

Roles and Responsibilities

Student

- Attend all pre-placement and integration days at school as scheduled.
- Complete the time requirement as outlined on the Work Education Agreement.
- Inform school, Cooperative Education teacher and placement supervisor if you are unable to report to your placement.
- Complete assignments required by the teacher and the supervisor.
- Complete and submit logs and journals weekly.
- Maintain confidentiality.
- Comply with workplace health and safety.
- Demonstrate a positive attitude, accountability, and a willingness to learn.
- Comply with the Statement of Understanding.
- Comply with Accident Reporting Procedures.

Employer

- Interview student and provide feedback on interview and resume package.
- Develop a weekly schedule for working days and hours (15 hours per week for 2 credits).
- Sign the Work Education Agreement (WEA).
- Choose an employee to be responsible for supervising and evaluating each student.
- Give clear instructions and supervise learning experiences.
- Vary the tasks the student performs each day as much as possible.
- Share expertise with student.
- Work with the teacher and student to develop the Personalized Placement Learning Plan (PPLP) and identify and develop workplace expectations.
- Report student absence to the school immediately.
- Contact the teacher when a concern arises.
- Review and sign students' log sheets at the end of each week to verify hours and activities.
- Deliver health and safety training.
- Follow Accident Reporting Procedures.
- Provide real work experience in a safe learning environment free from discrimination and harassment.

Teacher

- Develop relationships with business, industry and community organizations.
- Integrate practical workplace experience, attitudes, and expectations with curriculum.
- Interview, select, and prepare student for Co-op placement.
- Match student with appropriate placement.
- Complete Placement Assessment Checklist and assess suitability of placement.
- Support student and supervisor throughout the program.
- Develop Personalized Placement Learning Plan with supervisor and student.
- Integrate workplace experience with curriculum expectations.
- Monitor student learning.
- Assess and evaluate performance and assign the final grade.
- Promote health and safety in school and at the co-op placement.
- Follow Accident Reporting Procedures.