



Teacher: Mr. Steve Spencer

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Course Content on Microsoft Teams: **a1o64p9**

DESCRIPTION

Cooperative Education 120 combines theory with practical learning experiences through work placement opportunities. Students learn and practice employable skills while working inside and outside the classroom. Students will be assigned a work placement for 15 weeks and are required to complete a minimum of 11 hours per week (15 per week for 3 credit). Students are required to submit weekly log sheets, signed by the employer, as well as weekly journals.

Attendance, work ethic and punctuality are a required component of the workplace. Application, interview, and parent/guardian permission is required. Repeated absences from work or unprofessional conduct will result in loss of credits. All absences must be reported to teacher and employer ASAP.

MARKING CATEGORIES

GENERAL INFORMATION

Weekly Time Sheets and Training Plan

Students are required submit a weekly timesheet signed by their employer documenting hours worked.

PRODUCTS – 40%

Pre-Employment Assessments

Students are expected to complete all in-class and safety assessments prior to going to their work placement.

Journals

Students are required to submit **WEEKLY** journals on assigned topics relating to their work placement.

Career Research Paper

Students are required to conduct research and write a paper based upon their chosen career which may differ from their Co-op placement.

RICH TASK PERFORMANCES (OBSERVATIONS) – 35%

Employer Evaluation

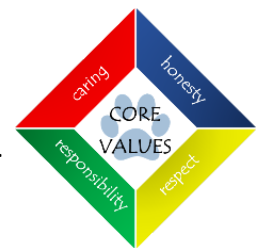
Employers evaluate students based upon demonstrated fundamental, personal management and teamwork skills in addition to dependability and attendance.

CAREER OPPORTUNITIES FINAL ASSESSMENTS (CONVERSATIONS) – 25%

Final Presentation and Portfolio

The final Career Opportunities Assessment consists of a presentation profiling work placement experiences and skills, utilizing technology, and encouraging audience participation.

The portfolio is to be formatted for employment purposes, profiling the student's accomplishments, qualifications, experience, and fundamental, personal management, and teamwork skills.



COURSE OUTCOMES

By the end of this course students will...

- Understand and demonstrate skills employers are looking for including attendance, punctuality, positive work ethic, and HRDC Essential Skill Sets
- Write a formal cover letter, chronological resume, and business letter
- Prepare for and participate in an interview with a potential employer
- Identify personality types in relation to career and workplace opportunities
- Recognize WHMIS symbols & practice safety procedures required in the workplace
- Demonstrate employable skills related to future career interests through co-op placement, research, portfolio and seminar presentations.