
Cooperative Education

Working Today...Building Tomorrow!

THOMAS A. STEWART SECONDARY SCHOOL STUDENT HANDBOOK

Student Name

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Thomas A Stewart Secondary School - Cooperative Education Department
Calendar for 2018/19 School Year - Semester 2

Month	Week	Monday	Tuesday	Wednesday	Thursday	Friday
February	1	⁴ PP	⁵ PP	⁶ PP	⁷ PP	⁸ Mock Interviews
	2	¹¹ PP	¹² PP	¹³ Interviews	¹⁴ PP	¹⁵ PP
	3	¹⁸ Family Day	¹⁹ First Day @ Work	²⁰	²¹	²²
	4	²⁵	²⁶	²⁷	²⁸	¹
March	5	⁴	⁵	⁶	⁷	⁸ March Break
	NA	¹¹ March Break	¹² March Break	¹³ March Break	¹⁴ March Break	¹⁵ March Break
	6	¹⁸	¹⁹	²⁰ Integration Job Orientation	²¹	²²
	7	²⁵	²⁶	²⁷	²⁸	²⁹
	8	¹	²	³ EE	⁴	⁵ PA DAY
April	9	⁸	⁹	¹⁰ Integration Smart Goals	¹¹	¹²
	10	¹⁵	¹⁶	¹⁷	¹⁸	¹⁹ Good Friday
	11	²² Easter Monday	²³	²⁴	²⁵	²⁶
	12	²⁹	³⁰	¹ Integration News Article	²	³
May	13	⁶	⁷	⁸	⁹	¹⁰
	14	¹³	¹⁴	¹⁵	¹⁶	¹⁷
	15	²⁰ Victoria Day	²¹	²² Career Fair Boards Due	²³	²⁴
	16	²⁷	²⁸	²⁹ Integration Career Fair	³⁰	³¹
	17	³	⁴	⁵	⁶	⁷
June	18	¹⁰	¹¹	¹² Integration/EE	¹³	¹⁴ Last Day @ Work
	19	¹⁷ MakeUp Day	¹⁸ MakeUp Day	¹⁹ Per 1 Exam	²⁰ Per 2 Exam	²¹ Per 3 Exam
	20	²⁴ Per 1 Exam	²⁵ Per 2 Exam	²⁶ Per 3 Exam	²⁷ Per 4 Exam	²⁸ PA DAY

*EE - Employer Evaluation Due

	Pre-Placement
	PA Days/Holidays
	Integration
	Exams

Important Dates

TIME/FOCUS SHEETS

- ✓ due every Monday in the co-op office-put on desk or through mail slot in door
 - ✓ email to: barry_craft@kprdsb.ca
 - ✓ jeffrey_challice@kprdsb.ca
 - ✓ kim_driscoll@kprdsb.ca
 - ✓ Glenn_moloney@kprdsb.ca
 - ✓ fax to 705-749-9452

INTEGRATION DATES

Wednesday March 20, 2019
 Wednesday April 10, 2019
 Wednesday May 1, 2019
 Career Fair-Wednesday May 29, 2019
 Wednesday June 12, 2019

OTHER IMPORTANT DATES

Family Day- Monday February 18, 2019
 P.A. Day-Friday March 8, 2019
 March Break-March 11-15, 2019
 Employer Evaluation #1-Wednesday April 3, 2019
 P.A. Day-Friday April 5, 2019
 Easter Weekend-April 19-22, 2019
 Victoria Day-Monday May 20, 2019
 Employer Evaluation #2-Wednesday June 12, 2019
 Exams-June 19-24, 2019

ASSIGNMENT DUE DATES

Job Orientation Assignment-Wednesday March 20, 2019
 SMART Goals-due Wednesday April 10, 2019
 Newspaper Article Assignment May 1, 2019
 Co-op Fair-board due: May 22, 2019, Date of Fair-May 29, 2019
 Demonstration of Learning/Tour of Placement Assign by Friday May 24, 2019
 Final Reflective Placement Report June 12, 2019

THOMAS A. STEWART COOPERATIVE EDUCATION PROGRAM OUTLINE/CO-OP EXPECTATIONS

A. Pre-placement Orientation:

The in school component is completed during the first two weeks of the semester and will include the following topics:

