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|  |  | **Course Outline and Evaluation Summary**  Course Code: **COOP2/COOP4** | |  |
|  | Title of Course: **Cooperative Education** | 416-395-3210 | |
|  | Department: **Business/Cooperative Education** |  | |

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| **Course Description** |
| Cooperative Education is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a workplace to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or a locally developed course. COOP2 is the 2-credit version of the Cooperative Education program, while COOP4 is the 4-credit version.  *Unit 1 - Pre-placement:*  In this unit, students will learn information to prepare them for their placement experience. They will create a cover letter, résumé, and reference list. They will complete a job application. They will learn how to prepare for an interview and write a thank you letter. They will learn about effective communication skills, health and safety, confidentiality, ethics, workplace legislation, and labour unions.  *Unit 2 - Weekly Journals and Log Sheets:*  This unit occurs while students are at their placement. They must complete a log sheet each week documenting the duties they perform and the hours they work. They must also reflect on their placement experience and describe how it relates to the in-school course they already took.  *Unit 3 - Integration:*  This unit focuses on career information, human rights, labour market trends, and the changing role of men and women in the workplace.  *Unit 4 - Summative Assessment:*  Students will create a portfolio that contains an exit résumé, a cover letter, a list of references, letters of recommendation, pictures of work they have done at their placement, post secondary research, and an employer interview. They will also create a brochure, webpage, or powerpoint presentation to present their co-op experience. |

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| **Course Evaluation** | | | | | |
| Course evaluations incorporate one or more of the achievement categories (KICA). A brief description of each category can be found [here](https://www.dcp.edu.gov.on.ca/en/assessment-evaluation/categories-of-knowledge-and-skills). The final grade is calculated using the weighted percentages below. | | | | | |
| **Term Work:** | **A variety of tasks where you show your learning and have marks assigned using the Achievement Categories/Strands** | | **Summative**  **Evaluation:** | **Marked summative tasks which assess your learning on the entire course** | |
| 70% | 25% | Knowledge & Understanding | 30% | n/a | Final Exam |
| 30% | Thinking & Inquiry |
| 25% | Application | 30% | Summative |
| 20% | Communication |

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| **Learning Skills** |
| Learning skills provide information to help students understand what skills, habits and behaviors they need to work on to be successful. These are not connected with any numerical mark. A brief description of each skill can be found [here](http://www.edu.gov.on.ca/eng/policyfunding/growsuccess.pdf#page=17).  **Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation**  E – Excellent G – Good S – Satisfactory N – Needs Improvement |

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| **Required Materials** |
| Any educational resource required for this course will be provided by the school. It is the student’s responsibility to come to class with these materials. |

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| **School/Departmental/Classroom Expectations** |
| **Attendance:** The student is expected to attend class on time. Parents/guardians will be contacted if lates/attendance becomes an issue/hindrance. If the student knows about an absence in advance, they should contact the teacher.  **Plagiarism/Cheating:** A mark of 0 will be assigned for any work submitted that does not belong to the student. A mark of 0 will be assigned to a student who was found to have cheated. Parents/guardians will be informed.  **Missed Work:** If a student is absent from class, (e.g. illness, sports team) it is **their** responsibility to find out what they have missed and to catch up. The student is responsible for completing all of the work that was missed due to an absence. If a student misses an assignment or test without a legitimate explanation and documentation, marks up to and including the full value of the evaluation may be deducted. Make-up tests must be arranged to be written.  **Late Work:**  Late work may result in a deduction of marks up to and including the full value of the evaluation. |

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| **Course Assessment Tasks** | | | |
| ***Unit/Topic/Strand*** | ***Big Ideas*** | ***Major Assignments / Evaluations*** | ***Estimated Duration*** |
| Unit 1:  Preplacement | * Student Roles and Responsibilities * Employability Skills * Job Application/Resume/Cover Letter * Interviews/Thank you letters * Communication * Health and Safety * Confidentiality and Ethics * Legislation and Labour Unions * Preparation for your Placement | 13 Assignments  One Assignment for each topic | 23 classes |
| Unit 2:  Placement | * 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 * Reflect on and analyze their placement experiences * Reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placement * Demonstrate an understanding of the appropriate methods of dealing with and reporting concerns or problems at the placement | Weekly Log Sheets to be filled out by students and signed by Coop Supervisors. | 14 weeks |
| Unit 3:  Integration | * Careers * Human Rights * Changes in Labour Market Trends * Changing Roles in the Workplace | Four Major reports | 4 classes |
| Unit 4:  Summative  Task | * Demonstrate the ability to access related career information * Demonstrate the ability to produce an effective exit résumé * Reflect and analyze their placement experiences * Reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placement * 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 | -Portfolio  -Presentation | 5 classes |