

Canterbury High School
Ottawa-Carleton District School Board
Co-operative Education Department
Course Outline

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

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

Teacher: L. Minnelli

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

Evaluation Summary:

Category	Weight
Knowledge/Understanding <ul style="list-style-type: none">• Demonstrating knowledge of subject content and the comprehension of its meaning and significance• Suggested methods: Tests, Quizzes, Graphic Organizers, Resume, Cover Letter, PPLP Expectations	14-21 %
Thinking/Inquiry <ul style="list-style-type: none">• Demonstrating critical and creative thinking skills and inquiry skills by asking questions and solving problems.• Suggested Methods: Reflection Activities, Career-related activities, PPLP Expectations	14-21 %
Communication <ul style="list-style-type: none">• Communicating information, ideas and experiences orally, written and visually with the teacher and the supervisor.• Suggested methods: Logs, Reflection Activities, Resume, Cover Letter, Thank You Letters, Application Forms, Career-Related Activities, Employer-Student-Teacher Conference, Oral Presentations, PPLP Expectations	14-21 %
Application <ul style="list-style-type: none">• Developing the knowledge and refining the skills described in the curriculum expectations of the related course and the placement activities.• Suggested Methods: Journal, Logs, Reflection Activities, Career-related Activities, PPLP Expectations	14-21 %
<hr/> Summative Evaluation (PPLP and Summative Assignment)	30%

References:

www.edu.gov.on.ca/eng/curriculum/secondary/

Student Resources / Texts:

- OCEA Resource Manual
- passporttosafety.ca
- www.curriculum.org
- Career Lifeskills Co-op Workbooks
- Young Worker Awareness Program