

COOPERATIVE EDUCATION APPLICATION PROCESS

Cooperative Education 120 is a course in which selected high school students combine studies at school with a work placement in the community. Students learn through participation in the day-to-day operation of an organization. Learning and experience are combined in an educationally beneficial way.

Students must register to take Cooperative Education and **should be aware that there is a selection process as outlined below:**

1. Attend a Cooperative Education Information Session at your school prior to course selection.
2. The following **must** be completed and all documents returned by course selection deadline date to be considered for Cooperative Education:
 - Cooperative Education Application (signed by parent/guardian)
 - 2 Subject Teacher References
 - Homeroom Teacher Reference

(The Teacher reference forms are confidential and will be returned to the Coop Ed teacher by the signing teachers)
3. Students **must** access the on-line career planning website '**Career Cruising**' and:
 - Complete Career Matchmaker(all 116 questions) in Assessments Section and save to Portfolio
 - Research 2 career matches from Matchmaker results (student choice); if the career area he/she hopes to pursue for Co-op. is not listed, he/she may substitute for one of interest
 - Print out your list of top career matches and your research results which should include Job Description, Education and Related Careers. Attach **all** to application.
4. Once the forms are completed and returned along with the results from Career Cruising, the Cooperative Education Teacher will individually interview the student to determine their suitability for Cooperative Education.
5. Selection of students is the responsibility of the Co-op. teacher based on:
 - Three A's – Attendance, Aptitude, Attitude
 - Review of references and placement request
 - Completion of Career Cruising with supporting documentation