


## WORK FOR CREDIT Coop Session 1 (2022-23) – Class Schedule Sept 9 to Oct 27, 2022

	<p><b>STEP 1:</b> Complete online register form at:  <a href="https://work4credit.commonshwdsb.on.ca/apply">https://work4credit.commonshwdsb.on.ca/apply</a></p>
<p><b>STEP 2:</b> Attend a 30 minute Orientation Meeting, meeting can be booked online or in person at City Learning Centre in Jackson Square.</p>	

### SEPTEMBER-- 2022

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

### OCTOBER -- 2022

<b>3</b> Week 4 Week 4 Lesson Assigned	<b>4</b> Conduct mid-term visits	<b>5</b> Conduct mid-term visits	<b>6</b> Conduct mid-term visits	<b>7</b> -complete lesson 4 – record hours in MTEL	8/9
<b>10</b> Week 5 Thanksgiving Day	<b>11</b> Week 5 Lesson Assigned	<b>12</b>	<b>13</b>	<b>14</b> -complete lesson 5 – record hours in MTEL	15/16
<b>17</b> Week 6 Week 6 Lesson Assigned	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> -complete lesson 6 – record hours in MTEL	22/23
<b>24</b> Last day to hand in work	<b>25</b> Final Visits	<b>26</b> Final Visits	<b>27</b> Marks Communicated	<b>28</b>	29

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

The coop course is 6 weeks in duration and the overall course is made up of 3 parts:



### PAID EMPLOYMENT

**6 Weeks of Work:** The bulk of the course requires you to participate in a paid employment experience, i.e. your current full-time or part-time job. You will be required to log at least 100 hours per credit over the 6 week course. If you are participating in a 2 credit course you will be required to log 200 hours.



**Your Employer:** The student and employer are required to sign a Work Education Agreement. Your employer will also provide an assessment of your performance at the end of the 6 week course.



Students are required to text or email the coop teacher a copy of the signed WEA during the 1<sup>st</sup> week of the course.

**Logging Hours Worked:** Your hours will be logged using Internet based software called MTEL and verified by your supervisor. This software can be accessed from the menu bar of the online course in the HUB.



Students are required to log their hours on a weekly basis.



### COURSE WORK

**6 Weeks of Course Work:** Weekly course work involves a weekly lesson containing 4 activities, which take approximately 3 hours and can be found by accessing the [myhome.hwdsb.on.ca](http://myhome.hwdsb.on.ca) website, selecting the HUB, then accessing the COOP online course. The lessons can be accessed in the CONTENT section of the course.



Students are required to submit completed assignments, on a weekly basis, into the drop-box or submit a discussion in a Class Lounge through the course in the HWDSB HUB.

**TIPS:** The success in this course is contingent on your time management skills. The course material has been developed to build your employability and communication skills.



### MEETINGS

There are a minimum of 3 face to face meetings during the 6 week session:

**Initial Registration Meeting:** A general overview of the course will be discussed and the paperwork needing signatures from your employer will be provided in this meeting.

**Mid-Term Meeting:** During this meeting, you will present your mid-term assignment, details of the presentation requirements can be found in the week 3 assignment.



Students are required to book their midterm meeting with the teacher before the end of the 3<sup>rd</sup> week of the course.

**Final Meeting:** Your final marks and next steps are communicated in this meeting.