



Getting Started with Summer Semester CO-OP



To correctly apply for the Summer School Co-Op program, please follow these steps:

1. Obtain a recommendation for Summer School Co-op from your guidance counsellor.
2. Complete a **Summer School Co-op Application Package** with your guidance counselor who will ensure all parts are completed correctly. Your application must include the:
 - 4-page registration form (signed by parent/guardian if you are under 18)
 - Life threatening emergency form
3. If under 18, return your application-signed by a parent/guardian-to guidance counselor.
4. Obtain a suitable paid or unpaid Co-op placement. Please refer to FAQ # 2, 7 & 8 on next page.
5. The required Co-Op Workplace Readiness Tasks will be emailed to your UCDSB student email from summer.semester@ucdsb.on.ca
6. Submit your completed Co-Op Workplace Readiness Tasks to summer.semester@ucdsb.on.ca by June 22nd, 2023.
7. Meet with your Co-Op teacher and Co-op placement supervisor at the placement during the first week of summer school to discuss your:
 - placement's health and safety policies and procedures,
 - learning goals and allowable duties
 - work schedule and placement start date

Frequently Asked Questions:

1. [Do I really have to attend the orientation session? I might be working or might have plans that day?](#)
All Summer School Co-op students must attend the orientation session.
2. [What are considered, by the Co-op teacher and Principal, to be high risk activities for me to perform at a Co-op placement?](#) Please note that the following activities are considered very high-risk and must first be reviewed by the Co-op teacher and then approved by the Principal before the placement begins. Additional health and safety certifications may also be required to be submitted in some cases before the placement begins:
 - working near, in, or around water
 - driving motorized vehicles
 - working at heights
 - working in high traffic areas where there are many moving vehicles
 - working in factories near machinery and forklifts
 - inconsistent supervision (please note that a supervisor must be present at all times)

Activity	Additional Safety Requirements/Procedures
Working near, in, or around water	Swim to Survive is required – This is obtainable at your local YMCA/Community Pool and must be delivered by a qualified lifeguard for approximately \$10.00 -Approval of Co-op teacher and Principal
Operating any motorized vehicles (including boats, jet skis, ferries, tractors, lawn mowers, golf carts, forklifts, cars, trucks, heavy equipment etc.)	-Proof of student’s valid driver’s license -Proof that Placement owner is covering the student’s driving insurance -Approval of Co-op teacher and Principal
Working at heights (ladders, scaffolds, rooftops etc.)	Working at Heights Certification is required and must be delivered by an accredited company (not on-line) -Approval of Co-op teacher and Principal

3. **When can I start my placement?** All Co-op placements will start when the Co-op teacher visits you and your Co-op supervisor at the placement to set up your program.

4. **How do I withdraw from Summer Co-op?** To withdraw from Summer Semester Co-op please email your Summer Co-op teacher and CC: tammy.casselman@ucdsb.on.ca and summer.semester@ucdsb.on.ca. If you are under 18 the request to withdraw must come from your parent/guardian.

5. **Can I do my Co-op in French? I need the French credits.** Unfortunately, Co-op linked to French courses is not available during the summer semester.

6. **How will I communicate with my Co-op teacher during Co-op?** This will be discussed and determined at the Mandatory Summer Co-op Student Orientation. Some teachers communicate through phone calls, texts, emails or MS Teams. You must be prepared to check your phone or email regularly during the Summer school Co-op session.

7. **I work alone at a store/company. Can I use this as a Co-op placement?** Unfortunately, a placement where a student is unsupervised will not be a suitable placement since the point of Co-op is to have a supervisor present to teach and mentor the student and assist with the student’s learning.

8. **I run my own business and am my own supervisor. Can I use this as a placement?** Unfortunately, a placement where a student is unsupervised will not be a suitable placement since the point of Co-op is to have a supervisor present to teach, mentor and assist in the student.

9. **I would like to complete a placement at a company where the owner or supervisor is a parent/relative. Is this ok?** Many students have completed Co-op placements at family-run companies. The Co-op teacher and Principal will review this for suitability first though.



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10. **What is paid Co-op? How do I do a paid Co-op?** Paid Co-op occurs when a student finds their own paid job to use as a Co-op placement. Please understand that the paid placement must meet the same rigorous health and safety standards of the Co-op teacher and Principal, and, the placement must offer the student lots of opportunities to learn and develop their skills.

11. **Where will I find my log sheets, and final assignments for Co-op?** The log sheets and final assignment will be given to you at the mandatory information session on June 29, 2022.

12. **How often will my teacher visit me at placement?** After setting up the placement, the teacher will visit you twice per credit to check on your progress regarding your learning goals with you and your employer, provide you with feedback and provide assessment and evaluation.

13. **When will I receive my final mark on my transcript so that I can provide this information to OCAS or OUAC?** Final marks will be determined after the courses have ended and will be entered into our school's database in mid- August. Transcripts are ONLY provided by your home school.

14. **When will I receive my report card?** Two (2) Report cards will be sent by the end of August; one to your home school for inclusion in the OSR and the other will be sent to each student's home address on file.