

**WELCOME**

Co-op is a wonderful and exciting way of putting the training that you have completed through years of schooling into a practical, hand on, job training experience. By working with others in your local community, you will gain an appreciation for the dignity of work and the equality of all people in society. In practising your Christian principles in the workplace, you are preparing to assume adult roles as self-directed, self-motivated problem solvers. The practical nature of Co-op allows you to put your faith in action and to gain academic and personal rewards for your efforts.

**EXPECTATIONS**

You are expected to attend and participate the in-class session prior to your placement, and the in-class sessions that are scheduled during the work placement. You are being trained by volunteers who are doing YOU a favour. The employers have a working relationship with the school and you are responsible for maintaining that important link. You are expected to conduct yourselves as appropriate to your job description and as ambassadors for this school which bears the name "Christian". All other expectations are outlined on the sheets in your red folder.

**ASSESSMENT:**

Assessment for this course will take place using both Assessment As Learning and Assessment For Learning tools. Assessment As Learning methods will involve tools such as checklists and peer assessment of classroom activities and routine tasks in the placement. Assessment For Learning activities will be mainly through conversations with you, and observations made by your employer. These observations and conversations will include suggestions of areas to improve. These assessment tools will then prepare you for the Assessment Of Learning activities as outlined below in the Evaluation section.

**EVALUATION**

The assessment of your learning, or evaluation, is based on your performance at work, in class, and on your assignments. Both your work placement supervisor and your in-class instructor will have input into the grade you receive in this course. It is therefore, advantageous to be on good terms with your employer. You are evaluated on basic work skills, and according to the expectations of the course to which your Co-op credit is linked. Evidence of student achievement for evaluation is collected over time from three different sources-observations, conversations, and student products.

The breakdown will be:

Assignments	40%
Employer Evaluation #1	15%
Employer Evaluation #2	15%
Employer Final Evaluation	15%
Final Project	15%

*If at any time you are having difficulty on the job with your employer you should contact me and make me aware of the situation. Be sure to notify me of any changes to your schedule, and remember to drop off your log sheets each week.*

## ASSIGNMENT LIST SUMMARY

### LOG SHEETS (10%)

Log sheets are a method of record keeping for the hours put in and the type of work being completed. They are also a means of correspondence between you, the employer, and me. Blank log sheet forms may be obtained from the plastic trays outside my office. **They are to be handed in to the Co-op office on the Tuesday of school following the week worked. Late Log Sheets will be awarded a 0% grade.** They will be graded according to the following format and will be factored into the assignment mark.

Log Sheet Rubric

	Level 4	Level 3	Level 2	Level 1
Filled out correctly and completely (Application)	All aspects are filled out correctly.	Most aspects are filled out correctly.	Few aspects are filled out correctly.	Very few, to no aspects are filled in correctly.
Quality of Log (Communication)	Written work is very neatly written, and in proper sentence form.	Written work is neatly written, and in proper sentence form.	Written work is not very neatly written, and/or not in proper sentence form.	Written work is poorly written, and/or not in proper sentence form.

### JOURNALS 10%

Every week you are required to write a one page journal on a given topic. The journal topic sheet is part of your first day handout package. **The journals are to be handed in at the Co-op office each Tuesday or first day of school for the week before you leave for your placement. Late Journals will be awarded a docked 10% per day as per the school's policy grade.** They will be graded based on the following rubric and will be factored into the assignment mark

Journal Rubric

	Level 4	Level 3	Level 2	Level 1
<b>Thinking</b>	Journal shows consideration and depth of thought on the topic, using examples to back up statements.	Journal shows some consideration and depth of thought on the topic.	Journal shows acceptable consideration and depth of thought on the topic.	Journal shows limited consideration and depth of thought on the topic.
<b>Communication</b>	The journal is very well written and has no significant spelling or grammatical errors.	The journal is well written and has few significant spelling or grammatical errors.	The journal is written at an acceptable level and has some spelling or grammatical errors.	The journal is poorly written and has significant spelling or grammar errors.
<b>Knowledge</b>	The journal shows a solid understanding of the issues involved and provides evidence of investigation into the topic.	The journal shows understanding of the issues involved	The journal shows some understanding of the issue	The journal shows a limited understanding of the issue

In class Presentation (5%)

Personal Placement Learning Plan (3%)

Opinion Paper (why work?) (3%)

Job Research Paper (3%)

Exit Resume cover letter and Thank you letter (1%)

Coop Presentation Day! (5)

FINAL PROJECT (15%)

I wish you all well in this course and pray that it will be a blessing for you.