February 2016

**St. Charles College**

 **Cooperative Education**

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 Teacher: Mrs. Humphrey

http://humphreyj.weebly.com/

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| **TERM MARK BREAKDOWN:**Knowledge/Understanding ……………………………….. 25% % Thinking/Inquiry ………………………………………….... 25 %Communication ……………………………………………. 25 %Application …………………………………………………. 25 %**Term Mark** ……………………………………………….. **100 %** | **EVALUATION:**Term Mark: ………………………….70% Formal Exam/Culminating Task: … 30 % **Final Evaluation Mark** ………...... **100 %** |

*\* A student whose achievement is below Level 1 (50%) at the end of the course will not obtain the credit. \**

***Course Description:*****Cooperative Education** is a unique learning opportunity that extends the learning in one or more related subjects into the workplace. The opportunity to experience business, industry and the community helps students explore career options and gather information they need to make informed decisions about their post-secondary destination. Students increase their self-knowledge while developing valuable transferable skills and gain an understanding of the importance of attitude, teamwork and personal management skills in the workplace.

**COURSE EXPECTATIONS:**

A detailed list of Overall and specific course expectations can be found at: [*www.curriculum.org*](http://www.curriculum.org)*.*

***Division of Study Include****:*

* *Pre-Integration*
* *Integration: Health and Safety, Resume Building, Employment Standards, Unions, Confidentiality*
* *Employment*
* *Culminating Activity*

**Catholic Graduate Expectations**:

Throughout this course we will also be developing the following Catholic Graduate Expectations (CGE). We expect you to be:

 \*a discerning believer formed in the Catholic faith community;

\*an effective communicator;

\* a reflective and creative thinker;

\* a self-directed, responsible, lifelong learner;

 \*a collaborative contributor;

\* a caring family member;

\* a responsible citizen.

**ASSESSMENT & EVALUATION**

**Assessment Strategies:** The following strategies will be used to evaluate student work: journals, individual and group oral presentations, reports, brochures, essays, letters, tests, etc.

**Late Assignments:** Students will submit assignments **by the established due date**. This can be accomplished by using good ‘time management’ skills. Use the student ‘Agenda Book’ to record all assigned work. In the case of exceptional circumstances, the student must consult with the teacher **before** the due date.

**Missed Tests/Quizzes:** Students who are absent should make up the test on the first day they return. This should be the case unless other arrangements are made between the teacher and student.

**Homework:** Homework will be recorded on the report card as a learning skill. Completing class work to the best of your ability is an integral part of the program. Make sure to get extra help as soon as possible if you encounter difficulties.

**Notebooks:** Notebooks are an important record of the year’s work. It is mandatory that students keep an organized notebook.

* Each lesson should be dated and titled
* Handouts must be dated
* Pages must be well attached
* All notes and handouts must be kept in chronological order

**Academic Dishonesty:** Plagiarism is offering someone else’s work as your won, whether one sentence or whole paragraphs, and whether from an internet or other printed source, including the writing of other students. It is also dishonest to submit your won paper as original work in more than one course. All issues of plagiarism may be referred to the vice-principal and the student receives a mark of zero. Parental contact and a suspension may also be issued.

**Attendance and Learning Skills**: Attendance will be recorded and learning skills will be evaluated on the provincial report card in the following manner:

**Learning Skills:** In each reporting period, the teacher will report on the quality of the learning skills demonstrated by the student in each of the categories identified on the report card. These are assessed throughout the course.

**Learning Skills Evaluation Symbols**

 Works Independently E Excellent

 Teamwork G Good

 Organization S Satisfactory

 Work Habits/Homework N Needs Improvement

 Initiative

**ATTENDANCE**:

**Attendance:** Regular classroom attendance on the part of students is **vital** to the learning process. When the process and content of learning are disrupted by irregular attendance this usually is reflected in the student’s achievement level. Attendance is reported on the report card and will be evaluated as a learning skill. If there appears to be an unacceptable number of days absent, a **“Cautionary Letter”** will be sent home. The onus will be on the parents to make contact with the school and explain the reason for the number of absences.

**I missed class… What do I do??:**  It is the **responsibility of the student** to find out what was missed. Do not approach the teacher at the beginning of class to ask what was missed. Students are encouraged to set up a “Homework Buddy” who will pick assignments and handouts up for them in the event they miss class. A binder with extra handouts will also be available in the classroom. Students who must be away from class can also make use of Mrs. Humphrey website to catch up on missed work.

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 Student’s Signature Date

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 Parent’s Signature Date