

**SUMMER OYAP**  
**COOPERATIVE EDUCATION**  
Monday, June 30 to August 8, 2008



The St. Charles Continuing Education Department administers the HWCDSB Summer OYAP Cooperative Education Program.

**How can the Summer OYAP Cooperative Education Program help high school students?**

Through the Summer OYAP Cooperative Education experience, the student will have the opportunity to:

- Explore a career or job on an all-day basis.
- Earn 2 credits toward their Ontario Secondary School Diploma requirements.
- Be trained by skilled professionals.
- Gain valuable work skills and experience.
- Build essential skills in preparation for school, work, apprenticeship training or post-secondary education pathways.
- Complete a Specialist High Skills Major Cooperative Education component.
- Participate in seasonal job or career areas whose peak productivity occurs in the summer.

**How is the Summer OYAP Cooperative Education Program delivered?**

- The Summer OYAP Cooperative Education Program is a 2- credit (220 hour) course.
- Students who are applying to the program will complete the application and provide all accompanying paperwork to the Summer Cooperative Education Teacher by the first week in June.
- The Summer Cooperative Education Teacher will interview students during the second week of June to determine admission into the program.
- Candidates will be selected on the availability of placements.
- Students will prepare a suitable resume and cover letter prior to an interview with an employer.
- Students will participate in an interview process with an employer to determine a positive learning experience.
- Prior to the start of the program, the Cooperative Education Teacher assesses placements and confirms student placements.
- Students will take part in all pre-employment sessions during the first week of July as well as all integration activities.
- Students will complete all assignments according to Cooperative Education Program requirements.
- The Cooperative Education teacher will monitor students regularly and evaluate their progress at the placement.
- Placement supervisors will be responsible for the health and safety of the Cooperative Education student at the placement.
- The placement supervisor will assist the Cooperative Education Teacher in assessing the student's progress at the workplace according to the related course expectations.
- Daily attendance is compulsory in this fast-paced program.
- Transportation to and from the Cooperative Education placement is the responsibility of the student.

# SUMMER OYAP COOPERATIVE EDUCATION

**Freedom of Information:**

This information is collected under the authority of the Education Act and in compliance with Section 14, Section 32 and subsection 29 (2) of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the ongoing administration of appropriate Cooperative Education placements.

## Student Application Form

**Student Information**

Last Name		First Name		Female	Male
Address		City or Town		Postal Code	
Telephone	Cell	Date of Birth:	Day	Month	Year
E-mail address		Parent or Guardian			
Emergency Contact		Telephone			

**Secondary School Information**

Home School		Address			
City		Postal Code		Telephone	
Guidance Counselor or Cooperative Teacher's Name					
Total Credits to date		Number of credits needed to graduate		Year you expect to graduate from high school	

**APPLICATION DEADLINE: Friday, June 6, 2008**

All students must register on-line @ [www.stcharles.ca](http://www.stcharles.ca)

**Completed applications are to be submitted to the home school Student Services Office.  
The home school will forward the applications to St. Thomas More CSS**

**Applications are to include the following:**

- Student Application Form
- Student Information
- Letter of Reference
- Current Resume
- Credit Counseling Summary
- Attendance Profile
- \$10.00 Registration Fee

**ONLY COMPLETE APPLICATION PACKAGES WILL BE CONSIDERED**

**Applications can be mailed or faxed by the home school to the Summer Cooperative Education Location:**

Mrs. Mira Domjancic  
Summer Cooperative Education Teacher  
St. Thomas More Catholic Secondary School  
1045 Upper Paradise Road  
Hamilton, ON L9B 2N4

Telephone      905 388 3030 x241  
Fax                905 388 3056

## Student Information

Name: \_\_\_\_\_

### Please complete the following questions:

1. What career, job or trade areas are you interested in learning about?

\_\_\_\_\_

2. Why have you chosen this career or job?

\_\_\_\_\_

3. Is there a specific placement where you would like to work at for the Summer Cooperative Education Program? If your answer is yes, fill out the information below:

Placement Name		
Address	City/Town	Postal Code
Contact Person	Telephone	

4. What skills, knowledge, experience and attitude do you possess that identify you as a suitable candidate for the Summer Cooperative Education program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will the Summer Cooperative Education Program pose any challenges for you?  
For example: transportation, full day at the placement?

\_\_\_\_\_  
\_\_\_\_\_

6. How will you benefit from participating in this program?

\_\_\_\_\_  
\_\_\_\_\_

7. How does the Summer Cooperative Education Program relate to your future career plans?

\_\_\_\_\_  
\_\_\_\_\_