

## Program Information – Cooperative Education and Specialist High Skills Major (SHSM) Cooperative Education

### Program Overview

Planned learning experiences that take place in the community such as work experience cooperative education, provide students who are enrolled in courses of all types and in all disciplines with the opportunity to enhance their school programs.

Experiential learning can assist all students, including exceptional students, who are bound for university, college, apprenticeship, or the workplace, in making career decisions as well as in developing the knowledge, skills, and attitudes that are essential in today's society.

Cooperative education courses include a classroom component, comprising preplacement and integration activities, and a placement component. Students earn cooperative education credits by integrating classroom theory with planned learning experiences in the community to achieve learning based on the curriculum expectations of the related course. Placements should provide students with challenging opportunities to apply and extend the knowledge, practise and refine the skills acquired in the related course, and to demonstrate achievement of placement expectations that reflect current workplace practices and standards.

Cooperative education involves a partnership between education and business, industry, agriculture, labour, or community organizations that includes students, teachers, parents, employers, and placement supervisors. Additional participants may be involved in the case of exceptional students and other students with special needs. Joint planning by these individuals ensures that students are provided with a systematic introduction to career exploration, experiential learning, and career planning. (Source: *Cooperative Education and other forms of Experiential Learning*, 2000)

### How do summer school cooperative education programs benefit students?

Summer school cooperative education programs:

- give students the opportunity to take cooperative education if they were unable to do so during the regular school year because of scheduling conflicts;
- provide access to placements in areas such as landscaping, recreation, and hospitality that involve seasonal employment opportunities and that are not available during the regular school year;
- enable students to earn the compulsory and/or optional credits they need to complete their Ontario Secondary School Diploma (OSSD);
- can lead to opportunities for employment for the remainder of the summer after the placement is completed or for future summer employment.

Durham Continuing Education offers two cooperative education programs. The two-credit cooperative education program runs Monday through Friday, commencing Tuesday July 2, 2019, and concluding Friday August 2, 2019. The program will be a combination of in-class instruction and on-site work experience. Cooperative education teachers will monitor students through on-site visits throughout the work term.

**Option 1:** Cooperative Education. This program is recommended for students who wish to explore an area of interest for post secondary destination. Successful students in this program will receive one cooperative education credit one in-class credit (GLN4O1) – Navigating the Future. Students must attend all in-class days and all scheduled on-site work experience dates. Due to the compressed timeframe, absences may result in forfeiture of the cooperative education credit.

**Option 2:** Specialist High Skills Major (SHSM) Cooperative Education. The program is designed for students who have identified an area of interest and are registered in a Specialist High Skills Major program at their home school. Student placements MUST be related to the SHSM in which they are enrolled. Successful students in this program will receive two (2) cooperative education credits linked to their SHSM program. Students must complete a combination of in-class and on-site hours. Due to the compressed timeframe, absences may result in forfeiture of one or both of the cooperative education credit(s).

### **Requirements for participation in the a cooperative education program;**

- ✓ students should have completed at least 16 credits;
- ✓ students must be available for the entire program;
- ✓ students **must secure their own placement** (\* see note following) and the placement work hours must occur Monday to Friday, with the majority of hours occurring between 8:00 am and 5:00 pm (weekend hours and company shut downs CANNOT be accommodated);
- ✓ French Immersion placements can be accommodated but only the placement credit would be granted in French – the in-class (GLN4O1 will be granted in English);
- ✓ placements MUST be within the boundaries of Durham Region;
- ✓ students cannot receive remuneration while at placement;
- ✓ high-risk activities such as roofing, large-scale manufacturing, or activities that require operation of motor-powered vehicles or high risk machinery are not suitable;
- ✓ students are responsible for the purchase of any safety equipment or uniforms required by the chosen placement;
- ✓ students are responsible for travel to and from placements and in-school sessions;
- ✓ *Placements must be approved prior to the start of summer school. The Durham District School Board and Durham Continuing Education reserve the right to refuse placements if the Co-operative Education Teacher deems the placement unsafe or unsuitable for the cooperative education program. Family members at a cooperative education placement cannot supervise students. Please visit [www.dce.ca](http://www.dce.ca) for further information.*

*It is the responsibility of students and their guidance counsellors to ensure suitability of students before approving registration in a Cooperative Education course. Cooperative education programs cannot be taken concurrently with any other summer school program.*

\* Note: Durham Continuing Education does not have access to cooperative education placements. Cooperative education teachers are tenured for the summer program only and are not available to assist in placement sourcing. Furthermore, home schools are NOT expected to find placements for students, however, students may wish to consult with home school cooperative education teachers for suggestions ONLY. Information for prospective employers may be found on our website at [www.dce.ca](http://www.dce.ca) – under “Programs”, “Summer School”, “Cooperative Education” or in Appendix B of this document.

