

# APPENDICES

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# APPENDIX 1

## FLEX HOUR FORM

This form is to be completed when a student is going to be working beyond the hours that are specified on the Worker Education Agreement. This form **must** be completed in advance and submitted to the Co-op Department prior to working the new hours.

### Student Information

Student Name:	Address:
Co-op Course Code:	Social Insurance Number:

### Placement Information

Work Placement Name:	Address:
Employer Name:	Telephone Number:

### Reason for Changing Hours

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### Adjusted Schedule

Date(s) (month/day/year)	From (a.m./p.m.)	To (a.m./p.m.)

### Signatures

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Co-op Teacher

\_\_\_\_\_  
Co-op Employer

*This will be attached to the Worker Education Agreement on file in the Co-op Office*

**APPENDIX 2**

**COOPERATIVE EDUCATION TRAVEL CONTRACT**

It is the responsibility of the student to provide transportation to and from their Cooperative Education placement.

If the student is **unable** to drive him or herself to and from the placement, then it is the responsibility of the parent/guardian to ensure that the Co-op Student, their son or daughter arrives on time to both the Co-op placement and to their classes at their High School.

If the student drives to the placement, she or he **must** be covered by the vehicle owner’s insurance. Neither, the High School, nor the Niagara Catholic District School Board will accept responsibility for vehicle insurance. Please note that students will not be reimbursed for mileage that is incurred while travelling to and from their Co-op placement.

Please state below the travel arrangements in place for your son or daughter to go to and from their Cooperative Education placement on a daily basis.

How the student will be going to their Co-op placement:

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How the student will get to school or home from their Co-op placement:

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\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

**COOPERATIVE EDUCATION CODE OF CONDUCT AGREEMENT****Obtaining Co-op Credits**

It is the policy of the Cooperative Education Department in conjunction with the Administration of the Niagara Catholic District School Board that:

1. Any student already possessing an OSSD either at the end of their 4<sup>th</sup> year or first semester of their fifth year, or any student who has already participated in the graduation ceremonies **may** be denied acceptance in the Co-op Program.
2. Any student, who registers for Co-op and fails to complete their placement until the end of the semester thus being a student NOT in good standing, will NOT be allowed to participate in the graduation ceremonies
3. Any student who registers for Co-op and fails to complete their placement until the end of the semester thus being a student NOT in good standing, will NOT be eligible for any graduation awards.

**Transportation**

It is the responsibility of the student to provide transportation to and from their Co-op placement. **If the student is unable to drive himself or herself to and from the placement, then it is the responsibility of the parent to ensure that the Co-op Student arrives on time to both the Co-op placement and to their classes at High School.** If the student drives to the placement, he/she must be covered by the vehicle owner's insurance. Neither the High School, nor the Niagara Catholic District School Board will accept responsibility for vehicle insurance.

**If driving a company vehicle is part of the student responsibility in the placement, as outlined on the student's learning plan, the student must have the appropriate classification of driver's license, and be covered by the placement's insurance.**

**Insurance**

Students in all placements, except as Teachers' Assistants in public schools, must be covered by the Workplace Safety and Insurance Board (WSIB). The Ministry of Education pays this, (WSIB), when the student is not paid for work in the placement. When the student is paid, the employer is responsible for the cost of Worker's Compensation coverage. All parties involved must sign the Work Education Agreement (WSIB form) **before** the student begins work at the placement.

Students placed in public educational facilities are covered under the board's school accident insurance, (OSBIE). In addition, the student should have Ontario Health Plan coverage.

**Reporting Accidents in the Workplace**

In the event of any accidents involving the Cooperative Education student in the workplace, the student must report the accident immediately to the Co-op Employer and to the Co-op Teacher. Where medical attention is required, the Co-op Teacher will complete an accident report.

**Security Checks**

Students applying for placements with the police, security, day-care or Children's Aid, etc. may require police screening prior to acceptance. Some other institutions may require that students be bonded.

**Health Information**

The Cooperative Education student and her/his parents/guardians should be aware that there are certain risks in the workplace. Pre-placement health and safety training is part of the in-school program. Arranging and

paying for inoculations/tests is the responsibility of the individual student. A student who fails to meet the mandatory health requirements will not be allowed to participate in her/his chosen placement.

### **Code of Conduct Continued...**

Immunization must begin well in advance of beginning work at the placement.

