

Program Information - Cooperative Education at Banting

Intake Steps:

- Discuss with Guidance Counselor (Credit Counseling Summary)
- Complete [Co-op Application Form](#), Complete [Co-op Course Planner](#)
- Make [Appointment](#) for Intake Interview with Co-op Teacher
- Regularly check your OCDSB (school email) for correspondence the Co-op Teacher

Intake Interview:

- **Course Overview**
 - Co-op is a school course, and as such you have responsibilities to fulfill the program requirements to earn credits. Attending work is just one component of the cooperative education process.
 - Expectation of the program is to complete 110 hours (+/-) at your placement per coop credit. Minimum of two credit (220+/- hours) commitment is required.
 - Attend in school, at Banting, as required (approximately once every 2 weeks).
- **Program Expectations**
 - Attendance - inform coop teacher and employer if absent from work placement (prior to shift occurring)
 - Keep track of hours through log sheets and/or paystubs & submit these weekly
 - Stay in touch with your coop teacher - respond to emails, text messages, phone calls
 - Be prepared to visit Banting for check ins with your teacher and to have pre-arranged meetings with your teacher at your worksite
 - Use google drive folder to access/submit work (unless other arrangements with teacher)
 - Regular submission of coursework and log sheets is an integral part of the program.
 - Review and Initial [Cooperative Education Policies](#) (student/parent for under 18)
- **Preplacement:**
 - Must be completed prior to co-op hours beginning. **
 - Preparing for workplace experience, Health & Safety Training, Pathways Exploration
 - Work Education Agreement and other required paperwork signed and returned
- **Work Placement:**
 - Regular communication, provide weekly work schedule, submit hours regularly
 - Complete coursework: Student Cooperative Education Learning Plan (Scelp Assignment), Safety on the Job Assignment, Tour of Worksite Assignment, Demonstration Task
 - Be prepared for teacher visits at your worksite (usually pre-arranged)
 - Report accidents or health and safety concerns immediately to your teacher **
- **Program Wrap Up:**
 - Summative Project (Exit Resume, Exit Interview, Final Project)
 - Total Hours Accumulation

