


WORK FOR CREDIT Coop Session 5 – Class Schedule (May 2 to June 20, 2024)

	(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 -- 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1	2	3 Orientation Meeting by Appointment 10:00-3:00 pm	4/5
6 Week 1 Week 1 Lesson Assigned Orientation Meeting Time Availability 10:00-3:00 pm	7 Orientation Meeting Time Availability 9:30-11:30 am 2:00-6:30 pm	8 - signed WEA and Participation Contract DUE	9 Certificates: -WHMIS - Workers Awareness DUE	10 -complete lesson 1 -- record hours in MTEL	11/12
13 Week 2 Week 2 Lesson Assigned	14	15	16	17 -complete lesson 2 -- record hours in MTEL	18/19
20 Victoria Day (no school)	21 Week 3 Week 3 Lesson Assigned	22	23 Book mid-term	24 -complete lesson 3 -- record hours in MTEL	25/26
27 MAY Week 4 Week 4 Lesson Assigned	28 Conduct mid-term visits	29 Conduct mid-term visits	30 Conduct mid-term visits	31 -complete lesson 4 -- record hours in MTEL	1/2

JUNE -- 2024

3 Week 5 Week 5 Lesson Assigned	4	5	6	7 -complete lesson 5 - record hours in MTEL	8/9
10 Week 6 Week 6 Lesson Assigned	11	12	13	14 -complete lesson 6 -- record hours in MTEL	15/16
17 Last day to hand in work	18 Final Visits	19 Final Visits	20 Final Marks emailed to students	21	22/23

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

TEACHER: Jill Charbonneau (jcharbon@hwdsb.on.ca)

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.