



COOPERATIVE EDUCATION STUDENT HANDBOOK

Cooperative Education Teacher: _____

School Phone Number: _____

Coop Ed Work Placement Contact Name: _____

Coop Ed Work Placement Phone Number: _____

COOPERATIVE EDUCATION STUDENT HANDBOOK

A. DEFINITION

Cooperative Education courses consist of an in-school (pre-placement orientation plus guided review and reflection classes) and an out-of-school (work placement) component to provide students with the necessary theoretical background and practical, experiential learning.

B. BENEFITS

Cooperative Education ensures that the out-of-school learning enhances your educational experience.

- ✓ Provides assistance in making career decisions
- ✓ Develops confidence and a positive attitude
- ✓ Develops interpersonal and communication skills
- ✓ Facilitates the transition from school to work
- ✓ Provides references and contacts for future employers
- ✓ Increases opportunity for acceptance into post-secondary schools and apprenticeship programs
- ✓ Permits training with equipment not readily available in schools
- ✓ Allows for valuable training by experts in the field
- ✓ Combines classroom learning with on-the-job experience to enable students to make informed career decisions

C. EXPECTATIONS OF COOPERATIVE EDUCATION PARTICIPANTS

Cooperative Education courses are successful when all participants collaborate with one another. The participants are:

- ✓ You, the Cooperative Education student
- ✓ Your parents/guardians
- ✓ Your training supervisor
- ✓ Your fellow workers
- ✓ Your school community
- ✓ Your Cooperative Education teacher

D. HOW TO ACHIEVE FULL POTENTIAL AT YOUR WORK PLACEMENT

The first impression you make on a new training supervisor is very important. Whether it is fair or not, you will be judged on your **appearance**. Observe how others on the job are dressed. You do not need to spend a lot of money on clothes. It is wise to have a few appropriate outfits that you can mix and match. Your clothes should be well pressed, clean and coordinated. Training supervisors feel that your concern for your appearance reflects your attitude toward work.

You have the right to dress as you please at home, but at your training station you have a responsibility to match your appearance to your work environment. Your clothing should not interfere with your safety or your ability to do the job.

You should be aware of the importance of personal hygiene. Regular bathing and the use of deodorant are recommended. Many places now have a scent free atmosphere; check this out before wearing any scents. Your hair and nails should be clean and neat.

Attendance and punctuality are important in establishing reliability and developing a sense of responsibility.

You are expected to be at your training station on time. This means that you are there and ready to work at the agreed upon time. It is not your arrival time. Allow time for things that may go wrong. It is better to be a few minutes early than to be late. Students who are in morning Coop Classes are responsible for their own transportation to their work placements. Students who are in the afternoon Coop Classes are responsible for their own transportation from the work placements. (If a student does not have access to their own transportation please indicate the option appropriate for them)

A common complaint of training supervisors is that some Cooperative Education students leave the job a few minutes early. They sit and watch the clock rather than start something they think they will not finish. This is lost time for the training supervisor.

Your training supervisor expects you to be at work every day. The **attendance policy** with regard to the Cooperative Education Program is as follows:

- ✓ Students must attend both in-school and work placement components regularly and punctually.
- ✓ If the student is unable to attend or will be late on any day at the work placement, the **placement supervisor** and **the school** must be contacted as soon as possible.
- ✓ Pre-placement assignments must be completed prior to the student beginning a work placement.

The only valid reasons for missing time are as follows:

- ✓ Personal illness or injury
- ✓ Important family responsibilities, ex.:- funeral, religious holidays
- ✓ Authorized school events
- ✓ Snow days as per District policy

You must follow correct procedures for absences as it is important that your Cooperative Education teacher know where you are at all times. Failure to inform your Cooperative Education teacher of your whereabouts could result in your removal from the program.

If you are unable to attend either an in-school or a work placement session, you are required to contact your Cooperative Education teacher at the beginning of the school day.

Absences known in advance:

- ✓ Clear the expected absence with your Coop Ed teacher
- ✓ If approved by your Coop Ed teacher, ask permission from your work placement supervisor
- ✓ Inform your Coop Ed teacher of your work placement supervisor's decision

Unexpected absences:

- ✓ Contact your work placement supervisor before you are scheduled to begin, explaining the reason for your absence
- ✓ Contact your Coop Ed teacher, explaining the reason for your absence

Learn the policies and procedures of your work placement (i.e. safety procedures, clothing regulations, etc.). Ask your work placement supervisor for an explanation of a policy or procedure, if you do not understand it. Contact your Coop Ed teacher if you have any concerns regarding the policy and procedures of your workplace.

A **positive attitude** is essential on the job; you must not only do your work to the best of your ability but you should also be:

- ✓ Enthusiastic
- ✓ Flexible
- ✓ Honest
- ✓ Caring

You must listen carefully to instructions. Making notes may help you remember them. If it is an inappropriate time to ask a question that you would like answered, write it down and ask your training supervisor later. Don't say you understand something if you don't!

