


WORK FOR CREDIT Coop Session 1 (2023-24) – Class Schedule Sept 8 to Oct 26, 2023

	STEP 1: Complete online register form at: https://work4credit.commons.hwdsb.on.ca/apply
	STEP 2: Attend a 30 minute Orientation Meeting, meeting can be booked online or in person at City Learning Centre in Jackson Square.

SEPTEMBER-- 2023

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

OCTOBER -- 2023

2 Week 4 Week 4 Lesson Assigned	3 Conduct mid-term visits	4 Conduct mid-term visits	5 Conduct mid-term visits	6 -complete lesson 4 – record hours in MTEL	7/8
9 Week 5 Thanksgiving Day – No School	10 Week 5 Lesson Assigned	11	12	13 -complete lesson 5 – record hours in MTEL	14/15
16 Week 6 Week 6 Lesson Assigned	17	18	19	20 -complete lesson 6 – record hours in MTEL	21/22
23 Last day to hand in work	24 Final Visits	25 Final Visits	26 Marks Communicated	27	28/29

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

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 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.

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 3rd week of the course.

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