

# SIR WILFRID LAURIER SECONDARY SCHOOL

## Coop Department



**COURSE NAME: COOP**

**COURSE CODE: COP30/40**

**COURSE OVERVIEW:** The cooperative education course consists of a classroom component and a placement component. Through these two components, the cooperative education course prepares the student for successful participation in a work placement; provides sufficient time and various opportunities at the placement to enable the student to apply and further develop the knowledge and skills acquired in the related course; and provides opportunities for the student to integrate the learning acquired in school and at the placement.

### Course Strands & Overall Expectations:

#### **A. Job Readiness**

- A1 Create effective resumes, cover letters, job applications for the work search process Job documentation
- A2 Demonstrate effective communications skills through email, telephone, in person and the interview process Job Communications

#### **B. Health and Safety**

- B1 Knowledge and understanding of workplace health and safety rules
- B2 Demonstrate the application of workplace and safety rules
- B3 Participate in Health and Safety training

#### **C. Workplace Opportunities**

- C1 Communicate new learning and skill acquisition through written logs and reflections, on a weekly basis
- C2 Demonstrate the ability to access related career information and pathway directions
- C3 Reflect on and analyze their placement experiences

#### **D. Roles and Responsibilities**

- D1 Understand the school and placement expectations that they are to achieve in the cooperative education course
- D2 Demonstrate an understanding of work ethics and the responsible use of information technology
- D3 Understand and apply both legal and human rights as they apply to the workplace

## E. Personalized Learning

- E1 Demonstrate, adapt and reflect on the building of the Essential Skills profile and Employability Skills
- E2 Relate the placement experience both to the curriculum expectations of the related course and to the expectations related to cooperative education, using a variety of strategies, activities and tools
- E3 Reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placements

## LEARNING RESOURCES:

3 ring binder or duo-tang, Career Cruising and other career-related sites, guest speakers (Young Worker Awareness Program, LEAF), Passport to Safety and WHMIS training, Employer-Student-Teacher conferencing, OCEA Resource Manual.

## ASSESSMENT AND EVALUATION:

Students will be evaluated according to the overall expectations of this course. Students will receive ongoing feedback via **assessments** that they can use to improve their learning and ability to demonstrate course expectations.

The following conversion chart shows how the four levels of achievement are aligned to percentage marks:

Achievement Level	4+	4	4-	3+	3	3-	2+	2	2-	1+	1	1-
Percentage Mark Range	95-100	87-94	80-86	77-79	73-76	70-72	67-69	63-66	60-62	57-59	53-56	50-52

Below Level 1 (R) signifies additional learning is required to demonstrate competency in the expectation being evaluated.

An "I" signifies that the student has not provided evidence to allow the expectation to be evaluated.

The final mark will be based on 70% course work and 30% summative evaluations [more details will be provided later in the semester].