



Course Outline: Co-operative Education (COPGEN/COPTEC)

Semester: 2	Block: C and D	Room: A117
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Course Description:

A planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a workplace to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or a locally developed course.

Required Learning: Big Ideas

To earn credits, students must demonstrate learning in each of the following areas:

- 1) Pre-employment. Students will demonstrate an understanding of employability skills, employer expectations, and the process of searching for employment.
- 2) Integration. Students will analyse and relate placement experience to curriculum expectations.
- 3) Placement. Students will develop skills directly related to specific placements.

Evidence of Learning

Pre-Employment	70 %
Logs	
Journals	
Integration Activities	
Supervisor/Employer/Teacher Performance Appraisal (3)	
Final Evaluation: Co-op Placement Advertisement – 15% Co-op Experience Presentation – 15%	30 %

Course Evaluation

Student work will be evaluated using a balance of the Ministry's four achievement chart categories: knowledge & understanding, thinking & inquiry, application, and communication.

Throughout the course, teachers will gather evidence of student learning through observations, conversations, and student-produced work.

Seventy percent (70%) of the final mark will come from term work, and thirty percent (30%) will come from final evaluations. Report card grades will reflect the student's most consistent level of achievement, with consideration given to more recent evidence.

Guidelines for Assessment, Evaluation and Reporting

1. Learning Skills

The Learning Skills and Work Habits section of the provincial report card is an integral part of a student's learning. Students will be assessed in the following areas:

• Responsibility	• Independent Work	• Organization
• Initiative	• Collaboration	• Self-Regulation

**The following scoring system is used for Learning Skills:
E=Excellent; G=Good; S=Satisfactory; N=Needs Improvement**

2. Missing Work

Students are expected to submit all required work by the assigned date.

- (a) The Learning Skills section of the provincial report card will be used to reflect incidents of late and missing work.
- (b) At the time of entering a report card grade, students with missing evidence of learning may receive an "I" ("I" = insufficient evidence) on their report card and will not receive a credit (Grades 9 and 10), or may be assigned a failing mark and will not be granted a credit for the course (Grades 11 and 12).

3. Cheating and Plagiarism

Students are expected to submit their own original, best work to demonstrate their learning.

- (a) The Learning Skills section of the provincial report card will be used to reflect incidents of cheating and plagiarism.
- (b) Students caught cheating on tests or assignments will receive an "I" ("I" = insufficient evidence), and will be required to demonstrate their learning through an alternative evaluation.
- (c) Students who plagiarize may be required to re-do all or part of the assignment (or evaluation) or complete an alternative assignment (or evaluation). The student's work may be treated as Missing Work (see above). As well, potential consequences for plagiarizing include disciplinary action (e.g., suspension) and loss of access to academic awards and scholarship opportunities.



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Signatures & Information

Please sign below indicating you have read and understood this Course Outline, including the requirements for successful completion of this course, and **return this sheet to your teacher.**

Student Section – please print clearly

Student Name (please print): _____	Homeroom: _____
Student Signature: _____	Dated: _____

Parent / Guardian Section – please print clearly

Parent / Guardian Name (please print): _____	Parent / Guardian Preferred Phone #: _____
Parent / Guardian Signature: _____	Parent / Guardian email address (please print): _____
Dated: _____	Any Notes to add? _____

When necessary, I / we would prefer to be contacted by...

- phone
- email

Thank you for filling in your contact information, as timely communication between teacher and home is often key to student success.

Please feel free to email me to say hello, or if you have any questions or concerns.

My email address is - richard_cipolla@wrdsb.ca