1. Course requirements and responsibilities
 - policies and procedures
 - semester calendar
 - paperwork to be signed
 - evaluation policy
 - attendance procedures
 - weekly time/focus sheets
 - assignments and projects
2. Employability skills
 - work ethics
 - confidentiality
 - time management
 - attitude
 - communication skills
3. Health and Safety on the job
 - P.P.E.(Personal Protective Equipment)
 - Y.W.A.P.(Young Worker Awareness Program)
 - WHMIS Awareness(Workplace Hazardous Material Information Systems)
 - Worker's Compensation/General Liability/WSIB coverage
 - Worker Health and Safety(OHSA)
4. Other topics may include: Employment Standards, Human Rights and Sexual Harassment, Unions, Fire extinguisher use and course placement reflective activities

B. Placement/School Expectations:

- comply with all company and school rules as far as dress, safety codes, work schedule, policies and confidentiality
- represent both the placement and the school in a professional manner
- work with the co-op teachers and the placement supervisors to ensure that problems are dealt with immediately
- co-curricular activities and/or part time employment **MUST NOT INTERFERE** with your co-op placement
- you do not get paid for your co-op placement
- you are responsible for all school/co-op expenses. If this is an issue, see co-op teacher
- theft or vandalism are grounds for termination from co-op placement with loss of credits
- Provide co-op teacher with updated information should there be any change in the data provided on application form while enrolled in co-op
- can be removed from co-op with loss of credit if you are unable to meet the program requirements either in school or on the job

C. Integration Sessions:

- you **MUST** attend the monthly integration sessions at the school-see calendar for dates
- topics for these sessions include sharing of work experiences, assignment review, evaluation information, PPLP's, career information, and other items of interest

D. Evaluation

There will be 3 evaluations over the course of the semester; a progress report(early Oct./Mar.) midterm report(Nov./Apr.) and the final report(late Jan./June).

Mid term evaluation

Teacher/Employer Evaluation(PPLP)	40%
Assignments	10%
Time/Focus sheets	40%
Pre-Placement	<u>10%</u>
	100%

Final evaluation

Teacher/Employer Evaluation(PPLP)	40%
Assignments	20%
Time/Focus Sheets	30%
Final Reflective Report	<u>10%</u>
	100%

- your employer/supervisor will assess you based on the skills and knowledge you acquire while at your placement. Your co-op teacher will go over the PPLP(Personalized Placement Learning Plan) with your employer during the monitoring meetings.

E. Weekly time/focus sheets-due every Monday by 3:00pm

- leave your sheets at your placement and fill them out at the end of each shift and get your supervisor to sign your sheet on Friday
- all sheets must be submitted or hours will not be counted
- students must attain a minimum of 110 hours/credit

F. Assignment Due Dates

- all assignments are due on or before the assigned due date-see Important Dates page for due dates
- if for any reason that time line cannot be met you **MUST** speak to your teacher **BEFORE** the due date to make alternate arrangements
- assignments that are submitted past the due date will be subject to a 10% penalty per day up to a total of 50%. After that point in time, assignments will be assigned a zero
- your portfolio assignment is a **must!!!** Failure to hand in this assignment will result in you not getting your co-op credits

G. Attendance at school/placement:

- you are expected to be at your placement every day except for integration sessions and school holidays as stipulated on your Work Education Agreement(WEA). If you are unable to attend your placement for any reason, you need to make 2 phone calls:

I) TO YOUR EMPLOYER: You need to call when the business opens (eg. 8:00am) so that if they need to make alternative arrangements, they have time to do so

II)YOUR CO-OP TEACHER:743-5230 MRS. Driscoll X 583 kim_driscoll@kprdsb.ca

MR. CHALLICE EXT. 584, jeffrey_challice@kprdsb.ca

MR. CRAFT EXT. 597, barry_craft@kprdsb.ca, MR. Moloney EXT. 582,

Glenn_moloney@kprdsb.ca

If we are not available, leave a message on your teacher's voice mail!!

FAILURE TO MAKE THESE CALLS MAY RESULT IN YOU BEING FIRED AND SUBSEQUENT LOSS OF CREDITS AND REMOVAL FROM THE PROGRAM!

