



Adult & Community Education Services
SUMMER SCHOOL 2018
CO-OPERATIVE EDUCATION

In-Class Sessions

Orientation: Wednesday July 4, Thursday July 5 & Friday July 6, 2018

Integration: Friday(s), July 13, July 27, and Thursday, August 9, 2018

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

STUDENT INFORMATION - PLEASE PRINT – *To be completed by student and/ or staff*

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 – *To be completed by student and/ or staff*

Name (First & Last): _____ Relationship to Student: _____
Home #: _____ Cell #: _____ Work#: _____

CO-OPERATIVE EDUCATION EMPLOYER INFORMATION – *To be completed by student and/ or staff*

Name of Placement: _____ Employer's Name: _____
Address: _____ City: _____
Work #: _____ Cell #: _____
Email Address: _____



Adult & Community Education Services
SUMMER SCHOOL 2018
CO-OPERATIVE EDUCATION

In-Class Sessions

Orientation: Wednesday July 4, Thursday July 5 & Friday July 6, 2018

Integration: Friday(s), July 13, July 27, and Thursday, August 9, 2018

This page is to be completed by school staff

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 2017/2018: _____

Principal's Signature: _____ **Date:** _____

STUDENT COMPLETION CHECKLIST:

- Application Form is complete
- Credit Counselling Summary
- Principal's signature
- Placement Confirmation
- Resume

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



Adult & Community Education Services

SUMMER SCHOOL 2018 CO-OPERATIVE EDUCATION

In-Class Sessions

Orientation: Wednesday July 4, Thursday July 5 & Friday July 6, 2018

Integration: Friday(s), July 13, July 27, and Thursday, August 9, 2018

Sir Winston Churchill Secondary School, 101 Glen Morris Drive, 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 4, 5 and 6 2018.
- To attend **MANDATORY** Integration In-Class Sessions on July 13, July 27, and August 9, 2018.
- 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 4 until August 10, 2018.
- 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 Sir Winston Churchill Secondary School, 101 Glen Morris Drive, 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**



Adult & Community Education Services

SUMMER SCHOOL 2018 CO-OPERATIVE EDUCATION

In-Class Sessions

Orientation: Wednesday July 4, Thursday July 5 & Friday July 6, 2018

Integration: Friday(s), July 13, July 27, and Thursday, August 9, 2018

Wednesday, July 4, 2018 – 9:00 am until 1:00 pm Sir Winston Churchill Secondary School, 101 Glen Morris Drive, St. Catharines

9:00 - 9:20 am	Introduction a) Teachers b) Program
9:20 - 10:00 am	<ul style="list-style-type: none"> • Co-op Education and review of Program
10:00 - 10:10 am	BREAK
10:10 - 11:00 am	<ul style="list-style-type: none"> • Young Workers Awareness Program • DSBN Online Safety Tests • Ministry of Labour – 4 Steps – eLearning module
11:00 - 11:10 am	BREAK
11:10 am - 12:00 pm	<ul style="list-style-type: none"> • Harassment in the Workplace • Suzanne Mason – Niagara Region Sexual Health Centre • Confidentiality and Ethics
12:00 - 1:00 pm	<ul style="list-style-type: none"> • In class groups with teacher for self-assessment • Job readiness skills • Review of paperwork with teacher

Thursday, July 5, 2018 – 9:00 am until 1:00 pm Sir Winston Churchill Secondary School, 101 Glen Morris Drive, St. Catharines

9:00 - 10:00 am	<ul style="list-style-type: none"> • Safety in the Workplace
10:00 - 10:10 am	BREAK
10:10 - 11:00 am	<ul style="list-style-type: none"> • Human Rights • Employment Standards Act
11:00 - 11:30 am	<ul style="list-style-type: none"> • Preparation for Job Interviews
11:30 am - 12:00 pm	<ul style="list-style-type: none"> • Student Handbook and Policies
12:00 - 1:00 pm	<ul style="list-style-type: none"> • Final check on paperwork and instructions with teachers

Friday, July 6, 2018

<ul style="list-style-type: none"> • Placement Orientation 	<ul style="list-style-type: none"> • Student Handbook completed (PPSP, Work Education Agreement)
---	---

*NOTE: Speakers and agenda are subject to change