


WORK FOR CREDIT Coop Session 5 – Class Schedule (May 5 to June 22, 2023)

 <p>Registration Process</p>	(Former Continuing Education Students) Book meeting online and Complete online register form at: https://www.hwdsb.on.ca/cce/adult-programs/credit/work-for-credit/
	(New students to Continuing Education) Complete the ID Confirmation form and attend a Pathway Planning Meeting

MAY -- 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1	2	3	4	5 Orientation Meeting by Appointment 10:00-3:00 pm	6/7
8 Week 1 Week 1 Lesson Assigned Orientation Meeting Time Availability 10:00-3:00 pm	9 Orientation Meeting Time Availability 9:30-11:30 am 2:00-6:30 pm	1 - signed WEA and Participation Contract DUE	11 Certificates: -WHMIS - Workers Awareness DUE	12 -complete lesson 1 - record hours in Hour Republic	13/14
15 Week 2 Week 2 Lesson Assigned	16	17	18	19 -complete lesson 2 -- record hours in Hour Republic	20/21
22 Victoria Day (no school)	23 Week 3 Week 3 Lesson Assigned	24	25 Book mid-term	26 -complete lesson 3 - record hours in Hour Republic	27/28

JUNE -- 2023

29 MAY Week 4 Week 4 Lesson Assigned	30 Conduct mid-term visits	31 Conduct mid-term visits	1 Conduct mid-term visits	2 -complete lesson 4 - record hours in Hour Republic	3/4
5 Week 5 Week 5 Lesson Assigned	6	7	8	9 -complete lesson 5 - record hours in Hour Republic	10/11
12 Week 6 Week 6 Lesson Assigned	13	14	15	16 -complete lesson 5 -- record hours in Hour Republic	17/18
19 Last day to hand in work	20 Final Visits	21 Final Visits	22 Final Marks emailed to students	23	24/25

NOTE: Students will automatically be demitted from the program after missing **2 assignments** or if **academic honesty** is breached, breakdown:
 40% -- Supervisor's Assessment
 45% -- Weekly E-learning assignments
 5% -- Pre-Placement 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 and a Participation Contract. 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 and Participation Contract during the 1st 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 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. OR if issues with logging onto course access work4credit.commonshwdsb.on.ca

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 (or online) 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 3rd week of the course.

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