



COOPERATIVE EDUCATION 120

STUDENT HANDBOOK

STUDENT HANDBOOK

COOPERATIVE EDUCATION 120 TEACHER: _____

SCHOOL PHONE NUMBER: _____

WORK PLACEMENT CONTACT NAME: _____

WORK PLACEMENT PHONE NUMBER: _____

A. DEFINITION

Cooperative Education courses consist of an in-school (pre-placement orientation plus reflective classes) and an out-of-school (training/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 institutions 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

COOPERATIVE EDUCATION 120

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 work/training supervisor
- Your fellow workers
- Your school community
- Your Cooperative Education teacher

D. ATTENDANCE POLICY

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

You are expected to be at your workplace on time. On time means that you are there and ready to work at the time agreed upon. 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. Transportation to and from the work site is the responsibility of the student.

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** regarding the Cooperative Education Program is as follows:

- Students must attend both in-school and out-of-school components regularly and punctually
- If the student is unable to attend or will be late on any day at the work station, the **training 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, e.g.: funerals, religious holidays
- Authorized school events
- Snow days as per District policy

COOPERATIVE EDUCATION 120

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 training session, you are required to contact your Cooperative Education teacher at the beginning of the school day.

For absences known in advance:

- Clear your expected absence with your teacher
- If approved, ask permission from your training supervisor
- Inform your teacher of your training supervisor's decision

For unexpected absences:

- Contact your training supervisor before you are scheduled to begin, explaining the reason for your absence
- Contact your teacher, explaining the reason for your absence

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

You must listen carefully to instructions. Taking 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 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.

E. CONFIDENTIALITY

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.

COOPERATIVE EDUCATION 120

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

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 credits earned will go toward your Graduation Diploma.

G. SUPERVISOR

Your work/training supervisor expects you to do the best job that you can possibly do. You are expected to fit in at your workplace, to follow the policies and procedures of the organization and to be a willing, productive worker.

You are expected to cooperate with your supervisor. The employer is providing you with the opportunity to gain experience and earn credits.

It is expected that your 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 supervisor before the placement commences. Following this interview, the supervisor will inform your teacher whether or not they are able to accommodate you for the placement.

H. (ONSITE) COOPERATIVE EDUCATION TEACHER

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

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

I. INSURANCE AND MEDICAL COVERAGE

Employer Training agreement

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

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

IN THE EVENT OF AN ACCIDENT (EVEN IF FIRST AID AND/OR MEDICAL ATTENTION IS NOT REQUIRED), THE 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.

J. TRAINING PLAN

A personalized Training Plan will be developed by the student in consultation with the Cooperative Education teacher and the work/training supervisor. The Training Plan will be reviewed periodically to ensure that both the student's and the employer's needs are being met.

K. STUDENT ACTIVITY REPORTS

A Student Activity Report must be completed and submitted to the Cooperative Education teacher every Monday. This weekly log is to contain the hours worked and duties performed daily (signed by the employer). This enables the Cooperative Education teacher to determine if the duties outlined on the Training Plan are being met and that progressive learning is taking place. It is the student's responsibility to ensure that:

- a. The training supervisor has signed the Student Activity Report
 - b. The Student Activity Report is regularly submitted to your Cooperative Education teacher within the established timelines
-

COOPERATIVE EDUCATION 120

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, supervisor, and school & District administration.

STUDENT: _____ **DATE:** _____

For Parents/Guardians: I have reviewed this Student 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.

PARENT/GUARDIAN: _____ **DATE:** _____

COMPLETE AND RETURN THIS PAGE TO THE COOPERATIVE EDUCATION TEACHER.