Pitch in when work has to be done. Help someone out when they are busy; don't be afraid to do more than your share.

CONFIDENTIALITY is required. Your work placement may result in your having access to personal information about employees, employers, businesses, and/or clients. It is essential that you respect the confidential nature of this information and never discuss it outside the workplace; employers have the right to fire you for any breach of confidentiality.

Personal calls/texts should not be made or received at work, with the exception of emergency cases.

Conduct yourself in a professional manner; you will be expected to follow procedures and expectations of a paid employee within the establishment.

E. YOUR FIRST DAYS AT WORK

Success comes easily in your Cooperative Education placement if you get off to a good start. For the best possible start, your attitude should be one of eagerness to learn.

Do not be discouraged if you are starting at the bottom, most new employees do. You will be trained to do more as you show that you can handle the simple tasks first.

Your first days on the job may bring some nervousness that might cause you to doubt your ability. You may also feel strange because you do not know anyone. After several days, you will feel more comfortable.

Loyalty is extremely important and starts the day you begin work. Your training station expects you to speak well about it to other employees and your friends. If you have any concerns, discuss them with your cooperative education teacher.

F. PARENTS/GUARDIANS

Your parent/guardian must give written permission stating they permit you to be assigned to a work placement in the community and take responsibility for your transportation to and from your workplace. Cooperative Education 120 credits earned will go towards your New Brunswick High School Graduation Diploma.

G. WORK PLACEMENT SUPERVISOR

Your work placement supervisor expects you to do the best job that you can possibly do. You are expected to fit in at your work placement, to follow the policies and procedures of the organization and to be a willing, productive worker. You are expected to cooperate with the work placement supervisor. The work placement provides you with the opportunity to gain experience and earn credits.

It is expected that your work placement supervisor will provide you with a safe and healthy work environment and will teach you the skills and procedures that are necessary to be successful on the job. An interview will be arranged between you and the work placement supervisor before the placement commences. Following this interview, the work placement supervisor will inform your teacher whether they are able to accommodate you for the placement.

H. CO-WORKERS

It is important that you get along with your co-workers; try to remain neutral by not taking sides with one group of employees against another. Your work placement, supervisor and Cooperative Education teacher expect you to be willing to work hard and cooperate as a fellow employee.

I. COOPERATIVE EDUCATION TEACHER

Report any problems to the Cooperative Education teacher. Your teacher will act as a liaison between you and your work placement employer, and provide feedback, by maintaining ongoing contact and regular visitations to your workplace.

Keep all paperwork up-to-date and submitted on time.

J. INSURANCE AND MEDICAL COVERAGE

Employer Training Agreement

Cooperative Education 120 students are covered for accident or injury under the Workers' Compensation Act while participating in Cooperative Education programs. Cooperative Education students do not receive remuneration from the training organization and, as such, the Department of Education will cover their Workers' Compensation.

It is important that all parties complete the Employer Training Agreement form.

IN THE EVENT OF AN ACCIDENT (EVEN IF FIRST AID AND/OR MEDICAL ATTENTION IS NOT REQUIRED) THE WORK PLACEMENT EMPLOYER AND STUDENT MUST IMMEDIATELY CONTACT THE COOPERATIVE EDUCATION TEACHER WHO, IN TURN, WILL CONTACT AND REPORT THE ACCIDENT TO THE SCHOOL DISTRICT AND THE PARENT/GUARDIAN.

K. INDIVIDUAL TRAINING PLAN

The Individual Training Plan is developed by the student in consultation with the Cooperative Education teacher and the work placement supervisor. The Individual Training Plan is reviewed periodically to ensure that needs of both the student and the work placement are being met.

L. WEEKLY LOG

A weekly log must be completed and submitted to the Cooperative Education teacher every Monday. This log contains the hours worked and duties performed daily (signed by the work placement employer). This enables the Cooperative Education teacher to determine if the duties outlined in the Individual Training Plan are being met and that progressive learning is taking place. It is your responsibility to ensure:

1. The work placement supervisor has signed the Weekly Log and
2. The Weekly Log is regularly submitted to your Cooperative Education teacher within the established timelines.

M. JOURNALS

Journal writing is a required component of all Cooperative Education Programs.

N. ASSIGNMENTS

Assignments and reflective activities are required components of all Cooperative Education Programs.



I have read the Cooperative Education Student Handbook and I understand my responsibilities. I also understand that failure to comply with these responsibilities may result in probationary measures or removal from the Cooperative Education Program. I also consent to having information concerning my performance in the Cooperative Education Program shared with my parent/guardian, Cooperative Education teacher, placement supervisor, and school and district administration.

Student Signature

Date

I have reviewed this handbook and I understand, and agree to, the roles and responsibilities of my child, myself, the Cooperative Education teacher, and my child's workplace supervisor. In signing below I permit my child to participate in the work placement as assigned by the teacher.

Parent/Guardian Signature

Date

COMPLETE AND RETURN THIS PAGE TO THE COOPERATIVE EDUCATION TEACHER.