

**TEACHER COMMUNICATION PLAN  
CO-OPERATIVE EDUCATION  
MR. TERRY KEOUGH**

**A. AN OVERVIEW OF THE PROGRAM**

Co-operative Education is offered at the Grade 10, 11 and 12 levels. Students complete a twenty-five hour in-class component to help prepare for a placement in the community involving career exploration. Upon completion of the twenty-five hour in-class component and the one hundred hour out-of-school placement, students are awarded one full high school credit. Students must be sixteen years of age before completing any placement hours.

**B. THE TEACHER'S EXPECTATIONS OF THE STUDENTS FOR LEARNING SUCCESS**

Students will only be able to meet the outcomes of Co-operative Education by completing all the necessary elements of the in-school component and the entire one hundred hour career exploration.

**C. INFORMATION ON HOW STUDENT LEARNING WILL BE ASSESSED**

- Assignments, projects, participation
- Compulsory safety certificates
- Evaluation of compulsory one hundred hour placement

**D. INFORMATION ON EVALUATION PROCEDURES**

A final evaluation for all Co-operative Education students will be done upon completion of the one hundred hour placement at which time the Employer Evaluation and the final Report/Reflection is submitted. No mark will be assigned for Co-operative Education until the entire one hundred hour placement is completed.

**E. COMMUNICATION METHODS**

The Co-operative Education teacher can be reached by phone, in-person at the school, or through staff e-mail. Students or parents are encouraged to contact me at any time concerning Co-operative Education. During the interview with the employer, before the placement begins, both students and employers will have the teacher's home and cell phone numbers in order to contact the Co-operative Education Teacher at any time either during or after school hours. Students should communicate regularly with both the employer and the Co-op Teacher throughout the one hundred hour placement in order to facilitate a rewarding career exploration.

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