

## Minto Memorial High School

The Cooperative Education program is an opportunity for students to gain valuable on-the-job work experience for which school credits are earned. Co-op work experiences allow students to apply and refine the knowledge and skills they acquired in a related curriculum course.

All Co-op students must demonstrate an understanding of the pre-placement orientation expectations. All students must complete pre-placement orientation for a minimum of 15 to 20 hours which will prepare the student for the workplace. Students who are absent during pre-placement orientation will need to make up the hours and demonstrate comprehension and understanding of the material that was missed before they can begin their placement.

### Pre-Placement Orientation Topics include:

#### **A. Job Readiness**

- What are employability skills
- Examining individual employability skills
- Matching your skills to employer’s needs
- Resumes, Cover Letters and Job Applications
- Interview Skills
- Attitude and employer expectations
- Filling out forms necessary to commence placement

#### **B. Health and Safety**

- Maintaining personal Health and Safety
- Rights, Responsibilities and Regulations
- Applying knowledge of Workplace Health and Safety

#### **C. Rights and Responsibilities**

- Ethics – workplace ethics
- Discrimination
- Sexual Harassment

### Mark Break Down:

Cooperative Education marks overall component breakdown is listed below:

<b>Pre-employment</b>	<b>15%</b>
<b>Evaluations (Mid &amp; Final)</b>	<b>30%</b>
<b>Weekly Journals</b>	<b>40%</b>
<b>Final Project</b>	<b><u>15%</u></b>
	<b>100%</b>

### Attendance:

Attendance is important in any course and Cooperative Education is no different. It is the responsibility of the student to inform their employer and the school if they are to be absent.

### Communication:

School Phone Number  
(506)327-7010

Teacher Email  
craig.richards@nbed.nb.ca