



Cairine Wilson Cooperative Education
Sept. 5th, 2023 - Jan. 23rd, 2024

Teacher: Mrs. Banks ~ 613-824-4411 x2013 OR 613-698-0952

Julia.banks@ocdsb.ca

Course Website

<https://sites.google.com/ocdsb.ca/mrs-banks-courses/co-op>



DATE	ACTIVITY
September 5th – 20th	Pre-Placement Orientation - In School
September 14th (Thursday)	School Photos
September 18th (Monday)	Last Day to Change Courses on Your Schedule
September 20th - Sept. 22nd (Wed. - Fri)	Most Work Placements Begin
Sept. 21st (Thursday)	Meet The Teacher Night (6:00pm - 7:30pm)
September 27th (Wed.)	Terry Fox Run - Students may arrive late to placement
October 6th (Fri.)	P.A. Day - No Co-op
October 9th (Mon)	Thanksgiving - No Co-op
Oct. Nov. 1st Wed.)	Launch Virtual Conference - No Coop if attending
November 24th (Fri.)	P.A. Day - No Co-op
November 28th and 29th (Tues - Wed.)	Integration Days #3 and #4 - In School
November 30th (Thurs)	Career Fair - In School
Friday, Dec. 22nd (Fri.)	With Supervisor permission and provided hours are sufficient - attend CW's Annual Holiday Talent Show
December 25th - January 5th	Winter Holidays
January 16th and 17th (Tues and Wed)	Final Integration Days #5 and #6 - In school
January 17th (Wed.)	Student Exit Resume and Thank You Due
January 19th (Fri.)	Final Supervisor Evaluation Due
January 23rd (Tues.)	Last Day of Placement

IMPORTANT NOTES continue on the next page

1. **Students are not permitted** to work on weekends or holidays.
2. If there is **inclement weather** which makes travel to or from the Coop placement impossible and unsafe, it is the **Student's responsibility to contact BOTH the**

Placement Supervisor AND the Coop teacher to inform them of their absence. A **parent or guardian must notify the school** of student absence from Coop. Students are NOT to assume that just because school buses are not running, the student is not expected at placement. Students will use common sense and with parent permission attend the coop placement if s/he/they can get there safely.

3. **Students are expected to call and/or email their placement supervisor and coop teacher** should they be absent due to sickness and/or a valid medical appointment. The call/email/text is expected to take place first thing in the morning or the day before if possible. Parents are to confirm absences through a phone call or email to the school and/or teacher similar to missing any other class.
4. **Students are to remind** their placement supervisor(s) of upcoming days s/he will be absent due to PD days, school holidays, and integration. See the important Dates above.
5. Periodically, there are **special school wide assemblies** that take place in the mornings. Consequently, students may not get out of the morning classes until 12:30pm. Students may therefore arrive later to their placement on such occasions and **should provide a heads up to their supervisors the day before.**

STUDENT ASSIGNMENT/REMINDERS:

1. All pre-placement orientation assignments must be completed and submitted to the teacher's satisfaction before you may begin your placement. See course outline for details.
2. Log sheets and reflection task(s) are due every Tuesday for the previous week's hours. You may pick them up when you sign-in every Monday or access them on the course website. Log Sheets must be signed by your supervisor or someone else who has your supervisor's permission. You may lose hours for late log sheets if the supervisor cannot account for your hours. Forged log sheets will result in 0 hours and may result in removal from the program and lost credits. Failure to submit log sheets and reflection tasks on time on a regular basis may result in a loss of credit(s) and possible removal from the program.
3. **Check your school emails every morning and evening....You need to complete electronic attendance procedures everyday and I will send important reminders and weekly updates regularly.**

HAVE A GREAT SEMESTER !
~ WORK SMART; WORK HARD; LEARN LOTS; AND HAVE FUN ~

"It seems the harder I work, the more luck I have"
~ Thomas Jefferson