**Program Calendars (subject to change)**

**July/Aug 2019**

**Cooperative Education Program Dates**

| Sun | Mon | Tues           | Wed             | Thurs          | Fri           | Sat |
|-----|-----|----------------|-----------------|----------------|---------------|-----|
|     | 1   | 2<br>Class Day | 3<br>Class Day  | 4<br>Class Day | 5             | 6   |
| 7   | 8   | 9              | 10              | 11             | 12            | 13  |
| 14  | 15  | 16             | 17<br>Class Day | 18             | 19            | 20  |
| 21  | 22  | 23             | 24              | 25             | 26            | 27  |
| 28  | 29  | 30             | 31              | Aug 1          | 2<br>Last Day |     |

**July/Aug 2019**

**SHSM Cooperative Education Program Dates**

| Sun | Mon | Tues           | Wed            | Thurs          | Fri           | Sat |
|-----|-----|----------------|----------------|----------------|---------------|-----|
|     | 1   | 2<br>Class Day | 3<br>Class Day | 4<br>Class Day | 5             | 6   |
| 7   | 8   | 9              | 10             | 11             | 12            | 13  |
| 14  | 15  | 16             | 17             | 18             | 19            | 20  |
| 21  | 22  | 23             | 24             | 25             | 26            | 27  |
| 28  | 29  | 30             | 31             | Aug 1          | 2<br>Last Day |     |

**Note:** On days other than those denoted as “Class Day”, students will be expected to attend work placement.

**Course Cancellations**

**Durham Continuing Education** reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course. Students will be notified ONLY of course cancellations. Course cancellations will also appear on the DCE website by Friday June 28, 2019, 12:00 pm.

**First Day Procedures for Cooperative Education Students**

Classes begin **Tuesday July 2, 2019 – attendance is MANDATORY.**

- a) Classes at all summer school locations begin promptly at 8:30 am, but students should arrive 15 minutes early for the first day at 8:15 am.
- b) Class locations will be posted in the main lobby of the school.
- c) If a student’s name does not appear on any class list, he/she should take his/her registration receipt to the summer school office.
- d) If a student wishes to make a course change, he/she must speak to the summer school principal or vice-principal and may be referred to Durham Continuing Education or their home school for further approvals for the course change.

**Report Cards**

Final report cards will be available by the end of August. For students enrolled in a day school, the report card will be sent to their **home school**. Students **not** enrolled in a Durham District Board school will have their report card mailed to their home addresses by the end of August. Marks will NOT be given out over the telephone. If students wish to obtain a final unofficial mark summary at the end of their program, students may provide their teacher a self-addressed stamped envelope prior to the end of the program.

**Mark Transmission to Colleges/Universities**

Students enrolled in a Durham District School Board School during the 2018/2019 year who have applied to Ontario College or University entrance in Fall 2019, will have their marks transmitted electronically in mid-August 2019. Should the student need a proof of mark prior to the transmission date, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

For ALL other students who have applied to Ontario Colleges **ONLY** for Fall 2019 entry and who wish their marks transmitted electronically, please provide your OCAS number to the summer school office. Marks will be transmitted in mid-August 2019.

For ALL other students who have applied to Ontario Universities for Fall 2019 entry, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

For ALL students who have applied to Universities or Colleges outside of Ontario for Fall 2019 entry, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

**Durham Continuing Education DOES NOT have access to student OUAC/OCAS profiles. All proof of mark letters MUST be requested at the Summer School sites prior to the end of the course.**

### **Appeal of Summer School Marks**

Should a student feel the necessity to appeal a summer school mark, it must be done through his/her home school guidance department. The home school guidance department will make inquiries to the principal of Durham Continuing Education who will make a decision and inform the school, the students, and the parents of the final decision.

### **Textbooks/Instructional Materials and Equipment**

Durham Continuing Education is not responsible for any equipment or uniforms required by cooperative education placements.

### **Transportation**

Students are responsible for transportation to and from cooperative education placement sites. Due to budgetary constraints, school bus service to and from the summer school locations will not be available except for Port Perry HS, Uxbridge SS, and Brock HS. School busses will travel from Port Perry HS, Uxbridge SS and Brock HS to both Sinclair SS and Pickering HS. Cooperative education students will be granted access to such busses on In-School and Integration Days. Durham Region Transit will be notified of the location of summer school sites and may adjust routes accordingly for all other locations.

### **Cooperative Education Sites**

Cooperative Education and Specialist High Skills Major Cooperative Education will be offered at Pickering HS, Sinclair SS and Maxwell Heights SS. Please ensure that you register for the correct Cooperative Education program.

#### **Pickering HS**

180 Church Street North  
Ajax, ON L1T 2W7

#### **Sinclair SS**

380 Taunton Road East  
Whitby, ON L1R 2K5

#### **Maxwell Heights SS**

1100 Coldstream Drive  
Oshawa, ON L1K 0N1