

Summer 2017 Co-op On-Line Pre-Placement -- Website address: [home.hwdsb.on.ca/students.php](http://home.hwdsb.on.ca/students.php)

Thank you for participating in our Summer Co-op Program. **All Summer Co-op Students must complete the on-line pre-placement.**

Current HWDSB students will use the same login credentials as those currently used to access HWDSB school computers. **Non-HWDSB students** or **adult learners** will receive their login credentials at the e-mail address provided to us on the registration form. Your login credentials will also provide access to your board provisioned email account. Once you have received the initial email with your login credentials, you must use your HWDSB email account for all subsequent communication between yourself, your teacher and/or CCE staff. This is for your security so that we can ensure any electronic communication is coming from you.



**First Time Users:** Enter the User ID and default password. You must first change the password from the default **2014hwdsb** to a password of your choice.

Go to: [helpme.hwdsb.on.ca](http://helpme.hwdsb.on.ca) to change your password

Your user name and new password will be used to access your account at [home.hwdsb.on.ca/students.php/](http://home.hwdsb.on.ca/students.php/). Click on "The HUB" and log in.



Your login allows you to access "the HUB" (Desire to Learn (D2L)) platform and Outlook e-mail. Look for the Email icon in the centre of "the HUB" banner to access e-mail. You must use this email link to access/exchange messages with your Teacher.



Accounts will be activated by **Monday, May 15** at 6:00pm. If you cannot access your account after this time email [cce@hwdsb.on.ca](mailto:cce@hwdsb.on.ca) for assistance or call:

**DAYTIME: 9:00 am – 3:00pm 905-561-2190 Option 3 for main office**

## Completing the Orientation Course

When you log onto “the HUB” you will choose the CCE-Orientation course from the “select a course” drop down at the top of the page. You are asked to work through this course to become familiar with how to navigate through the HUB/D2L. This must be completed prior to starting your pre-placement course.

## Pre-Placement Course

The Summer Co-op course is listed in your “select a course” dropdown as “**Summer Co-operative Education 2017**”. The requirements for each lesson will be posted under “**CONTENT**”, and you are asked to complete these requirements and submit your work into the “**DROP BOX**”. After your drop box submissions have been marked you will be able to view your feedback in this drop box. Please check the feedback, and if necessary, ask your teacher for clarification. Also check in “**GRADES**” to be sure the mark has been accurately posted.

If you need to dialogue with your teacher for extra clarification or mark issues remember, they are only an email away. You will be provided with a list of timelines for work submission, please adhere to these timelines to make sure you finish your course on time. **Your pre-placement course covers the following topics:**

### 1. Health and Safety in the Workplace

WHMIS, YWAP (Young Worker Awareness Program), Rights and Responsibilities, Labour Laws, Personal Protective Equipment, Placement Specific Health and Safety Considerations, Workplace Hazards, Reporting Procedures, Workplace Violence Prevention.

### 2. Job Readiness

Resumes, Cover Letters and other Business Letters, Applications, Interviews, Portfolios, Effective communication via telephone, in person and e-mail, Dress Code, Employability Skills, Learning Skills, and Essential Work Habits (Ontario Skills Passport).

### 3. Rights and Responsibilities

Confidentiality and Right to Privacy, Work Ethics, Human Rights, Right to work in a climate free from discrimination, abuse and harassment, Employment Standards Act, History and Role of Unions.

### 4. Workplace Opportunities and Challenges

The Future Workplace and Market Trends, Related Careers, Changing Role of Men and Women at Work.

### 5. Reflective Learning/Integration

Future career direction and successful transition between Post-Secondary Institutions, Apprenticeship or the Workplace. Understand the relationship between the curriculum expectations of the related course and the placement. Self-Assessment and reflection on personal growth at the placement.

## Key Dates:

Pre-Placement Start Date: May 15, 2017

Pre-Placement Completion Date: June 12, 2017

**ALL PRE-PLACEMENT WORK MUST BE COMPLETED BEFORE YOU BEGIN THE PLACEMENT WITH THE EMPLOYER.**

**Remember: Ask for help when you need it.  
Have a great session and good luck!**

**By Signing into the course, you agree to comply with the HWDSB CCE Academic Honesty Policy as posted on [www.hwdsb.on.ca/cce](http://www.hwdsb.on.ca/cce)**