

April 2018 – Summer Co-op Online Application forms - www.hwdsb.on.ca/cce/summer-co-op/

Note: See back of sheet for full explanation of process

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

Summer 2018 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:

Hill Park Learning Centre – 465 East 16th Street
HWDSB Education Centre – 20 Education Court

APPLICATION and PLACEMENT PROCESS:

STEP 1 - MANDATORY INFORMATION SESSION: HWDSB Education Centre, APRIL 19 at 7:00 p.m.

STEP 2- PREPARE YOUR DOCUMENTS

The Summer Co-op forms can be found on the HWDSB-CCE website: www.hwdsb.on.ca/cce/summer-co-op/

1. CONSENT FORMS: Print, complete and have the following forms signed: Teacher Reference, Parental Consent (if under 18) ready to submit with your online application.
2. STATUS SHEET: Meet with your Guidance Counsellor and request a copy of your Student Status Sheet - ask your Counsellor to indicate and initial which course your Co-op will be "course-tied" to.
3. RESUME: Prepare your Resume – save it to be uploaded with your online application form.

Once you have compiled all of these documents, please take photographs or scan the completed documents to be uploaded with your application.

STEP 3 – COMPLETE YOUR ON-LINE APPLICATION

BEFORE MAY 4, make sure your (STEP 2) documents are on your device and go to: www.hwdsb.on.ca/cce/summer-co-op/ to complete and submit your Summer Co-op Application form. If you don't have a placement pre-arranged, complete the placement request section of application.

STEP 4 –SET UP CO-OP

If you have made a 'placement request' a Co-op teacher will contact you before May 14, 2018, by phone or email regarding possible placements and the steps needed to secure the placement.

STEP 5 - CONDUCT INTERVIEW

If you have made a 'placement request' 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 18 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 - you will have access to the course on May 14 and the assignments MUST BE COMPLETED by June 11. See attached instructions.

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

- July 3 at Hill Park 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 scanned/photographed and e-mailed to cce@hwdsb.on.ca or delivered to Hill Park L.C. 465 East 16th Street

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 at the Hill Park Learning Centre. The hourly requirements for the Co-op are as follows:

- **1 credit 4 weeks (July 3 to July 27)**
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 3 to Aug 10)**
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 Hill Park Learning Centre staff will send marks to applicable schools electronically.

e-mail: cce@hwdsb.on.ca