- when you return to school, bring a note to the attendance secretary explaining your absence and mark your absence clearly on your time/focus sheet
- you **MUST** sign the co-op attendance sheet daily before going to, or after coming from your co-op placement. Failure to do so will result in you being marked absent and therefore you will not get those hours. If you state time on your time sheet and you did not attend your placement, you may be removed from your placement and could lose your credits
- **ANY STUDENT SUSPENDED FROM SCHOOL MUST NOT GO TO THEIR PLACEMENT!**
- you must make up any missed hours at your placement
- if working outside of the hours stipulated on my WEA, you must fill in the Work Extension form complete with all signatures and give it to your co-op teacher **BEFORE** you work the extra hours

H. Transportation/Liability

- transportation to and from your placement is your responsibility
- you can walk or get the city bus to your placement. City bus passes are available from the terminal on Simcoe Street or from your co-op teacher. You can purchase monthly passes or ten trip cards.
- if you are driving or being driven to your co-op placement, the vehicle owner must pay any insurance costs incurred in case of an accident-refer to Travel Waiver form
- all individuals who use their vehicles or vehicles of others to provide transportation for themselves and /or others to travel in connection with the KPRDSB Cooperative Education Program shall do so at their own personal risk. The Board does not accept responsibility
- it is the car owner's responsibility, whether that car owner be a parent, student, or an employer to be sure adequate personal liability and property damage insurance coverage exists before the vehicle is used
- cooperative education students should not be required to drive a company vehicle as part of the program. If a placement supervisor requests a student to operate a company vehicle, the placement assumes the associated risk and the placement's insurance coverage is primary
- **UNDER NO CIRCUMSTANCES ARE STUDENTS TO DRIVE ANY VEHICLE WITHOUT A VALID DRIVER'S LICENSE.**

I. Workplace Safety Insurance Board Coverage(WSIB):

- the Ministry of Education and School Boards must ensure every student enrolled in a work education program is covered by the Workplace Safety Insurance Board when s/he is at a placement in the community, except for teacher assistants who have a placement in a classroom and are under the direct supervision of a teacher. These students are automatically covered by OSBIE(Ontario School Board's Insurance Exchange)
- all students must complete a **Work Education Agreement(WEA)** from the first day of work to the last day of work to guarantee coverage in case of an accident. All accidents must be reported immediately to the placement supervisor and the co-op teacher.(Refer to How to Report an Accident Brochure)

- students are not to be paid when earning credits. The student is deemed to be an employee of the Ministry of Education so the coverage is covered by the Ministry
- honoraria and expense allowances do not confer employee status
- students are covered during the time they spend under supervision of a placement supervisor
- students are not allowed to participate in any program without a completed WEA on file at the school. All parties must sign the agreement prior to the student starting work(student, parent, teacher, placement supervisor)
- WSIB coverage does not apply while traveling to and from the placement

J. Insurance:

- the KPRDSB maintains liability insurance coverage through the Ontario School Board's Insurance Exchange(OSBIE). The policy will cover liability arising from Cooperative Education programs authorized by the Board. Students participating in these programs are covered for third party, bodily injury and property damage liability. Students are **NOT** covered when driving vehicles such as snowmobiles, ATV's, seadoos, motorcycles etc. or when damage is due to vandalism, theft or error.
- Student Accident Insurance is made available to all students through the Board. This insurance is voluntary and optional for students and parents, and is paid for by them. In addition, students should have Ontario Health Plan coverage.

ALL COOPERATIVE EDUCATION STUDENTS ARE STRONGLY ENCOURAGED TO APPLY FOR STUDENT ACCIDENT INSURANCE

K. Security Checks/Health Information:

- students applying for placements with police, security, daycare, retirement residences, Children's Aid etc. may require a Criminal Reference Check. Any costs associated with this are the responsibility of the student
- the Co-op student and his/her parent/guardian should be aware that there are certain risks in the workplace. Arranging and paying for necessary inoculations such as Influenza, TB, measles, tetanus, diphtheria, Hepatitis B etc. is the responsibility of the individual student. Students in the Health Care, Animal Care and some Dental placements should consider being immunized

I agree to allow my photo to be used in any Board publication or on the school/board website.

