

Summer School Cooperative Education Programs

Cooperative education programs may be offered in summer school, allowing students to earn one or two credits through a work placement in the community during the summer months. These programs must meet all the requirements outlined in *Cooperative Education and Other Forms of Experiential Learning, 2000*.

How do students participate?

- Students who wish to complete a cooperative education program during the summer must apply through the summer school application process established by their school board.
- Some students may take part in a specialized summer cooperative education program, such as the Junior Ranger Co-op Program offered by the Ministry of Natural Resources, which may be delivered through a sponsoring school board other than their own board. Information about credits earned for successful completion of the co-op program will be forwarded by the sponsoring board to the student's home school to be recorded on his or her Ontario Student Transcript (OST).

How do summer school cooperative education programs benefit students?

Summer school cooperative education programs:

- give students the opportunity to take cooperative education if they were unable to do so during the regular school year because of scheduling conflicts;
- provide access to placements in areas such as landscaping, recreation, and hospitality that involve seasonal employment opportunities and that are not available during the regular school year;
- enable students to earn the compulsory and/or optional credits they need to complete their Ontario Secondary School Diploma (OSSD) (These could be the two cooperative education credits required for a Specialist High Skills Major [SHSM].);
- can lead to opportunities for employment for the remainder of the summer after the placement is completed or for future summer employment.

Placement considerations

- Placements must be assessed for safety and for the educational opportunities they offer before students are assigned to them.
- Although cooperative education students do not normally receive remuneration for work done in a placement, school boards have the discretion to allow students who are enrolled in specialized programs or in particular types of placements (e.g., placements in unionized environments) to receive payment.
- Cooperative education placements must be differentiated from a student's regular summer employment.

Programming considerations

School boards offering summer school cooperative education programs must:

- establish standard procedures for the implementation and delivery of such programs;
- ensure that all ministry requirements for summer school credits are met, including the requirement that each one-credit course be scheduled for 110 hours (OSS 6.8.4.1);
- determine whether any two-credit co-op programs have been planned that will extend beyond the conclusion of the board's four-week summer school, and make any necessary arrangements (e.g., for regular monitoring of the placement).

School boards should also consider:

- providing opportunities for virtual cooperative education (or "e-co-op"), and/or e-learning modules for the classroom component of the program, for students who experience challenges in accessing courses or placements.

Resources

- *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*
- Policy/Program Memorandum No. 76A, "Workplace Safety and Insurance Coverage for Students in Work Education Programs", September 27, 2000
- Health and safety: www.livesafeworksmart.net; www.passporttosafety.com
- Assistance in locating employers: Provincial Employer Registry at www.employerregistry.ca and/or the Passport to Prosperity Coordinator at the Business Education Council or Local Training Board in your area at www.obep.on.ca
- E-learning modules for the classroom component of co-op programs: <http://resources.elearningontario.ca>
- Virtual Cooperative Education (or "e-Co-op") Fact Sheet: www.edu.gov.on.ca/eng/teachers/studentsuccess/coopVirtual.pdf

For co-op program requirements see the Cooperative Education Fact Sheet at www.edu.gov.on.ca/extra/eng/ppm/factsheet.html