

HWDSB – CCE SUMMER COOPERATIVE EDUCATION 2019 PROGRAM CALENDAR AND KEY DATES



April 2019 – 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
8	9	10	11 **Mandatory** Info. Session 7:00pm HWDSB Education Centre	12
15	16	17	18	19
22	23	24	25	26
MAY				
Monday	Tuesday	Wednesday	Thursday	Friday
April 29	April 30	1	2	3 APPLICATION DEADLINE
6	7	8	9	10
WEEK OF MAY 7 - STUDENT PLACEMENT PROCESS BEGINS				
13 Online pre-placement starts	14	15	16	17
20	21	22	23	24
27	28	29	30	31
WEEK OF MAY 28 - ALL STUDENT PLACEMENTS SHOULD BE CONFIRMED				
JUNE				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10 Online pre-placement deadline	11	12	13	14
17 Placement confirmation Deadline	18	19	20	21
24	25	26	27	28 Board Holiday
JULY				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Holiday Canada Day	2 **Mandatory** Registration Day (Hill Park L.C.) 9:00am to 2:00pm	3 First Day @ Co-op 6-8 hrs 1 cr. = 6 hrs per day 2 cr. = 8 hrs per day	4 @ Co-op 6-8 hrs	5 @ Co-op 6-8 hrs Timesheets due
8 WEEK 2 @ Co-op 6-8 hrs	9 @ Co-op 6-8 hrs	10 @ Co-op 6-8 hrs	11 Reflection Day @ Hill Park	12 @ Co-op 6-8 hrs Timesheets due
15 WEEK 3 @ Co-op 6-8 hrs	16 @ Co-op 6-8 hrs	17 @ Co-op 6-8 hrs	18 @ Co-op 6-8 hrs	19 @ Co-op 6-8 hrs Timesheets due
22 WEEK 4 @ Co-op 6-8 hrs	23 @ Co-op 6-8 hrs	24 @ Co-op 6-8 hrs	25 @ Co-op 6-8 hrs	26 @ Co-op 6-8 hrs Timesheets due END of 1 Cr. Co-op Reflection Day @ Hill Park
AUGUST				
Monday	Tuesday	Wednesday	Thursday	Friday
July 29 WEEK 5 @ Co-op 6-8 hrs	July 30 @ Co-op 8 hrs	July 31 @ Co-op 8 hrs	1 @ Co-op 8 hrs	2 @ Co-op 8 hrs Timesheets due
5 Civic Holiday	6 WEEK 6 @ Co-op 8 hrs	7 @ Co-op 8 hrs	8 @ Co-op 8 hrs Timesheets due	9 END of 2 cr. Co-op Reflection Day @ Hill Park *Marks will be automatically sent to applicable schools

Summer 2019 Co-op On-Line Pre-Placement—Web address: home.hwdsb.on.ca choose “The HUB”
All Summer Co-op students must complete the on-line placement.

HWDSB – CCE SUMMER COOPERATIVE EDUCATION 2019 PROGRAM KEY DATES & INFORMATION

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 11 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.

NOTE: 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 3, 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 13, 2019, 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 17 or be informed that no suitable placements are available.

***** MANDATORY *** COMPLETE ONLINE PRE-PLACEMENT ASSIGNMENTS:** Go to: home.hwdsb.on.ca/ to 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 13 and the assignments **MUST BE COMPLETED** by June 10. See attached instructions.

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

- July 2 at Hill Park Learning Centre— 9:00 a.m. to 2:00 p.m. *****IF POSSIBLE, BRING UPDATED Status Sheet, check with your home school guidance office after exams*****

FORMS DUE: Signed Work Education Agreements and Participation Contracts are due on July 3 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 2 to July 26)**
1 credit scheduled for 110 hours, with (placement) appropriate learning demonstrated
- **2 credits or SHSM 6 weeks (July 2 to Aug 9)**
2 credits scheduled for 220 hours, with (placement) appropriate learning demonstrated

Assignments during the Co-op session will include:

- entering hours in Hour Republic (on-line hour tracking software, allowing employers to verify hours electronically)
- mid-term assignment
- final assignment.

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

e-mail: ce@hwdsb.on.ca