

NANTYR SHORES SECONDARY SCHOOL

Simcoe County District School Board
1146 Anna Maria Ave. Innisfil, ON L9S 1W2
Phone #: (705) 431-5950 Fax: (705) 431-7921



**COOPERATIVE EDUCATION
EMPLOYER'S PACKAGE**

What is Cooperative Education?

“A Co-operative Education course consists of an in-school and an out-of-school component so that learning and experience are combined in an educationally beneficial way.”

“Such courses can provide modes of learning that take full advantage of resources available in the community. Co-operative Education course can develop skills that are needed in a social-service activity, business, a vocational pursuit, or some special activity or study in the community, provided that the out-of-school learning enhances the educational experience of the students involved.”

Ontario Schools: Intermediate and Senior Divisions (Grade 7-12/OACs), Program and Diploma Requirements, 1984, Ontario Ministry of Education.

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Nantyr's Top Steps to be an Effective Supervisor

1. Introduce the student to as many employees as possible
2. Give a tour of the workplace, point out the first aid stations, washrooms, lunch room, etc.
3. Outline ALL safety procedures and any personal protective equipment available for the student to use
4. Explain employee standard of conduct to the student or provide an employee handbook for the student to review
5. Provide the student an opportunity to learn new skills and gain experience using a variety of technology/equipment
6. Explain to the student how their specific tasks fit into the complete company structure
7. Give constructive feedback on student ideas and behaviours
8. Be alert to clues that the student sends that tell you something needs clarifying
9. Build an atmosphere of acceptance and free of exchange of ideas
10. Let your co-workers know in advance when the student will be on site so they can help the student feel at ease
11. The participating organization has the right to terminate the placement for any breach of conduct, dress, or personal deportment that is unacceptable. Dialogue between the organization and the teacher prior to termination is preferred to address concerns.
12. Students are enrolled in the program with the understanding that they will receive no financial remuneration. In some cases remuneration has been given to the students by the employer. Students may be available if needed for part-time work after their co-op time.

Responsibilities of Co-op Students N.S.S.S. Co-operative Education Program

The responsibilities of Co-operative Education students have been outlined in the Ministry of Education Guidelines (2000) as follows:

- Comply with all company rules as to dress, safety codes, work schedule and policies.
- Work in a courteous, responsible and business-like manner and show appropriated initiative.
- Observe and comply with the rules and regulations of the placement/school, including CONFIDENTIALITY requirements.
- Comply with school attendance policies in both the placement and classroom sessions.
- Submit assignments as required.
- Inform BOTH the work placement supervisor and the Co-op teacher in advance if they are unable to report to their place of work.
- Participate with their supervisors and teachers in the assessment of their own performance
- Work with teachers and supervisors to ensure that problems are dealt with immediately.
- Students are to be actively engaged in the workplace to maximize learning opportunities.

THE TEACHER MONITORS RESPONSIBILITIES

1. Assists in selecting and recommending students for the program.
2. Placement meetings will be held on a regular basis to determine tasks learned and performed and resolve any problems that may have arisen since last meeting.
3. Collection and evaluation of student weekly log sheets.
4. Keeps track of daily attendance for each student.
5. Evaluations: Discusses, assists and collects from the employers the regular evaluation
6. Co-op In-School Program: The teacher-monitor will teach in the in-school program and assist students with:
 - a) letters of application
 - b) resumes
 - c) interview tips
 - d) in-school group discussions of work experience
 - c) placement projects
7. In general, the teacher-monitor is the liaison between the school and the business.

INSURANCE

Workers' Compensation:

All students 14 years of age or older who are registered as a participant in a cooperative education program administered by a school board, are covered by Workers' Compensation. The Ministry of Education provides this coverage UNLESS it has been arranged by the training organization. A Work Education Agreement (WEA) form must be signed by the parent, teacher, student and employer PRIOR to the student attending their placement.

When Are Students Covered Under Workers' Compensation?

Students are covered during the time they spend at their placement under the supervision of the placement supervisor.

- Students are NOT covered for classroom or shop work in the school when working as a teachers' aid, or when travelling to and from the placement.
- Students ARE covered when their placement is located on school board property, but in an area that is not directly supervised by a qualified teacher, e.g. building maintenance staff, audio-visual centre, purchasing department etc.

If An Injury Occurs:

All injuries to students in the cooperative education program, however minor, should be reported to the co-op teacher with full details of when, where and how the injury occurred. If medical treatment by a doctor, dentist, hospital or other treating agency is required, or if an accident results in lost time from the program, a report must be sent to The Workers' Compensation Board. **These reports are to be completed by the Cooperative Education Teacher.**