

2023-24 Coop Program**Teacher Information**

Mr. Shaw
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Tutorial Times: Room 182

Overview

This Work Experience course gives students the opportunity to participate in, observe, and learn about the tasks and responsibilities related to an occupation or career. In conjunction with Career-Life Education and Career-Life Connections, work experience helps prepare students for the transition from secondary school to the world of work, for further education and training, or for other post-graduation opportunities. Students learn about the workplace by observing and practicing generic skills specific to occupations, apply their employability skills, update their resume and cover letters, as well as gain a WorkSafe Certificate.

General Learning Outcomes:

Every effort is made to find work experience in a career area that matches the students' career goal. The aim of the Internship program is to provide students with authentic workplace experiences that should:

- Expand skills studied at school by receiving practical on-the-job training
- Experience situations and use equipment not available in school
- Develop attitudes necessary to work successfully
- Become more aware of the demands and responsibilities of employment
- Increase confidence, self-reliance and communication skills
- Explore tentative career choices and expand interests

In-School Session Component

- All students will complete a career planning assignments that focuses on the students' personal development as it relates to their future plans and "life after school".
- All students will complete career preparation assignments that demonstrates basic job search skills and career assessment
- All students will complete a Placement Report that summarizes the work experience completed.
- Students will have in-class instruction sessions in February
- Students will have both remote and in-class sessions during periods 5-7.

Work Experience Component

MWEX-2A and MWEX-2B Work Experience courses are primarily designed to take place outside of the school setting. At least 90 hours of course time must consist of actual work placements. The work experience does not need to occur at just one site, but may take place at multiple sites.

Some of the learning outcomes for Work Experience 2A and 2B will also help students create evidence for their Capstone Assignment.

SUPERVISED & UNSUPERVISED CLASS TIME AND TRAVEL

As part of the course requirement is work experience training at a workplace setting, there will be times during the scheduled class time when students will have the opportunity to be going to workplace settings and the teacher and/or facilitator will be visiting various workplace settings. Since there is no common workplace schedule for all students in a class, this will result in some unsupervised class times. It will be the responsibility of the parent/guardian to instruct their child on what to do during this unsupervised class time. Furthermore, students are not supervised for travel to and from any work experience activities.

We will have regular scheduled classes in February & June as part of the job preparation and post-training expectations.

During the practical Work Experience training period from March to May, students will be asked to report to their specific Work Placement on the days/hours or their work experience agreement.

Work Experience Evaluation and Marks distribution:

- 15% **Pre-Placement** - worksafe quiz, cover-page, resume, employability & interview skills, MyBlueprint, career exploration assignments
- 70% **Practical Work Placement** - workplace visitation/observation, safety questionnaire, employee report
- 15% **Post-Placement** – student log, self-evaluation, reflective report, thank-you letter, update resume

COOP WORK EXPERIENCE 11/12

I have read the course outline and the internship 11/12 course outline in which my son/daughter brought home for me to view we are acknowledging the following:

STUDENT:

I understand that to complete the course requirements I must:

- Complete all course work assigned before and after the Work Experience Placement
- Complete a minimum of 90 hours of work experience related to my career goals
- Agree to attend all in-school classes and fulfill my job placement requirements in order to pass this course

Student Signature: _____ Date: _____

PARENT/GUARDIAN PERMISSION

I have read the course outline and understand my son/daughter must fulfill the course job placement requirements in order to pass this course.

A student must also have parent/guardian written and signed permission in order to participate in the Internship Program or any related field trips. Without this signed consent, students will not participate in any work experience or field trips.

PARENT/GUARDIAN CONSENT

I, _____, have read the full Informed Consent document that pertains to my son/daughter _____'s work placements and various career activities & locations. I am aware of the behavioural expectations of my child while on an work placement or field trip, and that there will be consequences for non-compliance, which may include, but not be limited to, being sent home with a chaperone escort at my/our expense. I am aware of the inherent risks and potential consequences that may occur on any field trips or work placements. My signature here indicates that my child has my informed consent to attend various career work placements and field trips.

Parent Signature: _____

Dated: _____