

Supervisor's

Manual

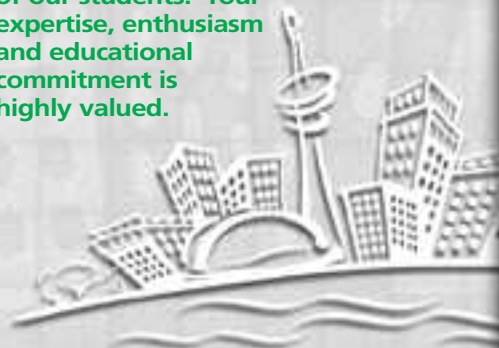


Cooperative Education is a unique learning opportunity which integrates classroom learning with practical experience in the workplace and is valuable for all students, whether they plan to go to work, college or university after secondary school.

This manual is designed to assist you in carrying out your responsibilities, and contains advice and suggestions which should make your task easier.

On behalf of the Toronto District School Board, we thank you for your contribution toward the education and career preparation of our students. Your expertise, enthusiasm and educational commitment is highly valued.

Cooperative Education



Start to finish



Prior to Beginning of Program:

- prospective Co-op students are interviewed by Co-op staff
- placements are recruited to match student requests and learning expectations with host company expectations
- placements are assessed for Health & Safety

The Program Begins:

- pre-placement orientation for students (first few days of class)
- student is interviewed at prospective placement
- student, parent, supervisor and teacher sign Work Education Agreement Form **before** student begins at placement
- student begins placement and spends alternate periods of time at placement and school
- teacher visits placement and develops the student's Personalized Placement Learning Plan with placement supervisor
- student completes weekly record of hours and activities, supervisor verifies/signs
- supervisor and teacher oversee student's performance
- teacher visits regularly to monitor, discuss student's progress with supervisor and student; supervisor informs teacher immediately if there is a serious complaint about student's conduct
- teacher develops integration sessions for students to reflect on and analyse their placement experiences
- teacher monitors student, and with supervisor's input on written student assessments, determines ultimate grade
- school credits are granted upon successful completion of classroom and placement components by student

Notes

FIRST DAY ORIENTATION OF A NEW STUDENT

You can ease the student's transition to the workplace and integrate her/him more effectively and productively into your organization.



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You can ease the student's transition into your organization when you:

- introduce student to co-workers
- show student where s/he will be working and equipment to be used
- tell student exact hours of working day, times for breaks and lunch
- give student name and phone number of person to call if s/he must be late or absent
- conduct a tour of your facilities, show her/him where to find supplies, restrooms, lockers and lunch room
- outline safety procedures (see Health and Safety)
- discuss role of the union, if applicable
- point out purpose of your organization and how your department contributes to that purpose
- refer to Personalized Placement Learning Plan to review student's preliminary duties and explain how her/his work activities fit into the organization as a whole
- outline important rules and regulations, discuss company procedures and supply a manual, if available
- remind student to ask questions about following proper procedures
- help student to feel part of your work team

This is addressed in several ways:

- careful **matching** of student's academic learning to placement choice
- classroom **instruction** prior to placement in:
 - self-assessment
 - employability skills
 - effective communication
 - job readiness skills
 - health & safety
 - labour unions
 - confidentiality
 - ethics
- Personalized Placement Learning Plan** links school and workplace training, as basis for student's learning and placement assessment
- class integration sessions** allow student to analyze workplace learning
- integration assignments** formalize school and workplace learning
- performance appraisals** assess performance of tasks in Personalized Placement Learning Plan

You as supervisor assist in this integration when you:

- provide feedback to student on resume and interview
- assist teacher in developing realistic and challenging Personalized Placement Learning Plan and discuss student progress with teacher
- teach about the working world through training for job-related tasks and technology
- help student make informed career decisions by discussing/allowing student to investigate career opportunities/trends in your industry
- assist student with integration assignments related to workplace
- help student make connections between classroom and workplace learning and reinforce importance of integration classes
- assist teacher in assessing student's performance as related to Personalized Placement Learning Plan

Learning is enhanced when curriculum planning helps the student make connections between academic study and workplace experience.