YES_____ NO_____

I HAVE READ THE PROGRAM OUTLINE/CO-OP EXPECTATIONS AND UNDERSTAND WHAT IS EXPECTED OF ME. I HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS.

STUDENT SIGN:_____ DATE: _____

PARENT/GUARDIAN SIGN:_____ DATE: _____



7.

COOPERATIVE EDUCATION PROGRAM TRAVEL WAIVER FORM

Due to the nature of some Co-op placements, driving a vehicle is necessary. All risk is assumed by the operator of his/her own vehicle and the student/parent acknowledge that he/she has Accident and Liability Insurance coverage.

If the student operates vehicles owned by the employer during the Co-op placement, the employer assumes responsibility and acknowledges that the student is covered by the employer's Accident and Liability Insurance.

The Kawartha Pine Ridge District School board assumes no responsibility for accident or injury arising from student operation of a motor vehicle during a Co-op placement.

COOPERATIVE EDUCATION PROGRAM CONFIDENTIALITY STATEMENT

I, the undersigned, promise to hold in confidence all matters that come to my attention as a Cooperative Education Student at _____ (Name of Training Organization). This includes material from and about clients, matters regarding colleagues and other confidential information regarding the organization. I will respect the privacy of the people whom I serve and confer appropriately with my supervisors. I will use in a responsible manner any information gained in the course of my service at my placement.

ALL PARTIES MUST SIGN BELOW TO ACKNOWLEDGE THEY HAVE READ AND AGREE TO THE TERMS OUTLINED IN THE TRAVEL WAIVER AND CONFIDENTIALITY STATEMENTS.

Signature of Employer

Signature of Student

Signature of Co-op Teacher

Signature of Parent

Date: _____

Kawartha Pine Ridge District School Board Informed Consent/Acknowledgement of Risk For Experiential Learning

KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

This form must be read and signed by all students wishing to participate in Cooperative Education and by the parent or guardian of any participating student under the age of 18.

Elements of Risk:

Educational activity programs, such as Coop, involve certain elements of risk. Injuries may occur while travelling to and from their Coop placements or while on the job at their placements. Injuries could be potentially caused by physical, chemical, biological or ergonomic hazards in the work place. The following list includes, but is not limited to, examples of the types of hazards that could cause injury while participating at your coop placement:

1. Physical Hazards (electricity, unguarded moving parts, noise, exposure to light, heat, cold)
2. Chemical Hazards (liquids, vapours, fumes, gases, flammable materials)
3. Biological Hazards (blood, bodily fluids, fungi, bacteria, viruses, plants, bites, urine, feces)
4. Ergonomic Hazards (poor lighting, poor workstations and chairs, constant lifting, poor posture, repetitive movements, use of force)

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employee/agents or the facility where the activity is taking place. By choosing to take part In Cooperative Education, you are accepting the risk that you / your child may be injured.

If you choose to participate in Cooperative Education, you must understand that you bear the responsibility for any injury that might occur.

Although students are covered by WSIB while on placement, the Kawartha Pine Ridge District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity. Additional student accident insurance is available for purchase through Reliable Life Insurance Company: www.insuremykids.com

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE AND WE UNDERSTAND THAT IN PARTICIPATING IN COOPERATIVE EDUCATION, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

(Students under 18 years of age require Parent/Guardian signature)

Please print. See reverse for further details / En lettres moulées S.V.P. Voir au verso pour plus de détails.

The information on this form will be used to maintain the employment record of the training participant and is collected under the authority of the Workplace Safety and Insurance Act, 1997, c.16, s.21, 22; and the Education Act, R.S.O. 1990, c. E.2, s.8 and s.8.1. Because the Ministry of Education covers the cost of Workplace Safety and Insurance Board coverage for students 14 years of age or older, the Ministry and School Boards may use this information to verify the legitimacy of claims. Inquiries regarding this form should be directed to an Education Officer at the Ministry of Education, telephone 416 325-2547.