**Certain communicable diseases such as Hepatitis B Virus (HBV), AIDS, Influenza and Tuberculosis may be contracted from humans. Rabies is a viral disease, which may be contracted from rabid animals.**

**Hepatitis B** vaccine consists of three (3) injections given over six- (6) months and full immunity is not attained until **all** are received. Immunization programs are now available through schools. Students are now able to receive these vaccinations and proof of Hepatitis B Immunization is mandatory for ambulance, dental, day-care and health care placements.

Students should be up-to-date with **measles, tetanus and diphtheria.**

There is no Immunization for AIDS. This caused by a virus called HIV (Human Immunodeficiency Virus) which attacks the body's natural defences against illness. Once infected, the person has the virus for life. HIV is spread through sexual exposure and exposure to blood or tissues, but not through casual contact in the workplace. Students in all placements must be aware that precautions must be taken in respect to exposure to blood and bodily fluids.

Needle-stick injuries: any sharp and needle-stick injuries should be assessed by a physician and referred to the Health Department for additional counselling and follow-up.

Workers in occupations such as healthcare, medical labs, ambulance, police, dental offices, or funeral homes must follow standard guidelines of the placement, when dealing with all blood products and body fluids. When giving assistance to anyone, whether or not he/she is infected with HIV, avoid direct contact with blood. It is essential to protect the skin with gloves or a cloth barrier, to clean any bloodstained surfaces and to wash the hands with soap and water.

**Tuberculosis** testing (a two (2) step skin test) is **mandatory** for day-care facilities, schools and health care facilities.

**Influenza** inoculation is **recommended** for students working in healthcare or homes for the elderly. Students working with the elderly should not attend the placement while experiencing extreme flu-like symptoms.

**Rabies** is a viral disease that attacks the nervous system and is fatal to humans. For this reason, the NACI (National Advisory Committee of Immunization) recommends that any person at high risk of contact with rabid animals receive pre-exposure immunization. This consists of three (3) shots of Rabies vaccine over three (3) weeks. Occupations in which animal handling or contact is likely, include veterinarians, pet store and kennel operators, taxidermists, laboratory staff, naturalists, zoo keepers, police and outdoor educators.

Please consult your physician if you require more information.

### **Safety Equipment/Uniforms/Dress**

The student must comply with all safety standards of the workplace including the wearing of protective clothing/equipment. He/she is responsible for the purchase of any clothing/equipment not supplied by the workplace.

Students in all placements must comply with the dress standards of the workplace.

**I understand that** the Cooperative Education Program requires me to spend considerable time working in the community. As a two credit Co-op Student, **I understand that** I must complete 220 hours and as a full day student I must complete 440 hours.

**I understand that** I must conform to all rules of the program with respect to the following:

- Attend regularly and punctually both in school and on the job until the end of the placement as scheduled
- Report all absences promptly to the employer, teacher monitor, and attendance secretary at the beginning of each work day and provide a reason for the absence
- Make up any hours missed at the placement
- Complete all required assignments both in school and on the job
- Abide by the rules of the placement
- Communicate in a positive manner with my Co-op Teacher, employer and fellow students
- Work Cooperatively with colleagues in school and on the job
- Maintain strict confidentiality regarding workplace matters
- Maintain professional working relationships with all co-workers.

**I understand that** that the job that I will be performing as part of my Co-op placement is related to in-school credit(s).

**I understand that** I am responsible for transportation to and from the work site, and that if I choose to drive my own vehicle (or a family vehicle), that I am responsible for insurance coverage.

**I understand that** I am responsible for all related school and work expenses.

**I understand that** if my son/daughter does not fulfil their obligations at their Co-op placement until the end of the semester, thus being a student NOT in good standing, he/she will NOT be allowed to participate in the graduation ceremonies and will not be eligible for any graduation awards.

**I understand that** immunization is required/recommended for many work placements. I have read the health and safety information above and understand precautions are necessary and immunization is necessary for certain placements. I understand that if I am asked for proof of immunization that it is at my own expense.

**I understand that** some placements require a security check, character check, credit check, or other pre-placement screening.

**I understand that** some placements may require additional specialized application forms and subsequent interviews prior to acceptance of a student.

**I understand that** I must have a Workplace Safety and Insurance Board form signed by all parties, prior to beginning my Co-op placement.

**I understand that** theft or vandalism is grounds for termination of my Co-op placement and/or removal from the Co-op program with loss of credits and possible further action under the law.

**I understand that** I can be removed from the Co-op Program if I am unable to meet program requirements either in school or on the job and that no partial credits will be granted if I am removed from the Co-op Program.

