. This email will provide a link to the eLearning site, as well as, a student username and password. If you do not receive this information within a few days after registering, please check your junk or spam mail folder. If there is no confirmation e-mail there, then please contact Jennifer Wilson at 613 544-3361 ext. 233.

In addition to an email address and Microsoft Word, students will need the following Software/Equipment:

Some of the activities in this course will require the installation of some free software "plugins" on your computer. Normally, the computer will prompt you to install the plugin when you need it, but you may want to install them ahead of time. Installing these plugins is easy, and you will be given step by step instructions. Please note that some of these installs can take some time if you are using a dial up Internet connection.

- **Apple QuickTime**
- **Shockwave, Flash & Authorware**
- **Adobe Acrobat Reader**
- **Real Networks RealPlayer**





Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

- **Microsoft Media Player**

Syllabus

Unit Descriptions

Unit 1 - Pre-placement:

This unit is completed on-line. In this unit, students will learn information to prepare them for their placement experience. They will create a cover letter, résumé, and reference list. They will complete a job application. They will learn how to prepare for an interview and write a thank you letter. They will learn about effective communication skills, health and safety, confidentiality, ethics, workplace legislation, and labour unions.

Unit 2 - Weekly Journals and Log Sheets:

This unit occurs while students are at their placement. They must complete a log sheet each week documenting the hours they work. They must also reflect on their placement experience and describe how it relates to the in-school course they already took.

Unit 3 - Integration:

This unit focuses on career information, human rights, labour market trends, and the changing role of men and women in the workplace.

Unit 4 - Summative Assessment:

Students will complete an exit interview with the coop teacher that consists of an updated exit résumé, list of references, letters of recommendation, examples of work they have done at their placement, and post-secondary research. The exit interview will take place at the placement.

General Policies

Assignment Submission

All assignments are expected to be submitted by the deadline noted in the calendar and/or announcement area of the course. Students must submit the assignments online as directed. All assignments will be placed into the appropriate dropbox. Alternate submission methods must be approved by the teacher. If you have a problem with a date, talk to the teacher before the date has passed.





Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

Cooperative Education Information for Parents

Welcome

Pre-employment training for the cooperative education program is completed through online education. Online education may be a new experience for everyone. It is an exciting way to present information to students.

- Students are better prepared for the independent learning environment at university and/or college.
- Students develop time management and organizational skills.
- Students get the opportunity to take a course that may not be offered at their home school or that will not fit into their timetable.

Students are able to go through lessons as often as they wish. The course material is always available.

What is involved?

Course Material

The course is made up of units. Each unit contains a set of lessons and assignments. All materials presented in the course meet the Ministry of Education's expectations. Students complete the pre-placement unit prior to attending their coop placement. The coop teacher may assist the student in finding an appropriate coop placement. Most successful coop placements are initiated by the students.

Time

Students have some flexibility with scheduling the time they spend on- and off-line. The teacher will set due dates for assessments. The student is responsible to meet those deadlines.

Regular attendance in the course makes the difference between success and failure. Students require 90 hours at their placement in addition to the 20 hours of pre-placement work to earn one (1) cooperative education high school credit.

Parental Role

Parental involvement increases the chances of your child doing well in school and in this course. Spending a few minutes each day with them will increase their chance of success greatly. Ask your child to show you how to check for due dates. They will also be able to share how they can check their grades and get feedback from their teacher.





Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

Summer School Course Evaluation

Plagiarism and/or Cheating

- Plagiarism of print or Internet material on assessment/evaluation tasks is illegal and, therefore, forbidden.
- Cheating on tests/examinations or submitting assessment tasks copied from another student is forbidden.
- Plagiarism and/or cheating will result in a mark of zero for the assignment.
- Administration and parent/guardians will be notified of a student plagiarizing/cheating and the incident will be recorded.
- The use of computerized translator software is forbidden for foreign languages.
- Use of website services must comply with the ALCSB information Technology Acceptable Use Policy.

Participation in summer school courses is a privilege. You are expected to behave in an appropriate manner. Any inappropriate use of language, use of site facilities for purposes other than course related activities or malicious actions taken against others through these facilities are not permitted. These violations will be dealt with in a severe manner and may result in suspension or expulsion from the school. Please remember, your actions within the online and in-class environments will be monitored. Any communications on the Internet, whether through email, private chat room, or other methods are not private. Be aware that anything you communicate can be viewed by others. If you don't want it known, do not type it into your computer.

Grading Policies

Assessment

Students will be provided with numerous and varied opportunities to demonstrate the full extent of their achievement of the curriculum expectations, across all four categories of the Achievement Chart. Progress will be monitored on an on-going basis using a variety of assessment tools, including written work, formal testing, quizzes, teacher-student communication, discussion boards and chat rooms.





Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

Final Grade

The final grade will be determined as follows (in accordance with Ministry of Education standards):

Term Work Based on evaluations conducted throughout the course.	70%
Summative Evaluation A final evaluation in the form of an exit interview	30%

Learning Skills and Work Habits Achievement

Learning skills and work habits are instructed, assessed and evaluated separately from academic work. Students are assessed on their level of achievement in the following six learning skills and work habits (e.g. through conferences with your teacher, observation, and completion of assignments where specific learning skills are addressed). Learning skills and work habits will be evaluated using a letter grade (E=excellent, G=good, S=satisfactory, N=needs improvement).

- **Responsibility**
- **Organization**
- **Independent Work**
- **Collaboration**
- **Initiative**
- **Self-Regulation**

For any inquiries during the month of July, please contact Jennifer Wilson at (613) 544-3361 ext. 233 or stainroj@alcdsb.on.ca.

