

# Co-operative Education Student Learning Plan, Part B



## Introduction

This learning plan is a framework for you to use to set your learning goals. In addition to the duties and responsibilities that make up the career you are choosing to explore during your placement, you will also develop valuable employability skills. These are the skills you need to enter, stay in, and progress through the world of work, whether you are working on your own or as part of a team.

The learning plan allows you to record your skill development, track the tasks and activities you complete during your Co-operative Education (Co-op) placement, and reflect on your learning. Defining and paying attention to all of these elements will help you get the most out of your Co-op experience.

## Learning Plan

Creating a learning plan is a requirement of the course. The plan is a living document, meaning it will grow and change with you throughout your placement as your learning progresses. There will be multiple opportunities to update and revise it during your ongoing instructional time.

As part of your plan, you will set **three learning goals** to achieve during your Co-op placement. These goals can relate to your career path or to specific technical or employability skills. These goals will help guide the tasks you will complete during your placement, so it's important to share your goals with your community host at the beginning of your placement for their feedback and to incorporate any suggestions they may have.

After each Co-op work day, you will complete your Learning Plan Log (see page 3) by

- filling in the date
- filling in the skills, tasks, and activities you completed indicating if you observed, assisted, or performed
- noting which learning goals were addressed that day

## Reflections and Reflective Practice

Reflecting on your goals and experiences regularly, either in writing or by discussing with others, will help you gain new understandings and provide deeper learning.

Weekly reflective practice sessions during your ongoing instructional time are opportunities to review your performance at your placement and identify areas where you can improve. During these sessions, your Co-op teacher may ask you to respond to a prompt in writing or in small group or class discussions.

In addition to weekly reflective practice, you are required to complete one reflection for every 20 completed hours of your Co-op placement (a minimum of four, more if desired). Reflections can be shared in a variety of forms, such as journaling, blogging, written or spoken dialogue, audio or video recordings, or podcasting. Your options are limitless!

A sample journal for these reflections is provided for you on page 4, if your teacher chooses to use it. If you choose not to write your reflections, please note in the journal what format each reflection is in (e.g., podcast) and include a one or two sentence summary of it.

## Information

Student name: \_\_\_\_\_ Community host: \_\_\_\_\_

Student's role or position at placement: \_\_\_\_\_

Placement start date: \_\_\_\_\_ Placement end date: \_\_\_\_\_

## Learning Goals Chart

Learning Goals	Evidence of Success
I want to learn...	I know I am working towards achieving my learning goal when I...
1.	
2.	
3.	

Learning goals reviewed by teacher.

Learning goals reviewed by community host.

# Learning Plan Log

Date	Skills, Tasks, and Activities (complete after each Co-op work day)	Observed	Assisted	Performed	Learning Goal(s)
<b>EXAMPLE</b> Jan. 1/19	<ul style="list-style-type: none"> <li>Completed orientation and OHS training.</li> <li>Participated in staff meeting. Helped with set-up.</li> <li>Attended meetings with mentor.</li> </ul>	✓		✓ ✓	1, 2

Date	Skills, Tasks, and Activities (complete after each Co-op work day)	Observed	Assisted	Performed	Learning Goal(s)

Date	Skills, Tasks, and Activities (complete after each Co-op work day)	Observed	Assisted	Performed	Learning Goal(s)

# Reflection Journal

Reflection Journal	
<b>Please complete one entry for every 20 completed hours of your Co-op placement.</b> (You may choose, with your Co-op teacher, to create your own reflection journal.)	
Reflection 1	Date:
Reflection 2	Date:
Reflection 3	Date:
Reflection 4	Date: