


WORK FOR CREDIT Coop Session 3 – Class Schedule (January 10 to February 25, 2022)

	STEP 1: Complete online register form at: https://work4credit.commonshwdsb.on.ca/apply
	STEP 2: Attend Online Orientation Meeting – Bring proof of citizenship and proof of address to the orientation meeting if not already registered with CE. Online meetings will be conducted using the MSTEAMS app or by phone.

JANUARY -- 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
3	4	5	6	7 Orientation Meeting by Appointment 10:00-3:00 pm	8/9
10 Week 1 Week 1 Lesson Assigned Orientation Meeting Time Availability 10:00-3:00 pm	11 Orientation Meeting Time Availability 10:00-2:00 pm 7:00-9:00 pm	12 - signed WEA and Participation Contract due	13 Certificates: -WHMIS - Workers Awareness	14 -complete lesson 1 -- record hours in Hour Republic	15/16
17 Week 2 Week 2 Lesson Assigned	18	19	20	21 -complete lesson 2 -- record hours in Hour Republic	22/23
24 Week 3 Week 3 Lesson Assigned	25	26	27 Book mid-term Online meeting	28 -complete lesson 3 -- record hours in Hour Republic	29/30

FEBRUARY -- 2022

Jan 31 Week 4 Week 4 Lesson Assigned	1 Conduct mid-term meeting	2 Conduct mid-term meeting	3 Conduct mid-term meeting	-complete lesson 4 - record hours in Hour Republic	5/6
7 Week 5 Week 5 Lesson Assigned	8	9	10	11 -complete lesson 5 -- record hours in Hour Republic	12/13
14 FAMILY DAY	15 Week 6 Weekly email sent	16	17	18 -complete lesson 6 - record hours in Hour Republic	19/20
21	22 Last day to hand in work	23 Final Meetings	24 Final Meetings	25 Final Meetings	26

NOTE: Students will automatically be demitted from the program after missing **2 assignments** or if **academic honesty** is breached, breakdown:

40% -- Supervisor's Assessment

5% -- Pre-Placement assignments

45% -- Weekly E-learning assignments

10% -- Weekly communications and timesheets