Notes

The Cooperative Education supervisor has an obligation to:

- act as role model by demonstrating and practising safe work habits
- show student location of first aid equipment, health room
- outline safety procedures (fire escape routes, precautions with potentially dangerous substances and/or equipment)
- outline medical precautions, as applicable (ie. exposure to blood and bodily fluids, needle-stick injuries, safe handling of animals)
- explain purpose and use of safety equipment and protective clothing
- outline correct procedures for reporting all accidents
- ensure that workplace is safe (inspect frequently for elimination of hazards; assign potentially hazardous tasks to experienced workers)
- reinforce importance of job safety by periodically reviewing policies and procedures with student

In the event of an accident, the supervisor will:

- ensure that student obtains first aid promptly
- notify immediately teacher/monitor or appropriate school official who will follow reporting procedures under regulations of Workplace Safety & Insurance Board
- provide for immediate transportation to a hospital or doctor's office for any injury requiring medical attention, with completed **Treatment Memorandum for Workplace Safety & Insurance Board**
- record first-aid treatment or advice given to student

Each work placement assumes the responsibility of providing a safe working environment with proper industrial safety procedures, of educating the student and expecting her/his compliance in following standard worker health and safety guidelines. Boards of Education are required by the Ministry of Education to take every precaution to assure the safety and protection of students during the Co-op component. This includes the student's right to learn and work in an environment free from discrimination and harassment.

Notes

Assessment & Evaluation

The purpose of assessment and evaluation is to improve student learning. The employer uses the **Personalized Placement Learning Plan** and written performance appraisals to assess the student's strengths and weaknesses in order to determine the student's achievement of the curriculum expectations at the workplace. In addition, the student is assessed on the classroom component of the course. The teacher is responsible for the final evaluation, for assigning the final mark and granting credits. You assist in the ongoing assessment of the student as you:

- ensure that the student clearly understands your daily expectations in completing tasks outlined in the Personalized Placement Learning Plan
- recognize effort as well as performance, particularly at the initial stages, encourage questions, listen to student's views and concerns
- praise and offer student constructive criticism to help her/him understand your expectations and enhance performance
- discuss student's progress with teacher and student during placement learning assessment by discussing the student's strengths and weaknesses
- inform monitoring teacher immediately if you have a serious complaint about student's conduct
- assist teacher in modification of Personalized Placement Learning Plan where appropriate
- complete assessment forms with teacher, in an honest, straightforward and realistic manner to reflect student performance as for an employee with a similar level of experience
- encourage student to appraise her/his own performance
- provide student with guidance, suggestions and encouragement as a follow-up to each assessment

INSURANCE COVERAGE

Students are covered through a policy taken out by the Ministry of Education. For this coverage to be valid, the Work Education Agreement Form must be signed by all parties **before** the student begins work.

The Toronto District School Board maintains liability insurance coverage for Co-op students participating in programs authorized by the Board. Students are covered for third party, bodily injury and property damage. The student and company are protected against damage arising from the student's negligence; the student is protected for damage caused accidentally to the property of the placement while such property is in her/his care, custody or control.

Student Accident Insurance is made available to all students; however, this insurance is voluntary and optional and is paid by the student.

OPERATING COMPANY VEHICLES

Cooperative Education students should not be required to drive a vehicle as part of their Co-op program. If a placement supervisor chooses to request that a student operate a company motor vehicle, this must be specified in the Personalized Placement Learning Plan, the work placement assumes the associated risk and the placement's insurance coverage is primary. The Board has no liability insurance to protect the supervisor or the student for damages arising out of the operation of a vehicle and discourages the operation of vehicles by students. The company should ensure that full instruction and supervision is provided, and that the student has the appropriate classification of driver's licence; the student should be added as an additional driver on the company's automobile insurance policy for the protection of all (check that the company insurance covers drivers under the age of twenty-one (21) years).

Students are not to use their own vehicles; if they do so it is at their own risk.

REMUNERATION

Cooperative Education students are earning credits for work experience related to in-school curriculum. The Toronto District School Board does not expect that students be paid for assigned Co-op placement time, but a nominal honorarium toward work expenses - transportation, lunch, uniforms or equipment is acceptable.

If the student stays at the placement beyond the Co-op placement hours, s/he may be hired as an employee and paid.

The employer then assumes responsibility for Workplace Safety & Insurance Board coverage.

