

CO-OPERATIVE EDUCATION Commitment Agreement



Co-operative Education (Co-op) offers students significant opportunities for learning in a workplace and community setting. The experience supports them in

- developing and applying employability skills
- understanding the changing workplace
- understanding and developing the competencies (e.g., knowledge, skills, attitudes) required for success
- understanding career and educational pathways and how they relate to their skills, abilities, interests, and learning styles

Co-op students must recognize how their conduct in and commitment to the community and work placement not only reflects on them, but also impacts co-operative education courses, their school, and future opportunities.

Students must make the following commitments:

- assume responsibility for their academic achievement
- become informed about community-based learning
- complete the required classroom instruction (e.g., pre-placement preparation, weekly reflections, other on-going learning), as well as 80 hours of on-site experience in a Co-op placement
- develop and revise their Co-op Student Learning Plan
- keep regular attendance at school
- follow all transportation policies including not transporting other students in their car to or from the placement
- adhere to all expectations and behaviors as identified in the School's Code of Conduct.

Community hosts are committed to providing opportunities and offering students their time and expertise. They expect students to have a strong commitment to learning in the workplace and a positive attitude.

Students must make the following commitments:

- fully participate in their placement by showing interest, asking questions, and having a positive attitude
- follow and respect the policies and procedures of the community host
- conduct themselves as a responsible employee in all aspects including confidentiality, honesty, and safety
- regularly attend and complete the required number of placement hours
- notify their community host and teacher in advance if they need to be absent
- immediately report any injuries, incidents, and concerns that occur during the placement to their supervisor and teacher
- manage personal commitments to ensure they will not interfere with the completion of their Co-op hours
- comply with policies and directives concerning the operation of company equipment and vehicles

Signatures:

I have read the above and fully understand the commitment required of me. I also understand that if I

- fail or withdraw from Co-op, the course cannot be repeated without submitting a new application.
- am removed from a Co-op placement due to non-compliance with the terms of the *Co-operative Education Course Commitment Agreement*, I may not be eligible to receive credit for the course.

Student: _____ Date: _____

- I have read this form and discussed with the student the commitment required to succeed in Co-op and consent to them enrolling in the course.

Parent/Guardian: _____ Date: _____