



2021-2022 NIGHT SCHOOL COOPERATIVE EDUCATION

The Thomas Merton Summer School Cooperative Education Program provides an excellent opportunity to grade 10, 11 and 12 and adult students to earn a secondary school credit, while at the same time gaining valuable employment experience.

IMPORTANT NOTICE

The safety and well-being of our students and staff continue to remain a high priority for the Halton Catholic District School Board.

As a result of the current COVID-19 pandemic, we have made the following changes to the co-op program for the 2021-2022 Halton Catholic District School Board Night School:

- a) Co-op teachers will be offering an enriching **virtual program** for Night School students. Therefore, all learning will be conducted **in a virtual setting**, that is, on-line.
- b) Students who are successful in securing access to a virtual placement may use this opportunity as a suitable substitute for the experience of a real placement.
- c) For students enrolled in either the OYAP or SHSM programs, the lack of an on-site job placement **will not** affect a student's ability to successfully complete the expectations in each of these programs.
- d) Co-op teachers will be in contact with their students with information regarding access to their respective on-line course.

REGISTRATION

All HCDSB students can register on **MY BLUEPRINT**. NON-HCDSB students can register on-line through the Thomas Merton website.

<https://merton.hcdsb.org/secondary-credits/night-school/>

BREAKDOWN FOR ONE CREDIT COOP

Monday, September 20	6:30 pm – 9:30 pm	Pre-Employment (Mandatory Attendance)
Wednesday, September 22	6:30 pm – 9:30 pm	Pre-Employment (Mandatory Attendance)
Monday, September 27	6:30 pm – 9:30 pm	Pre-Employment (Mandatory Attendance)
Wednesday, November 4	6:30 pm – 9:30 pm	Integration (Mandatory Attendance)
Wednesday, December 15	6:30 pm – 9:30 pm	Integration (Mandatory Attendance)
Monday, January 17	Report Card Pick Up	
Wednesday, September 29 – Wednesday, January 12		Students at Placement

110 hours = 1 CREDIT → Attendance at pre-employment and integration nights is mandatory.



KEY LEARNING AREAS

- Job Readiness
- Health & Safety
- Rights & Responsibilities
- Reflective Learning
- Workplace Opportunities and Challenges

The Night School Cooperative Education program is an excellent way for students to combine school-based classroom learning with the opportunity to experience the practical aspects of employment and the expectations of employers in a changing working world.

KEY ASSESSMENT TASKS

Pre-Employment Classroom Component

Prepare for employment, begin development of PPLP (learning plan for placement), Resume, Cover Letter, Application Form, Safety Quiz, Ethics, Self-Esteem, Workplace Issues, Safety Presentation, Employee Rights/Responsibilities Report, Project and Presentation.

Integration Component

Log/Journal with evidence of Learning, Exit Resume, Cover Letter, Reflective Learning Assignments, Research Project – Trends and Opportunities

Skills such as work habits, teamwork, organization, initiative and working independently will contribute to the student's overall evaluation.