### **Cooperative Education Code of Conduct Agreement**

I \_\_\_\_\_ (**print student name**) have read the Cooperative Education handbook and the Code of Conduct agreement and understand that it is my responsibility as a Cooperative Education student to abide by all policies and guidelines.

\_\_\_\_\_  
**Month/Day/Year**

\_\_\_\_\_  
**Student Signature**

**I understand that** my daughter/son is enrolling in a Cooperative Education Program, which will involve substantial time in the community. I am aware that immunization/test/precautions are advised/mandatory for certain placements as outlined in the attached pages. I understand that my daughter/son must adhere to the standards outlined in the Cooperative Education Code of Conduct Agreement. I understand that failure to complete their Cooperative Education placement will mean that my son/daughter is NOT a student in good standing, and therefore will not be allowed to participate in the graduation ceremony.

\_\_\_\_\_  
**Month/Day/Year**

\_\_\_\_\_  
**Parent Signature**

## APPENDIX 4

### COOPERATIVE EDUCATION CONFERENCE/WORK APPLICATION REQUEST

*This form is to be completed when you are requesting permission by your classroom teachers to be absent for a day or more because you need to be at your Cooperative Education placement for a special event, conference or function.*

#### Student Information

Student Name:	Co-op Course Code:
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#### Placement Information

Work Placement Name:	Address:
Employer Name:	Telephone Number:

#### Reason You Need to Be at Your Co-op Placement

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#### Teacher Signatures

\_\_\_\_\_  
Period 1 Teacher

\_\_\_\_\_  
Period 2 Teacher

\_\_\_\_\_  
Period 3 Teacher

\_\_\_\_\_  
Period 4 Teacher

\_\_\_\_\_  
Period 5 Teacher

\_\_\_\_\_  
Administrator

# APPENDIX 5

## Sample Employer Assessment of Co-op Student

Please rate your student on the criteria below by placing a check in the appropriate box. The rating scale is as follows: **Level 4 – Excellent (80 – 100%)**, **Level 3 – Very Good (70 – 79%)**, **Level 2 – Good (60 – 69%)**, **Level 1 – Satisfactory (50 – 59%)**. If the skill is not applicable please use N/A.

**The rating should be consistent with the expectations of an entry-level employee in your organization.**

**Student Name:**

Please fax back -- Thank You!! ☺

**Organization:**

**Supervisor:**

**Evaluation:** 1 2 3

**Teacher:**

**Fax:**

<b><u>Knowledge Based Skills:</u></b>	<b>Level 4 Excellent (80 – 100)</b>	<b>Level 3 Very Good (70 – 79)</b>	<b>Level 2 Good (60 – 69)</b>	<b>Level 1 Satisfactory (50 – 59)</b>
<b>Practices good organization skills (K)</b>				
Identifies problems (K)				
Readily uses knowledge and skills (K)				
Follows instructions (K)				
Completes assigned work (K)				
Understands and follows safety policy (K)				
<b>EMPLOYER COMMENTS:</b>				
<b><u>Thinking/Inquiry Based Skills:</u></b>	<b>Level 4 Excellent</b>	<b>Level 3 Very Good</b>	<b>Level 2 Good</b>	<b>Level 1 Satisfactory</b>
<b>Shares in teamwork (T/I)</b>				
Manages and resolves conflicts (T/I)				
Contributes to group decision making (T/I)				
Willing to continuously learn and grow (T/I)				
Sets goals and priorities (T/I)				
Plans and manages time (T/I)				
<b>EMPLOYER COMMENTS:</b>				
<b><u>Communication Based Skills</u></b>	<b>Level 4 Excellent</b>	<b>Level 3 Very Good</b>	<b>Level 2 Good</b>	<b>Level 1 Satisfactory</b>
Understands and speaks clearly (C)				
Listens and asks questions (C)				
Reads, comprehends and interprets well (C)				
Writes effectively (C)				
Accepts and provides feedback (C)				
Respects other's thoughts and opinions (C)				
<b>EMPLOYER COMMENTS:</b>				



<b>Application Based Skills</b>	<b>Level 4 Excellent</b>	<b>Level 3 Very Good</b>	<b>Level 2 Good</b>	<b>Level 1 Satisfactory</b>
Shows interest, initiative and effort (A)				
Works well independently or as a part of a team (A)				
Practices safe work habits (A)				
Uses required personal protective equipment (A)				
Uses equipment safely (A)				
Selects and uses appropriate equipment (A)				
Produces quality work (A)				
Displays confidence (A)				
Follows attendance procedures (A)				
Takes care of personal health (A)				
Shows leadership when appropriate (A)				
Demonstrates excellent attendance (A)				
Exhibits punctuality (A)				
Accepts responsibility for actions (A)				
Acts with honesty and integrity (A)				
Adapts well to change (A)				
Innovative and resourceful (A)				
Learns from mistakes (A)				
Complies with dress code (A)				
Implements solutions (A)				
Applies mathematical concepts accurately (A)				
Shows creativity (A)				
<b>EMPLOYER COMMENTS:</b>				

