



# HWDSB-CCE SCHOOL REGISTRATION FORM



## 2016 Summer Co-op Application

### STUDENT INFORMATION

Legal Last Name:		Legal First Name:		Middle Name	D.O.B. MM/DD/YYYY	Age
Male <input type="checkbox"/>	Telephone (Home)		Student Number (ESIS or PowerSchool)		Enrollment Start Date	
Female <input type="checkbox"/>	Residence Status		Country of Citizenship		Country of Birth	Date of Entry to Canada (YYYY/MM)
Province of Birth		Ontario Entry Date (MM/DD/YYYY)		First Language Spoken	Language at Home	
Street Address			Apt #	City/Town		Postal Code
OEN #:						
email address (HWDSB students must use HWDSB account)				Active Directory Account – User ID (Mandatory)		
School			Related Course Code		Credits Earned	
I am an OYAP apprentice in:				I am a Specialist High Skills Major in:		

### EMERGENCY CONTACT

Last Name	First Name	Relationship
Home Phone	Cell Phone	Medical Conditions Epi Pen <input type="checkbox"/> Life Threatening <input type="checkbox"/>

### ADDITIONAL INFORMATION

- Have you taken Cooperative Education in the past?  No  Yes  
If yes, where did you do your placement?
- Do you have a:  
 Bus Pass  Driver's License  Daily Use of a Car
- Do you have any medical condition(s) that could affect your placement?  No  Yes  
If yes, explain:
- Do you have any experience related to your desired summer co-op placement?  No  Yes  
If yes, explain:

**I NEED a placement:**One Credit Two Credit SHSM **COMPLETE "PLACEMENT REQUEST FORM"****I HAVE a placement:**One Credit Two Credit SHSM 

My summer placement has already been confirmed or is in the process of being confirmed with:

Continuing Co-op from Spring term Confirmed placement with employer Other 

If your placement has been secured or if an employer has already been contacted, please provide details:

Company Name:

Contact Name:

Company Address:

Telephone Number:

Contact Email Address:

Job Description:

Average hours per week:

**PLEASE ATTACH THE FOLLOWING DOCUMENTS** Resume  Transcript  Teacher Reference  Parental Consent (if under 18)I am aware the completion of a 20 hour online pre-placement course, before June 16, is required for Co-op 

Signature of Parent/Guardian:

Date:

Signature of Student (if over 18):

Date:

**FOR CCE OFFICE USE ONLY**

Date of Processing: \_\_\_\_\_

Processed in PS by: \_\_\_\_\_



**SUMMER CO-OP 2016 SESSION DATES**  
**King William Learning Centre 225 King William St, 3<sup>rd</sup> Floor**  
**P: 905-526-9337 F: 905-526-8993**

April 2016 – Summer Co-op Application forms posted on [www.hwdsb.on.ca/cce](http://www.hwdsb.on.ca/cce)

**Note:** See back of sheet for full explanation of process

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

Summer 2016 Co-op On-Line Pre-Placement—Web address: [home.hwdsb.on.ca/students.php](http://home.hwdsb.on.ca/students.php) choose "The HUB"

Thank you for your participating in our e-Learning Summer Co-op Program for the summer. All Summer Co-op students must complete the on-line pre-placement assignments.



**SITE LOCATIONS:**

**King William Learning Centre – 225 King William – 3<sup>rd</sup> floor (in Goodwill building corner Ferguson)**  
**Red Hill Learning Centre – 300 Albright Road**  
**HWDSB Summer Jobs for Youth Headquarters – tba**

**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: <http://www.hwdsb.on.ca/cce/summer-school/> (see **Summer Co-op heading**)

- fax Resume, Transcript, Teacher Reference, Parental Consent (if under 18) and Registration form, **BEFORE MAY 6**, to 905-526-8993  
\*\*\* 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 21 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:** fax "Placement Request Forms", by May 6, 2016 to 905-526-8993

**STEP 4 – SET UP CO-OP:** a Co-op teacher will contact you before May 20, 2016, 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 3 or be informed that no suitable placements are available.

**\*\*\* MANDATORY \*\*\* COMPLETE ONLINE PRE-PLACEMENT ASSIGNMENTS:** Go to: [home.hwdsb.on.ca/students.php](http://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 13. You will have access to the site on May 16. 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 24 at your home school guidance office\*\*\***

**FORMS DUE:** Signed Work Education Agreements and Participation Contracts are due on July 5 and need to be faxed to 905-526-8993 or delivered to King William L.C., 225 King William, 3<sup>rd</sup> 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 29)**  
**Requires 110 hrs.** This translates to 17 work days, minimum 6 hrs. a day – must be between 8:00 am - 8:00 pm (start time no later than 1:00 pm ), plus Registration and Reflection days.
- **2 credits or SHSM 6 weeks (July 4 to Aug 11)**  
**Requires 220 hrs.** This translates to 25 work days, minimum 8 hrs. a day – must be between 8:00 am - 8:00 pm (start time no later than 1:00 pm ), plus Registration and Reflection days.

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

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



# HWDSB – SUMMER CO-OP On-Line Pre-Placement



Summer 2016 Co-op On-Line Pre-Placement -- Website address: [home.hwdsb.on.ca](http://home.hwdsb.on.ca)

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.



**HWDSB**

Sign in

User Name:

Password:

Login

[Click here](#)  
if you have forgot your password?

