











Note: See back of sheet for full explanation of process

APRIL		MAY			
					
ON Tues APRIL 12 Information Session	1 Complete Summer Coop Application	ON Fri MAY 6 Application CLOSÉS	2 MAY 9 to 31 Work on Pre-placement Course	3 MAY 10 to 13 Prepare Resume (Lesson 2 in HUB course)	4 MAY 10 to 31 Placement Search

JUNE				
				Orientation Day Preparation
2 JUNE 1 to 6 ...continue working on Pre--placement Course	4 JUNE 1 to 9 ...continue Placement Search	5 ON Mon JUNE 6 online pre-placement course deadline	6 Mon JUNE 10 Complete Placement Search - Submit online form to enter placement info	Complete WEA In Lesson 6

JULY				
Monday	Tuesday	Wednesday	Thursday	Friday
4 *Mandatory* Orientation Day (Hill Park L.C.) 9:00am to 2:00pm	5 First Day @ Co-op 6-8 hrs 1 cr. = 6 hrs per day 2 cr. = 8 hrs per day	6 @ Co-op 6-8 hrs	7 @ Co-op 6-8 hrs	8 @ Co-op 6-8 hrs Timesheets due
11 WEEK 2 @ Co-op 6-8 hrs	12 @ Co-op 6-8 hrs	13 @ Co-op 6-8 hrs	14 @ Co-op 6-8 hrs	15 @ Co-op 6-8 hrs Timesheets due
18 WEEK 3 @ Co-op 6-8 hrs	19 Reflection Day @ Hill Park	20 @ Co-op 6-8 hrs	21 @ Co-op 6-8 hrs	22 @ Co-op 6-8 hrs Timesheets due
25 WEEK 4 @ Co-op 6-8 hrs	26 @ Co-op 6-8 hrs	27 @ Co-op 6-8 hrs	28 End of 1cr. Co-op Reflection Day @ Hill Park	29 @ Co-op 8 hrs Timesheets due
AUGUST				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Civic Holiday	2 @ Co-op 8 hrs	3 @ Co-op 8 hrs	4 @ Co-op 8 hrs	5 @ Co-op 8 hrs Timesheets due
8 WEEK 6 @ Co-op 8 hrs	9 @ Co-op 8 hrs	10 @ Co-op 8 hrs	11 END of 2 cr. Co-op Reflection Day @ Hill Park	*Marks will be automatically sent to applicable schools

Summer 2022 Co-op On-Line Pre-Placement—Web address: <https://students.hwdsb.on.ca> choose “The HUB”
All Summer Co-op students must complete the on-line placement.

SITE LOCATIONS:

Hill Park Learning Centre – 465 East 16th Street, Hamilton, Ontario, L9A 4K6, Phone 905-561-2190

APPLICATION and PLACEMENT PROCESS:

STEP 1 - MANDATORY INFORMATION SESSION: APRIL 12 at 7:00 p.m. on MS Teams

- Sign up in advance:

BOOK NOW AT: <https://bit.ly/HWDSBSummerCoopMeetings>

STEP 2 - BEFORE MAY 6 - COMPLETE YOUR ON-LINE APPLICATION

- Complete and submit your Summer Co-op Application form. **Deadline to apply May 6, 2022, 11:59 p.m.**

<https://bit.ly/ContEdHWDSB-SummerCoopReg2022>

STEP 3 – MAY 9 to JUNE 6 - COMPLETE THE PRE-PLACEMENT COURSE AND FIND A PLACEMENT

- Prepare your cover letter and resume, get ready for your interviews (see Lesson 2 in the pre-placement course)
- Apply to potential employers/volunteer opportunities
- Consider that you may have to interview with multiple employers – give yourself lots of time!
- **Complete the entire Pre-Placement course by June 6, 2022 at 11:59 p.m.** to be eligible to participate in Summer Co-op. Course will be on your profile in the HWDSB “the HUB” and will take about 12 hours to complete
- Contact your Summer Co-op Placement coach if you require help with these steps – summercoop@hwdsb.on.ca
- *Note: there are no credits granted for the completion of the Pre-Placement course, but you are required to complete the Pre-Placement course to participate in the Summer Co-op program*

STEP 4 – BEFORE JUNE 10 - CONFIRM PLACEMENT

- Complete your Placement Confirmation Form by Friday June 10 at 11:59 p.m.

<https://bit.ly/ContEdHWDSBSummerCoopPlacementConfirmation2022>

Other important dates:

JULY 4 * MANDATORY * ORIENTATION DAY:

- Hill Park Learning Centre— 9:00 a.m. to 2:00 p.m.

WORKPLACE TIME:

- **1 credit 4 weeks (July 4 to July 28)**
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 4 to Aug 11)**
24 work days, minimum 6 hrs. a day – must be between 8:00 am - 8:00 pm (start time no later than 12:00 pm)

WORKPLACE VISITS: 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:

REFLECTION DAYS:

- July 19, 2022, from 9 a.m. to 2 p.m. at Hill Park, for One and Two Credit Co-op students
- July 28, 2022, from 9 a.m. to 2 p.m. at Hill Park, for One and Two Credit Co-op students
- **August 11, 2022, from 9 a.m. to 2 p.m. at Hill Park, for Two Credit Co-op students only**

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

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

e-mail: ce@hwdsb.on.ca (general inquires) or summercoop@hwdsb.on.ca (summer Co-op specific inquiries)