Les renseignements contenus dans ce formulaire serviront à tenir à jour le relevé d'emploi de la personne recevant une formation. Ils sont recueillis en vertu des articles 21 et 22 de la Loi de 1997 sur la sécurité professionnelle et l'assurance contre les accidents du travail, chap. 16, et des articles 8 et 8.1 de la Loi sur l'éducation, L.R.O. 1990, chap. E.2. Le coût de la couverture de la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail pour les élèves de 14 ans ou plus étant assumé par le ministère de l'Éducation, celui-ci et les conseils scolaires peuvent utiliser ces renseignements pour vérifier la légitimité des demandes d'indemnité. Pour toute question sur ce formulaire, s'adresser à un agent d'éducation du ministère de l'Éducation, au 416 325-2547.

District School Board / Conseil scolaire

Date Completed / Rempli le

A. Parties to the Agreement / Parties contractantes

1. Name of student trainee / Nom de l'élève stagiaire

Age / Âge

Address / Adresse

Home phone no. / N° de tél. (domicile)

Postal Code / Code postal

Related course / Matière connexe

2. Name of placement / Nom de l'organisme de formation

Employment Sector / Secteur d'activité

Name of placement supervisor / Nom du/de la superviseur-e de la formation

Placement address / Adresse

Telephone no. / N° de téléphone

Postal Code / Code postal

3. School / École

Name of teacher / Nom de l'enseignant ou de l'enseignante

Address / Adresse

Telephone no. / N° de téléphone

Postal Code / Code postal

B. Specific Time at Placement / Durée, horaire, emploi du temps

1. Period of Agreement / Durée de l'accord

The student shall, from month/mois day/jour year/année to month/mois day/jour year/année
L'élève stagiaire devra, du au

faithfully, honestly and diligently perform the duties of a trainee at the placement as / exécuter fidèlement, honnêtement et assidûment pour l'organisme de formation les tâches de

(job title / désignation de fonction)

and devote his/her whole time and attention to such placement during the hours hereunder prescribed.
et consacrer tout son temps et toute son attention à la formation pendant les heures précisées ci-dessous.

2. Placement Hours Horaire de travail

The normal hours at the placement shall be from
L'horaire de travail habituel sera de

to
à

3. Schedule Jours de travail

Identify the days when the student will be at the placement (or attach student's schedule).
Inscrire les jours où l'élève sera au poste de formation (ou joindre son emploi du temps).

(days of placement / jours de travail)

C. Workplace Safety & Insurance Board Coverage / Couverture de la Commission

1. Workplace Safety & Insurance Board Coverage will be provided at the training station by: / La couverture de la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail sera fournie, en ce qui concerne le poste de formation, par :

(a) the placement
l'organisme de formation

(b) the Ministry of Education
le ministère de l'Éducation

☐ for the entire period
pour toute la durée du stage

☐ for the entire period
pour toute la durée du stage

☐ for the period between and
pour la période comprise entre le et le
inclusive /inclusivement

☐ for the period between and
pour la période comprise entre le et le
inclusive /inclusivement

2. Number of placement hours for which Workplace Safety & Insurance Board Coverage has been provided:
Nombre d'heures au poste de formation pour lesquelles la couverture de la Commission a été fournie par :

(a) By the placement
l'organisme de formation 20 20

(b) By the Ministry of Education
le ministère de l'Éducation 20 20

D. Signatures of Parties to the Agreement / Signature des parties contractantes

Student / Élève

Parent/Guardian / Père, mère, tuteur ou tutrice

Placement / Organisme de formation

Teacher / Enseignant ou enseignante

White - Student's O.S.R
blanche - dossier scolaire

Green - Training Organization/Placement
verte - organisme de formation

Yellow - Board
citron - conseil

Pink - Student
rose - élève

Goldenrod - Teacher
verge d'or - enseignant/enseignante

SMART Goal Assignment**DUE: SECOND INTEGRATION-APRIL 10**

Go to Mrs. Driscoll's Edsby Page for Samples that we gave on Integration Day On March 20.

Part A-Make a short term SMART Goal. It is something that you should be able to achieve in the next 6 weeks. Answer the following questions in complete sentences. (10 marks)

What is the Specific goal?

How can you Measure your progress?

What Action(s) will you do to achieve this goal?

Is this goal Realistic and why?

Are you able to complete this goal in a realistic Time?