I have reviewed the above evaluation with my Co-op student --  Yes  No

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# APPENDIX 5

## Learning Skills Rubrics INITIATIVE

Criteria	NI	S	G	E
seeks new opportunities for learning	rarely seeks new opportunities for learning	seeks new opportunities for learning some of the time	seeks new opportunities for learning most of the time	routinely seeks new opportunities for learning
seeks necessary and additional information in print, electronic and media resources	rarely seeks necessary and additional information	seeks necessary and additional information some of the time	seeks necessary and additional information most of the time	routinely seeks necessary and additional information
requires little prompting to complete tasks, displaying self-motivation and self-direction	routinely needs prompting to begin and complete tasks	sometimes needs prompting to begin and complete tasks	occasionally needs prompting to begin and complete tasks	rarely needs prompting to begin and complete tasks
seeks assistance when needed	rarely seeks assistance when needed	sometimes seeks assistance when needed	seeks assistance when needed	routinely seeks assistance when needed

## WORK HABITS

Criteria	NI	S	G	E
puts forth a consistent effort	infrequently or never puts forth effort	usually puts forth effort	puts forth effort most of the time	routinely puts forth effort
completes homework on time and with care	rarely completes work on time	occasionally completes work on time	Usually completes work on time	Regularly completes work on time
follows directions	has difficulty following directions	follows directions some the time	follows directions most of the time	routinely follows directions
Applies effective study practices	rarely demonstrates effective study skills	sometimes demonstrates effective study skills	demonstrates effective study skills most of the time	Routinely demonstrates effective study skills

## ORGANIZATION

Criteria	NI	S	G	E
organizes work when faced with a number of tasks	organizes work with limited competence	organizes work with moderate competence	organizes work with considerable competence	organizes work with a high degree of competence
devises and follows a coherent plan to complete a task	no plan of organization	rudimentary plan of organization	general plan of organization	logical and coherent plan of organization
manages and uses time effectively and creatively	manages time with limited effectiveness	manages time with moderate effectiveness	manages time with considerable effectiveness	manages time with high degree effectiveness

## WORKS INDEPENDENTLY

Criteria	NI	S	G	E
accomplishes tasks independently	accomplishes simple tasks only with assistance	accomplishes simple tasks independently and complex tasks only with assistance	accomplishes simple and complex tasks independently	accomplishes simple and complex tasks with confidence
demonstrates self-direction in learning	rarely seems to know what to do	knows what to do some of the time	knows what to do most of the time	routinely knows what to do
accepts responsibility for completing tasks	rarely accepts responsibility for completing tasks	often accepts responsibility for completing tasks	usually accepts responsibility for completing tasks	routinely accepts responsibility for completing tasks

## TEAMWORK

Criteria	NI	S	G	E
works willingly and Cooperatively with others	rarely works willingly and Cooperatively with others	works willingly and Cooperatively with others some of the time	works willingly and Cooperatively with others most of the time	routinely works willingly and Cooperatively with others
shares resources, materials and equipment with others	rarely shares resources, materials and equipment with others	shares resources, materials and equipment with others some of the time	shares resources, materials and equipment with others most of the time	routinely shares resources, materials and equipment with others
listens attentively without interrupting	rarely listens passively or actively	listens passively and listens actively by paraphrasing for accuracy some of the time	listens passively and listens actively by paraphrasing for accuracy most of the time	listens passively and listens actively by paraphrasing for accuracy on a regular basis
accepts a variety of roles including leadership roles	rarely accepts different roles	accepts different roles some of the time	accepts different roles most of the time including leadership roles	routinely accepts different roles including leadership roles

## LEARNING SKILLS EVALUATION

Learning Skills								
E=Excellent		G=Good		S=Satisfactory		N=Needs Improvement		
Evaluation 1	Date:	Learning Skills			E	G	S	N
Employer's Comments: (strengths/areas for improvement/next steps)		Works independently						
		Teamwork						
		Organization						
		Work Habits						
		Initiative						
		Student's Comments						
Student's Signature								