**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](http://home.hwdsb.on.ca). Click on "The HUB" and log in.



**HWDSB** *students.hwdsb.on.ca*

Home

Change/Recover your Password

Office 365

**the HUB** Online Learning Environment

tv.hwdsb

Google Apps @HWDSB

HWDSB COMMONS

hwdsb.on.ca Public website

**STEP 1**  
-click The HUB  
(to access logon)

**STEP 2**  
- Enter username  
and password  
click [Sign In]

HWDSB

Sign in with your organizational account

Username

Password

Sign 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 16** 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 2016**". 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 16, 2016

Pre-Placement Completion Date: June 13, 2016

**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)**



## HWDSB – SUMMER CO-OP APPLICATION TEACHER REFERRAL FORM

**Student Information:**

Name of Student:	Date:
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Summer Co-op Program:    SHSM Co-op    Co-op/OYAP    Focus on Youth

Name of Teacher Reference:

Course(s) I have taught this student:

The above student has applied to the Summer School Cooperative Education Program. Your input will assist in determining the eligibility of the student as well as locating an appropriate placement. The students accepted into this program will be representing the HWDSB and themselves in a setting outside of a regular school. Students accepted into any of the above programs must have exhibited the maturity and work habits that will enable them to be successful in this program.

	Poor	Fair	Satisfactory	Good	Excellent
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive attitude towards work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization and work habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths/Weaknesses:

Additional Comments:

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*NOTE: If SHSM student, please confirm which course code the Co-op credit will be attached to: \_\_\_\_\_





# HWDSB – SUMMER CO-OP APPLICATION PARENTAL CONSENT FORM

## Conditions of Participation

1. All Co-op students are under the supervision of the Summer School Principal and the Co-op teacher.
2. Students are responsible for transportation to and from their placements.
3. There will be no expected wage or salary to be paid to the student, except for specified programs.
4. The student must complete the pre-placement and orientation assignments prior to the start of placement.
5. The student must attend both the pre-placement and reflective learning days as scheduled.
6. The student must report any absences to both the Co-op teacher and the training supervisor.
7. Hours missed at the placement will be made up at a time convenient to both the student and the employer.
8. Students are expected to be punctual at all times. Chronic lateness or absenteeism on the job may result in dismissal/removal from the course.
9. The student will complete all necessary forms, assignments, tests, etc. that are given.
10. The student will remain at his/her cooperative education placement for the entire period stated on the Work Education Agreement Form regardless of the student's accumulated hours at his/her placement.
11. The student hereby agrees to a criminal check that an employer may lawfully request and is responsible for any cost incurred.

## Workplace Safety Insurance Board (WSIB)

Students participating in Summer Co-op Program are covered by WSIB. Under the Workplace Safety Insurance Act, Cooperative Education students are "deemed" to be employees of the Ministry of Education for coverage, although wages are not paid. The Workplace Safety Insurance Act provides compensation, medical aid, rehabilitation services for Co-op students injured in on-the-job accidents. Students will be covered by Workplace Safety Insurance during the time they spend at the training station under the supervision of the training organization. Students are not covered when working as teacher's aides or when traveling to and from the training station. In the event of injury or accident, it is the responsibility of the student/parent/guardian to notify their Co-op teacher immediately.

## Car Insurance

If the placement accepted requires the student to use a personal or family car, I hereby agree that my own car insurance must cover me in case of an accident. I have notified my insurance company of the use of the vehicle for the Co-op placement.  Yes  No

## FREEDOM OF INFORMATION

In accordance with section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act, please be advised that the personal information obtained in this application form is collected under the authority of the Education Act, as amended and will be used to assess your eligibility for inclusion in an appropriate Cooperative Education placement. Questions regarding the collection of this information may be directed to the Director of Education: 20 Education Court, Hamilton, ON L9A 0B9 at 905-527-5092. All information will be kept confidential.

"I HAVE READ AND UNDERSTOOD ALL OF THE ABOVE CONDITIONS AND HEREBY AGREE TO THE PARTICIPATION OF MY SON/DAUGHTER/WARD IN THE SUMMER CO-OP PROGRAM OF THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD. IN ADDITION, I CONSENT TO HAVE MY SON/DAUGHTER/WARD'S IMAGE/PHOTOGRAPH BE KEPT ON FILE FOR POSSIBLE USE IN PROMOTIONAL AND/OR INFORMATIONAL BROCHURES, POSTERS, NEWSLETTERS, NEWSPAPER ARTICLES, WEB PAGES, OR ADVERTISEMENTS FOR THE HWDSB."

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# HWDSB – SUMMER CO-OP PLACEMENT REQUEST FORM



**\*\* MUST BE COMPLETED BY ANY STUDENT REGISTERING FOR SUMMER CO-OP WITH NO PLACEMENT \*\***

**(note: banking, police and health care are not valid summer Co-op placements due to training times)**

(NOTE: IF this form was not handed in during the Summer Co-op Information session April 21, 2016  
*please fax with your Application Package to 905-526-8993 before May 6, 2016*)

**Student Contact Information:**

Last Name:	First Name:
Home Phone:	Cell Phone:

**I would like a placement in one of the below**

**Please help me find a placement**

**CHOICE 1:**

**I would be interested in potentially doing a Co-op with the following business or service:**

Name of Business:	
Address:	
Business Phone:	

**CHOICE 2:**

**I would be interested in potentially doing a Co-op with the following business or service:**

Name of Business:	
Address:	
Business Phone:	

**CHOICE 3:**

**I would be interested in potentially doing a Co-op with the following business or service:**

Name of Business:	
Address:	
Business Phone:	

**CHOICE 4:**

**I would be interested in potentially doing a Co-op with the following business or service:**

Name of Business:	
Address:	
Business Phone:	