Part B-Make a long term goal. It is a goal that should be completed by the end of the semester. Use the exact same format as for your short term goal. You may need to look back at the exact questions. Answer in complete sentences. (10 marks)

S_{mart}

M_{asurable}

A_{ction-oriented}

R_{ealistic}

T_{imely}

Writing a News Report

- Task:** Write a **news report** based on the headline and picture below.
- You will have to make up the facts and information to answer some or all of the following questions: Who? What? Where? When? Why? How?
 - You must relate the newspaper report to **both** the headline **and** the picture.

Purpose and Audience: to report on an event for the readers of a newspaper (ie: students who may consider taking Co-op in the future).

Length: One page

Co-op students participate in Mock Interview



TIPS FOR WRITING A NEWS REPORT....

- Your written response must be related to the headline given to you, and to the photograph

- You must have lots of supporting details....make details specific
VAGUE: Lots of students take Co-op.

SPECIFIC: Hundreds of students are in co-op this semester, with over 80 students from Thomas A. Stewart alone.

- Organize your report into mini paragraphs....one paragraph each for who, what, where, when, why, how.
- Include quotations, and insert them properly.
POOR INSERTION: Mr. Stewart, principal of Thomas A. Stewart, supports Co-op. "I think Co-op is great."

GOOD INSERTION: Mr. Stewart, principal of Thomas A. Stewart, supports authentic learning opportunities. He tells students, "All work experiences help develop character and enriches every learning opportunity. I recommend the experience of Co-op to anyone interested in working with others and making a difference."

- Remember who your audience is. In this case you want to promote Co-op, and educate others on the benefits of taking this course. Be knowledgeable and stick to the facts. A news report should not be about your opinion.

A level 4 on the EQAO Literacy Test fulfills the following requirements:

The response is a news report related to the headline and photo with a clear and consistent focus on an event. There are sufficient specific supporting details, which are thoughtfully chosen to develop the news report. The organization is coherent, demonstrating a thoughtful progression of ideas.

Your good copy needs to be neatly written, or completed on the computer. It should be free of spelling and grammatical errors.

**Co-op/Career Fair Assignment
Assignment #3**

**Due: Rough information due in Co-op office-
Actual day of Fair-**

Mark: /50

ALL CO-OP STUDENTS WILL PARTICIPATE IN THE CO-OP FAIR

Objectives of this assignment:

- students will have the opportunity to demonstrate what they have learned at their placement and about the related career
- students will display this information in such a way that others can benefit from their experience and expertise
- students will develop their research and presentation skills to ensure that their project contains accurate and up to date information.
- students will be able to use their own creativity and ingenuity to make the display attractive and informative.

Requirements:

- Your display board must be at least 4ft x 3ft(170cm x 90cm). Boards are available from the Co-op office.
- If you need to be near a power outlet, requests must be made one week before the Co-op Fair.
- You must remain at your booth for the entire duration of the Fair.
- All information on your Board must be typed.
- You are required to answer all questions of visitors in a professional manner. Teachers will be evaluating you at the Fair.

Your Board MUST contain the following co-op placement/career information in point form:

Co-op Placement information:(use headings)

- ☐ Your Placement Name in large letters
- ☐ A list of the duties that you perform at your placement (point form using bullets)
- ☐ Pictures of you and your co-workers with a typed description of what the picture represents(minimum of 5 pictures)
- ☐ A History of the placement. Eg) How long has it been open? How many employees? What do they do?
- ☐ Bring in brochures, pamphlets, business cards, tools, parts etc. to display at your booth.
- ☐ Dress the part!!!!!!

Career information: (use following headings/point form)

- ☐ Name of the career in large letters
- ☐ Brief job description/Core Tasks
- ☐ Specific skills/attributes required
- ☐ Working Conditions
- ☐ Education requirements
- ☐ Earnings/Salary range
- ☐ Related Careers

Use www.careercruising.com to access this information. Log in: Thomas Password: Stewart

“A Practical Demonstration: What I Have Learned At My Placement”

In discussion with your Placement Supervisor and your Coop Teacher, you will choose a monitoring session during which you will ‘demonstrate’ something you have learned at your placement. This can be accomplished in a variety of different ways, depending on your placement. Some examples:

- Hair Salon Assistant: wash hair, assist in colouring, perming etc.
- Carpentry: a product/project you have completed, and the steps required to do it
- Automotive: an automotive service (i.e. oil change, rotate tires) and the steps necessary to complete it
- Lab Technician/Animal Care: proof of competency (i.e. performing a procedure)
- Retail-completing a sales transaction, explaining SKU #'s on tags, displays
- Elementary School-teaching a lesson, working 1-1 with students

Throughout the “demonstration” you will ...

