



Adult & Community Education Services  
**SUMMER SCHOOL 2017**  
**CO-OPERATIVE EDUCATION**

In-Class Sessions

*Orientation:* Wednesday July 5, Thursday July 6 & Friday July 7, 2017

*Integration:* Friday(s), July 14, July 28, and Thursday, August 10, 2017

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

**STUDENT INFORMATION - PLEASE PRINT**

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

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

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

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

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

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

Postal Code: \_\_\_\_\_

Home #: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Gender:  MALE  FEMALE

Date of Birth \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Language First Spoken: \_\_\_\_\_

Status in Canada: \_\_\_\_\_

Visa Student:  YES  NO

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

**EMERGENCY CONTACT INFORMATION**

Name (First & Last): \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home #: \_\_\_\_\_

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

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

**CO-OPERATIVE EDUCATION EMPLOYER INFORMATION**

Name of Placement: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

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

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

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

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

Email Address: \_\_\_\_\_



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**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: \_\_\_\_\_

Regular attendance as arranged between the training organization and the Co-op Coordinator 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: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Current school for 2016/2017:** \_\_\_\_\_

Principal's Signature: _____	Date: _____
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**STUDENT COMPLETION CHECKLIST:**

- |   |   |
|---|---|
| <input type="checkbox"/> Application Form is complete | <input type="checkbox"/> Placement Confirmation |
| <input type="checkbox"/> Credit Counselling Summary   | <input type="checkbox"/> Resume                 |
| <input type="checkbox"/> Principal's signature        |   |

**Please send completed application to:**

**Mail:** Adult & Community Education, Attention: Kelly Levesque, 535 Lake Street, St. Catharines, ON L2N 4H7

**Fax:** (905) 646-7042

**Email :** [SummerCoop@dsbn.org](mailto:SummerCoop@dsbn.org)



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# SUMMER SCHOOL 2017 CO-OPERATIVE EDUCATION

## In-Class Sessions

*Orientation:* Wednesday July 5, Thursday July 6 & Friday July 7, 2017

*Integration:* Friday(s), July 14, July 28, and Thursday, August 10, 2017

Laura Secord Secondary School, 349 Niagara Street, St. Catharines

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

**RETAIN THIS PAGE FOR SUMMER SCHOOL PROCEDURES AND EXPECTATIONS**

### STUDENT RESPONSIBILITIES:

- **To arrange a suitable workplace/training station.**
- 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 5, 6 and 7 2017.
- To attend **MANDATORY** Integration In-Class Sessions on July 14, July 28, and August 10, 2017.
- 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.

### INFORMATION TO REMEMBER:

- The Summer Co-op placement runs for six weeks, from July 5 until August 10, 2017.
- 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 7-8 hours per day, 5 days per week, (minimum 200 hours) plus complete written assignments to achieve 2 credits.**
- Location of Co-operative Education site is at Laura Secord Secondary School, 349 Niagara Street, St. Catharines

For registration inquiries, please call Adult & Community Education (905) 687-7000  
For program inquiries, please contact Duane Kemp, Thorold Secondary School (905) 227-1188



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**Wednesday, July 5, 2017 – 9:00 am until 1:00 pm**  
**Laura Secord Secondary School, 349 Niagara Street, St. Catharines**

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>• Young Workers Awareness Program</li> <li>• DSNB Online Safety Tests</li> <li>• Ministry of Labour – 4 Steps – eLearning module</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 and 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>

**Thursday, July 6, 2017 – 9:00 am until 1:00 pm**  
**Laura Secord Secondary School, 349 Niagara Street, St. Catharines**

9:00 - 10:00 am	<ul style="list-style-type: none"> <li>• Safety in the Workplace</li> </ul>
10:00 - 10:10 am	<b>BREAK</b>
10:10 - 11:00 am	<ul style="list-style-type: none"> <li>• Human Rights</li> <li>• Employment Standards Act</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>

**Friday, July 7, 2017**

<ul style="list-style-type: none"> <li>• Placement Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook completed (PPSP, Work Education Agreement)</li> </ul>
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\*NOTE: Speakers and agenda are subject to change