



Cardinal Leger Secondary School Cooperative Education Department

Course Name: Cooperative Education 2 & 4 Credit

Course Code: Listed as Related Course: For example; Grade 10 Applied English (Eng 2PX for one in school credit and Eng2PY for one out of school credit)

Ministry Guidelines: The Ontario Curriculum, Cooperative Education and Other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000

Level: Open

Teachers: R. Geadah and T. Greco **Room:** Portable 2

COURSE OVERVIEW:

Cooperative education and work experience programs offer students another way of expanding their interests and exploring their career options. Cooperative education is a planned learning experience in the community that complements and enhances school courses and provides students with an opportunity to learn and to apply their skills and knowledge in practical employment situations. Courses in various disciplines may be offered through the Cooperative Education program, which can benefit all students, whatever their postsecondary destination.

CURRICULUM STRANDS AND OVERALL EXPECTATIONS:

A Cooperative Education course must be based on a successfully completed related course (or courses) from an Ontario Curriculum Policy Document or on a Ministry-approved locally developed course.

The Cooperative Education course and the related course (or courses) together constitute a student's Cooperative Education program. This program is designed to suit the student's strengths, interests, needs, and to enhance the student's preparation for the future.

PERSONALIZED PLACEMENT LEARNING PLAN (PPLP)

A PPLP must be developed for each student. It must be based on expectations from the related course in the Ontario curriculum, the requirements for cooperative education, and industry-specific requirements and it must be developed by the cooperative education teacher in partnership with the employer and student.



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EVALUATION:

Term Work	70%	In School	Out of School
Knowledge and Understanding		30	15
Thinking		25	15
Communication		25	30
Application		20	40
Final Assessment	30%		
Culminating Task		20%	
Exam		10%	
Course Total	100%		

Learning Skills and Work Habits E= Excellent G=Good S=Satisfactory N= Needs Improvement

Responsibility	<ul style="list-style-type: none"> • Fulfills responsibility and commitments. • Takes responsibility for and manages own behavior.
Organization	<ul style="list-style-type: none"> • Devises and follows a plan and process for completing tasks. • Establishes priorities and manages time
Independent Work	<ul style="list-style-type: none"> • Independently monitors, assesses, and revises plans to complete tasks and meet goals. • Uses class time to complete tasks.
Collaboration	<ul style="list-style-type: none"> • Accepts various roles and an equitable share of work in a group. • Builds healthy peer-to-peer relationships.
Initiative	<ul style="list-style-type: none"> • Looks for and acts on new ideas and opportunities. • Approaches new tasks with a positive attitude.
Self-Regulation	<ul style="list-style-type: none"> • Sets own goals and monitors progress towards achieving them. • Seeks clarification or assistance when needed.

Missed/Late/Incomplete Assignments

It is the student's responsibility to address missed, late, or incomplete assignments. Students are expected to complete assignments and to adhere to assignment deadlines as follows:

Due Date	10% Penalty Zone	Closure Date
A due date is set by the teacher.	1 school day late – 3% 2 school days late – 6% 3 school days late – 10% Maximum penalty of 10%	Once the closure date has passed, work is considered incomplete and a mark of zero applies.

Parent Signature: _____ Student Signature: _____