



St. Joseph Secondary School

BUSINESS STUDIES, COOPERATIVE EDUCATION & TECHNOLOGICAL EDUCATION DEPARTMENT

Course Code: COOP
Course Name: Cooperative Education
Level: 1, 2, 3 or 4 Credit

Student's Name: _____

Overall Course Expectations and/or Curriculum Strands:

Course Description:

This course prepares students to make successful transitions to work, postsecondary education or training. Students explore the realities and opportunities of modern workplaces, while refining their employability skills and learning how to manage their careers. Students target appropriate postsecondary education or training options and begin to implement an action plan and back-up plan for postsecondary success. Throughout the course, students use a personal portfolio to summarize and document a wide range of their knowledge, skills, interests and achievements.

Students examine and reflect on their personal values, abilities and aspirations influencing life's choices and opportunities. They reflect on their personal relationship with God, some of their social experiences as related to work and the implications of these when planning for the future.

Ontario Catholic School Graduate Expectations (Vision of the Learner):

The graduate is expected to be:

1. A discerning believer
2. An effective communicator
3. A reflective, creative and holistic thinker
4. A self-directed, responsible, lifelong learner
5. A collaborative contributor
6. A caring family member
7. A responsible citizen

Efforts will be made to meet the individual learning needs of students to promote student success with respect to meeting the expectations of this course.

My signature below indicates that I have read the Course Handout, and I am in agreement with its contents.

Parent's/Guardian's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Units of Study:

COMPONENT
Pre-course Interview
Pre-Placement
Integration
Placement
Culminating Portfolio

Resources:

The course will use a variety of resources which will be distributed to students during the first week of the course. The text and all other resources assigned to each student are the responsibility of the student.

Resources for this course include:

Cooperative Education Workbook.

Any damage incurred will result in payment for replacement.

Evaluation Policies

1. Student marks will be determined by evaluating process & product according to 4 categories (see below) & 4 levels of the Achievement Chart as found in the Ministry Policy document for XXX Department.

Evaluation Structure:

Knowledge/Understanding	25%
Application	25%
Communication	25%
Thinking	25%

Term Evaluations = 70% of the final mark and Summative Evaluation = 30% of the final mark. Final Evaluations will include: (Culminating Performance Task = 30%)

2. Feedback will also be provided for student **learning skills:** Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation are assessed apart from student achievement in the four categories outlined above and will conform to the coding:

E – Excellent

G – Good

S – Satisfactory

N - Needs Improvement

3. **Assignments** submitted after the due date established by the teacher will receive a penalty **in accordance with our Board Assessment & Evaluation Policy Document** as outlined in the student agenda.
4. Should a student miss an evaluation due to a legitimate absence, **in accordance with our Board A&E Policy Document**, the student and teacher will make arrangements to address the missed evaluation in a timely manner. In the cases of **extended vacation** or **prolonged absence**, consultation with the appropriate administrator is required.
5. In the event that the student does not make up the missed evaluation(s), a zero may be assigned. If it is determined that the evaluation(s) has/have been missed as a result of a skip/truancy or has/have been plagiarized, a zero may be assigned.
6. For all other cases of absence and/or missed evaluations (including absence during the final examination period), please refer to our Board A&E Policy as outlined in the student agenda.

St. Joseph – Pray for Us and May God bless your efforts this semester!