- fully outline and explain the steps required to accomplish your task
- explain what you needed to learn before accomplishing this task
- outline the skills you already had that you were able to use that helped you to be successful in mastering your task (be specific)
- highlight connections between things you have learned at school (from all of the courses you have taken, including Co-op) and how you are able to use them at your placement
- identify skills/goals you intend to accomplish at your placement before it ends and explain the steps you plan to take to achieve them
- indicate several things that have occurred that made you proud and why
- indicate several challenges you have had and how you dealt with them

You should **plan your ‘demonstration’** ahead of time - know what you are going to do and what is expected of you.

REMEMBER ... this is your opportunity to showcase your placement and everything you have learned!

Demonstration of Learning Assignment #4

25 Marks

This section is to be completed by THE STUDENT.

1. Name: _____ Placement: _____ (1)
2. What are you going to demonstrate? Outline the steps in point form. There should be at least 5 steps. (5)

3. What did you learn in order to accomplish this task?(2)

4. What have you learned at school that you have been able to use at your placement? Be specific.(2)

This section is to be completed by your Co-op teacher. Circle appropriate word.

1. Does this demonstration of learning show a **progression of learning** from the start of the placement at the beginning of the semester to the end of the placement at the end of the semester? (5)

Significant Reasonable Adequate Some Minimal

2. Is this demonstration of learning **meaningful** as it relates to the type of work performed at this placement?(5)

Significantly Reasonably Adequately Somewhat Minimally

3. Did the student **explain** the task as he/she was performing it?(5)

Thoroughly Quite thoroughly Adequately Somewhat Minimally

Teacher Comments:

JOB ORIENTATION/HEALTH AND SAFETY ASSIGNMENT**Name:** _____**Due:** _____**Mark:** _____ /25

Business/Organization Name: (1)	Supervisor's Name:(1)
Placement Fax Number:(1)	To whom do you report an accident at your placement?(1)
What type of dress is appropriate at your placement?(1) <ul style="list-style-type: none"> <input type="radio"/> Casual <input type="radio"/> Business Casual <input type="radio"/> Other(please specify) _____ 	Where can you leave your belongings?(1) <ul style="list-style-type: none"> <input type="checkbox"/> locker <input type="checkbox"/> car <input type="checkbox"/> staff room <input type="checkbox"/> other _____
Identify three safety hazards you might encounter at your placement. Be specific.(3)	Do you require safety equipment (PPE)? Identify the equipment.(1)
Identify an emergency situation that may arise at your co-op placement(besides fire). What does your supervisor expect from you should this occur?(3)	Where is the first aid kit located?(1) List the items in the kit. Be specific.(1)
What are your responsibilities in the event of a fire?(1)	Is there a <u>Health and Safety Representative</u> , <u>Joint Health and Safety Committee</u> OR <u>neither</u> at your placement?(1)
Where is the Occupational Health and Safety Act (OHSA) located?(little green book)(1)	Who is providing you with job specific Health and Safety training?(1)

JOB ORIENTATION/HEALTH AND SAFETY ASSIGNMENT

Name: _____ **Due:** _____

Mark: _____ **/25**

Obtain a floor plan from your placement or use a blank piece of paper to neatly sketch your work area(including office furniture etc). Make sure you label the following on your sketch: Fire extinguishers, first aid kit location, telephones, washrooms, fire hoses, eye wash stations, defibrillator and any other safety equipment. If items are not in your immediate work area, make a note at the bottom of your sketch describing where they are located. **USE A RULER!!!** When complete, use arrows to indicate the escape route you would use in case of an emergency.(6)

Signature of Placement Supervisor:(1) _____

THIS ASSIGNMENT MUST BE SIGNED OR IT WILL NOT BE ACCEPTED