



Alternative, Adult and Community Education

# CO-OPERATIVE EDUCATION

In-Class Sessions

Tuesday, July 3 to Friday, July 6, 2012  
Friday(s), July 13, July 27 and August 10



## Student Application

**A resume and credit counselling summary must be submitted with this application  
Senior Level Students Grades 11 and 12**

### PLEASE PRINT

OEN #: \_\_\_\_\_ DSBN#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

APT/UNIT/P.O. Box: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Gender:  MALE  FEMALE Date of Birth: YY/MM/DD Health Card #: \_\_\_\_\_

Language First Spoken: \_\_\_\_\_ Status in Canada: \_\_\_\_\_

Medical Condition (if applicable): \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name (First & Last): \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ Work#: (\_\_\_\_) \_\_\_\_\_

#### ATTENDANCE

Regular attendance as arranged between the training organization and the Co-op Co-ordinator is required. **A medical certificate must be available for any days absent after a student has been absent for a TOTAL of 3 days for any reason.** Students and their families must ensure that holidays and other activities do not jeopardize their enrolment status in the co-op program.

**We have read the above and understand that regular attendance is mandatory.**

Student's Signature: \_\_\_\_\_ Date: YY/MM/DD

Parent/Guardian's Signature: \_\_\_\_\_ Date: YY/MM/DD

Current school for 2011/2012: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: YY/MM/DD



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## Student Application

### CO-OPERATIVE EDUCATION PLACEMENT REQUEST

Placement Preference      1<sup>st</sup> choice: \_\_\_\_\_      2<sup>nd</sup> Choice: \_\_\_\_\_

Suggested related course  
successfully completed:      1) \_\_\_\_\_      2) \_\_\_\_\_

Reason for applying for Co-op: \_\_\_\_\_

### CO-OPERATIVE EDUCATION EMPLOYER INFORMATION

Name of Placement: \_\_\_\_\_      Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_      City: \_\_\_\_\_

Work #: \_\_\_\_\_      Cell #: \_\_\_\_\_

I have made contact with the employer:       YES       NO

### ADDITIONAL INFORMATION

In School Course Code: \_\_\_\_\_      School Year: \_\_\_\_\_      Semester: \_\_\_\_\_

Summer Co-op Course Code: \_\_\_\_\_      Credit Value: \_\_\_\_\_

SHSM Area of Specialization: \_\_\_\_\_

Will these Co-op credits make you eligible for an OSSD this summer?       YES       NO

Have you taken Co-op credits previously?       YES       NO      Employer's Name: \_\_\_\_\_

**ATTENDANCE** (current semester):      Number of absences: \_\_\_\_\_      Number of Lates: \_\_\_\_\_

**PLEASE SEND COMPLETED APPLICATION NO LATER THAN FRIDAY, JUNE 8, 2012 TO:**

**Alternative, Adult and Community Education**  
191 Carlton St, St Catharines, ON, L2R 7P4  
Phone: (905) 687-7000  
Fax: (905) 688-7753  
Email address: Trisha.Miller@dsbn.org

## CO-OPERATIVE EDUCATION

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Friday(s), July 13, July 27 and August 10

### Student Information

Sir Winston Churchill Secondary School, St. Catharines



It is mandatory for students to attend the orientation in class sessions  
in order to participate in the summer co op program

#### PLEASE RETAIN FOR FUTURE REFERENCE

#### STUDENT RESPONSIBILITIES:

- To have the approval of your school Principal.
- To submit a resume with your completed application to your school's guidance department or co-operative education department.
- To attend **MANDATORY** Orientation In-Class Sessions on July 3 and July 4, 2012.
- To attend **MANDATORY** Integration In-Class Sessions on July 13, July 27 and August 10, 2012.
- To arrange a suitable workplace/training station.
- To attend an interview with the perspective Co-op employer.
- To follow all rules, regulations and policies of both the employer and the District School Board of Niagara related to dress, health and safety, attendance and work schedule.
- To work in an appropriate manner, exhibiting good work ethic, initiative and citizenship.
- To make the employer aware of any special health issues that might impact on your placement (e.g., medication requirements).
- To have own transportation to and from your Co-op placement and in-class sessions.
- To understand this is a credit based co-op, and students should **NOT** be expected to be paid by their co-op employer.
- **NIAGARA HEALTH SYSTEM PLACEMENT**  
To have a doctor complete the Communicable Disease Surveillance Form and a two step TB test if you are interested in a placement within one of the Niagara Health System Sites (i.e., Fort Erie, Greater Niagara General Hospital, St. Catharines General, Port Colborne and/or Welland Hospitals)

#### INFORMATION TO REMEMBER:

- The Summer Co-op placement runs for six weeks, from July 3 until August 10, 2012.
- Regular attendance is required. Students and their families must ensure that holidays and other activities do not jeopardize their enrolment status in the Co-op program.
- **Students must complete a minimum of 7 hours per day, 5 days per week, (minimum 220 hours) plus complete written assignments to achieve 2 credits.**
- Location of Co-Operative Education is Sir Winston Churchill Secondary School, St. Catharines

For registration inquiries, please call Alternative, Adult and Community Education 9905) 687-7000

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### Student Information



**Tuesday, July 3, 2012 – 9:00 am until 1:00 pm**  
**Sir Winston Churchill Secondary School in Room #120**

9:00 - 9:20 am	Introduction a) Teachers b) Program
9:20 - 10:00 am	<ul style="list-style-type: none"> <li>• Co-op Education and review of Program</li> </ul>
10:00 - 10:10 am	<b>BREAK</b>
10:10 - 11:00 am	<ul style="list-style-type: none"> <li>• Future Jobs</li> <li>• Employment Standards</li> <li>• Human Rights</li> </ul>
11:00 - 11:10 am	<b>BREAK</b>
11:10 am - 12:00 pm	<ul style="list-style-type: none"> <li>• Harassment in the Workplace</li> <li>• Suzanne Mason – Niagara Region Sexual Health Centre</li> <li>• Confidentiality Ethics</li> </ul>
12:00 - 1:00 pm	<ul style="list-style-type: none"> <li>• In class groups with teacher for self assessment</li> <li>• Job readiness skills</li> <li>• Review of paperwork with teacher</li> </ul>

**Wednesday, July 4, 2012 – 9:00 am until 1:00 pm**  
**Sir Winston Churchill Secondary School in Room #120**

9:00 - 10:00 am	<ul style="list-style-type: none"> <li>• Safety in the Workplace, Rob Maxwell – YWAP</li> </ul>
10:00 - 10:10 am	<b>BREAK</b>
10:10 - 11:00 am	<ul style="list-style-type: none"> <li>• Passport to Safety</li> <li>• Personalized Placement Safety Plan (PPLP)</li> </ul>
11:00 - 11:30 am	<ul style="list-style-type: none"> <li>• Preparation for Job Interviews</li> </ul>
11:30 am - 12:00 pm	<ul style="list-style-type: none"> <li>• Student Handbook and Policies</li> </ul>
12:00 - 1:00 pm	<ul style="list-style-type: none"> <li>• Final check on paperwork and instructions with teachers</li> </ul>

**Thursday, July 5 and Friday, July 6, 2012**

<ul style="list-style-type: none"> <li>• Interviews with Employers</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook completed (PPSP, Work Education Agreement)</li> </ul>
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