

**ST. LAWRENCE SECONDARY SCHOOL  
COOPERATIVE EDUCATION GUIDELINES**

Written Work:

1. Students must fill out weekly log sheets and have them signed by their employers. Weekly log sheets must be handed in by the end of the day on the following Tuesday. If log sheets are more than one week late, students may not get credit for the hours worked and may be marked as absent.
2. Each student is expected to complete a variety of one-page journal entries throughout the semester. A list of assigned topics and due dates are included in the student kit.
3. All students are expected to complete a culminating activity at the end of the semester. It consists of three parts:
  - A) an updated resume and reference sheet that includes your coop placement.
  - B) a thank you card or letter for your employer. This item (not sealed) is given to the coop teacher with an envelope addressed to you employer. The coop teacher will mail the card/letter.
  - C) a personal and career portfolio and transition plan.

Late work will not be accepted, unless a medical note accompanies it. As these activities are considered part of the final examination for this course, SLSS examination policies will apply.

Other items

4. If students are going to be absent, they must **call their employer as soon as possible before their shift start time and call their coop teacher before 8am**. If the teacher is not there, leave a message on his/her answering machine. Include your name and why you will be absent. Failure to call may result in a removal from the program and firing by the employer.
5. Each student must attend the in-school sessions. Assignments and activities given during the in-school days are used for assessment/evaluation. Students will not be credited hours for being at their placements, instead of the in-school session. Check your coop calendar and/or the coop bulletin board for dates.
6. **All injuries must be reported immediately to your placement supervisor and your coop teacher.**
7. Regular coop hours are between 7am and 5pm, Monday to Friday. A student is to work a minimum of three hours per day for two credits and six hours per day for four credits.

Under no circumstances may you work outside these hours, unless you make prior arrangements and complete the necessary paperwork with your coop teacher. **(This includes Christmas Break, March Break and any other days where the school is closed and teachers are not working.)**

8. Coop credits are awarded based on hours worked at the placement and the satisfactory completion of assignments, projects, quizzes, presentations, etc.
9. Students who repeatedly fail to comply with these guidelines (especially handing in written work, calling absences, working within the allowed hours) will be assigned additional in-school days to work on these general placement skills and may be asked to leave the program without receiving any credits.
10. The final day at the placement is Friday, January 20<sup>th</sup>, 2012. Failure to attend until this date indicates you are not completing your term and do not wish to be awarded credits in coop.

**Please read these guidelines carefully before signing.**

I have read the guidelines listed above for the cooperative education program at SLSS and I am prepared to abide by them while I am in the program. I realize that failure to comply with these guidelines may result in my removal from the program and/or loss of credits.

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Student

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Date

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Parent/Guardian

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Teacher