

April 2017 – Summer Co-op Application forms posted on CCE website

Note: See back of sheet for full explanation of process

APRIL				
Monday	Tuesday	Wednesday	Thursday	Friday
17	18	19	20**Mandatory** Info. Session 6:30pm King William L.C.	21
24	25	26	27	28
MAY				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5 APPLICATION DEADLINE
8	9	10	11	12
WEEK OF MAY 8 - STUDENT PLACEMENT PROCESS BEGINS				
15 Online pre-placement starts	16	17	18	19
22	23	24	25	26
29	30	31		
JUNE				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
WEEK OF MAY 30 - ALL STUDENT PLACEMENTS SHOULD BE CONFIRMED				
5	6	7	8	9
12 Online pre-placement deadline	13	14	15	16
19	20	21	22	23
26	27	28	29	30 Board Holiday
JULY				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Holiday Canada Day	4 **Mandatory** Registration Day (King William L.C.) 9:00am to 2:00pm	5 4 First Day @ Co-op 6-8 hrs 1 cr. = 6 hrs per day 2 cr. = 8 hrs per day	6 @ Co-op 6-8 hrs	7 @ Co-op 6-8 hrs Timesheets due
10 WEEK 2 @ Co-op 6-8 hrs	11 @ Co-op 6-8 hrs	12 @ Co-op 6-8 hrs	13 Reflection Day @ King William	14 @ Co-op 6-8 hrs Timesheets due
17 WEEK 3 @ Co-op 6-8 hrs	18 @ Co-op 6-8 hrs	19 @ Co-op 6-8 hrs	20 @ Co-op 6-8 hrs	21 @ Co-op 6-8 hrs Timesheets due
24 WEEK 4 @ Co-op 6-8 hrs	25 @ Co-op 6-8 hrs	26 @ Co-op 6-8 hrs	27 @ Co-op 6-8 hrs	28 @ Co-op 6-8 hrs Timesheets due END of 1 Cr. Co-op Reflection Day @ King William
AUGUST				
Monday	Tuesday	Wednesday	Thursday	Friday
31 WEEK 5 @ Co-op 6-8 hrs	1 @ Co-op 8 hrs	2 @ Co-op 8 hrs	3 @ Co-op 8 hrs	4 @ Co-op 8 hrs Timesheets due
7 Civic Holiday	8 WEEK 6 @ Co-op 8 hrs	9 @ Co-op 8 hrs	10 @ Co-op 8 hrs Timesheets due	11 END of 2 cr. Co-op Reflection Day *Marks will be automatically sent to applicable schools

Summer 2017 Co-op On-Line Pre-Placement—Web address: home.hwdsb.on.ca/students.php choose "The HUB"

All Summer Co-op students must complete the on-line placement.

SITE LOCATIONS:

King William Learning Centre – 225 King William – 3rd floor (in Goodwill building corner Ferguson)
Red Hill Learning Centre – 300 Albright Road
HWDSB Summer Jobs for Youth Headquarters – TO BE ANNOUNCED

APPLICATION and PLACEMENT PROCESS – 5 STEP PROCESS:

STEP 1- SUBMIT APPLICATION

The Summer Co-op Application forms can be found on the HWDSB-CCE website: hwdsb.on.ca/cce/summer-co-op/
Scan and e-mail Resume, Transcript, Teacher Reference, Parental Consent (if under 18) and Registration form, **BEFORE MAY 5**, to cce@hwdsb.on.ca

*** Active Directory Account is a mandatory field on the form, your home school can provide this info. ***

STEP 2: ***MANDATORY*** INFORMATION SESSION: King William L.C. **APRIL 20** at 6:30 p.m.

STEPS 3, 4 and 5 are ONLY for STUDENTS REGISTERING WITH NO PLACEMENT:

Students who apply to the Summer Co-op program without a confirmed placement:

STEP 3 - MAKE A REQUEST: scan and e-mail "Placement Request Forms", by May 5, 2017 to cce@hwdsb.on.ca

STEP 4 – SET UP CO-OP: a Co-op teacher will contact you before May 15, 2017, by phone or email regarding possible placements and the steps needed to secure the placement.

STEP 5 - CONDUCT INTERVIEW: a Co-op teacher will provide contact information so students can set up interviews with potential employers. The student is responsible setting up an interview.

CONFIRM PLACEMENT: IF your placement has NOT already been confirmed, you will be contacted by phone or email by your Co-op teacher before JUNE 19 or be informed that no suitable placements are available.

*** **MANDATORY** *** **COMPLETE ONLINE PRE-PLACEMENT ASSIGNMENTS:** Go to: home.hwdsb.on.ca/students.php, logon to the HUB with your **Active Directory Account** information and complete the required pre-placement assignments before June 12. you will have access to the course on May 15. See attached instructions.

*** **MANDATORY** *** **REGISTRATION DAY:** As outlined on schedule (student not attending will be demitted):

- July 4 at King William Learning Centre— 9:00 a.m. to 2:00 p.m.*****BRING UPDATED Status Sheet, these should be available by June 23 at your home school guidance office*****

FORMS DUE: Signed Work Education Agreements and Participation Contracts are due on July 4 and need to be faxed to 905-526-8993, scanned and e-mailed to cce@hwdsb.on.ca or delivered to King William L.C., 225 King William, 3rd Floor.

DURING CO-OP SESSION: Your Co-op teacher will conduct 3 workplace visits during the Co-op session. During the session you will be required to attend all scheduled reflection days. The hourly requirements for the Co-op are as follows:

- **1 credit 4 weeks (July 4 to July 28)**
Requires 110 hrs. (103 hrs at placement + 7 hrs reflection days)-
this translates to 18 work days, minimum 6 hrs. a day – must be between 8:00 am - 8:00 pm (start time no later than 1:00 pm)
- **2 credits or SHSM 6 weeks (July 4 to Aug 11)**
Requires 220 hrs. (206 hrs at placement + 14 hrs reflection days)-
this translates to 24 work days, minimum 8 hrs. a day – must be between 8:00 am - 8:00 pm (start time no later than 12:00 pm)

Assignments during the Co-op session will include daily log sheets, a mid-term and a final assignment.

END OF SESSION: CCE Red Hill Learning Centre staff will send marks to applicable schools electronically.

King William Learning Centre
225 King William St, 3rd Floor
P: 905-526-9337 F: 905-526-8993
e-mail: cce@hwdsb.on.ca

