

HWDSB – Continuing Education SUMMER COOPERATIVE EDUCATION 2023 PROGRAM CALENDAR AND KEY DATES

Note: See back of sheet for full explanation of process

APRIL				
Mon	Tuesday	Wednesday	Thursday	Friday
3 APPLICATION OPENS	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
MAY				
Mon	Tues	Wed	Thurs	Fri
1 APPLICATION CLOSES	2	3	4 *Mandatory* In Person Hill Park Orientation	5
8 Placement Search	9	10	11 In Person Preplacement	12
15	16	17	18 In Person Preplacement	19
22	23	24	25 In Person Preplacement	26
29	30	31		
JUNE				
Mon	Tues	Wed	Thurs	Fri
			1 In Person Preplacement	2
5	6	7	8 Optional Preplacement	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30



STEP 1: Complete Online Summer
Co-op Application form – see back



STEP 2: Attend Thurs Preplacement
classes at Hill Park - 6 pm to 9 pm



STEP 3: Prepare Resume
STEP 4: Placement Search



STEP 5: Complete Preplacement
STEP 6: Secure Placement FORM

JULY				
Mon	Tues	Wed	Thurs	Fri
3 CANADA DAY	4 First Day @ Co-op – 8 hrs OR Check-in Day at Hill Park (see next page)	5 @ Co-op 8 hrs	6 @ Co-op 8 hrs	7 @ Co-op 8 hrs Timesheets due
10 WEEK 2 @ Co-op 8 hrs	11 @ Co-op 8 hrs	12 @ Co-op 8 hrs	13 @ Co-op 8 hrs	14 @ Co-op 8 hrs Timesheets due
17 WEEK 3 @ Co-op 8 hrs	18 @ Co-op 8 hrs	19 @ Co-op 8 hrs	20 @ Co-op 8 hrs	21 @ Co-op 8 hrs Timesheets due
24 WEEK 4 @ Co-op 8 hrs	25 @ Co-op 8 hrs	26 @ Co-op 8 hrs	27 @ Co-op 8 hrs	28 @ Co-op 8 hrs Last Day of Co-op



STEP 7 – Attend Check IN Day at HP
STEP 8 – Append Placement



STEP 9 – EARN CREDIT
Marks will be automatically sent to applicable schools

CENTRAL PLACEMENTS (Hospitals, Art Gallery and SPCA) WILL ATTEND PLACEMENT for extra week of July 31, Aug 1, 2, 3 and 4

SITE LOCATIONS:

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

APPLICATION and PLACEMENT PROCESS:

STEP 1: BETWEEN APRIL 3 and MAY 1 - COMPLETE YOUR ON-LINE APPLICATION FORM

BEFORE You apply watch the following video for an overview of the program

[SUMMER CO-OP OVERVIEW Video](#)

- Complete and submit your Summer Co-op Application form. **Deadline to apply May 1, 2023, 11:59 p.m.**

[ONLINE Summer Co-op Registration Form](#)

STEP 2: MAY 4 – ATTEND MANDATORY onsite ORIENTATION Meeting at Hill Park Learning Centre - 6pm to 9pm

IMPORTANT: Summer Co-op students must also attend Thursday May 11, 18, 25, June 1 (June 8 Optional) Preplacement classes

- Summer 2023 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 as it is part of your co-op hours.
- Email summercoop@hwdsb.on.ca if you have questions.

STEP 3: Prepare a Cover Letter and Resume – between MAY 4 and 10 (see Lesson 2 in the pre-placement course)

- The preplacement class on Thursday May 11 at Hill Park you must have a cover letter and resume prepared for a mock interview.

STEP 4: Placement Search – between MAY 4 and JUNE 9

- The summer co-op job board can be found at [HWDSB Summer Co-op – Placement Possibilities](#)
- Apply to potential employers/volunteer opportunities either from the job board or you can source you own contacts.
- Consider that you may have to interview with multiple employers – give yourself lots of time!
- Ideally you should have a placement secured by June 9th.

STEP 5: Complete Preplacement Course – by JUNE 9

- The completion date for the preplacement course is June 9, your co-op teacher will assist you with options if it is not complete.

STEP 6: Complete the Placement Confirmation Form to confirm your Summer Co-op Placement – by JUNE 9

- Once you secure a placement complete the online form with your placement details, at the link below:

[ONLINE Summer Co-op Placement Registration Form](#)

STEP 7: FIRST DAY at CO-OP on JULY 4 (IF Co-op Ready) OR CHECKIN Day at Hill Park (IF NOT Co-op Ready)

- All co-op teachers will be at Hill Park from 9:00am to 2:00pm to address the needs of students who are not CO-OP READY, i.e. they do not have the required WEA forms, OR have not completed the preplacement course, OR do not have a secured placement, OR do not have access to MTEL (co-op software management tool).

STEP 8: Attend Secured Placement between JULY 4 to 28

- The expectation is that you attend your placement daily for 8 hours per day.
- Assignments during the Co-op session will include daily log sheets (using MTEL the co-op management software), a mid-term and a final assignment.
- **WORKPLACE VISITS:** Your Co-op teacher will conduct up to 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.

Central Placement Students ONLY – (must attend extra weeks JULY 31 to AUG 4)

Students at Hospital, Art Gallery or SPCA placements will be attending their placement for an additional week.

STEP 9: JULY 28 Session Complete – 2 Credits Earned

- CE Hill Park Learning Centre staff will send marks to applicable schools electronically.

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