

## Cooperative Education Program Details and Eligibility Criteria

**Option 1:** Cooperative Education (unpaid placement). This program is recommended for students who wish to explore an area of interest for post secondary destination. Successful students in this program will receive one cooperative education credit (DCO3O8) – Discovering. Students must attend all in-class sessions and all scheduled on-site work experience dates. Placements hours MUST occur on Monday and Wednesday evenings between 5:30 PM and 9:30 PM. Absences may result in forfeiture of the cooperative education credit. Note: this credit can be used to satisfy cooperative education requirements for Specialist High Skills Major programs.

**Option 2:** Cooperative Education (with existing paid employment). This program allows students who are working part/full-time to earn one credit while at work. Successful students in this program will receive one cooperative education credit (DCO3O8) – Discovering. Students must attend all in-class sessions and all scheduled on-site work experience dates. Students in this program MUST be guaranteed at least 8 hours per week of which some of those hours MUST occur on a Monday or Wednesday evening between 5:30 PM and 9:30 PM. A maximum 8 hours per week will be eligible for credit consideration – students cannot fast-track completion of this course. Absences may result in forfeiture of the cooperative education credit. Note: this credit can be used to satisfy cooperative education requirements for Specialist High Skills Major programs.

### Requirements for participation in the a cooperative education program;

- Students MUST be 16 years of age or older,
- MUST have completed at least 16 credits (not required for over 18 years of age),
- MUST be available for all in-class sessions,
- Placement or employment MUST be within the boundaries of Durham Region,
- Students are responsible for the purchase of any safety equipment or uniforms required by the chosen placement,
- MUST provide own transportation to and from placement and in-class sessions.

#### *Co-op Students (without paid employment);*

- MUST have unpaid placement (i.e., volunteering) on Monday and Wednesday evenings from 5:30 PM to 9:30 PM,
- High-risk activities such as roofing, large-scale manufacturing, or activities that require operation of motor-powered vehicles or high risk machinery are not suitable;
- MUST have a guaranteed minimum of 8 hours per week at the unpaid placement (i.e., volunteering),
- placement will agree to program participation and co-op teacher monitoring.

#### *Co-op Works Students (with existing paid employment);*

- MUST have existing part/full-time paid employment,
- MUST have a guaranteed minimum of 8 hours per week (which may include weekends) at that employment of which some of those hours fall on either Monday or Wednesday night,
- WSIB MUST be covered by employer,
- employer will agree to program participation and co-op teacher monitoring.

Placements must be approved prior to the start of night school. The Durham District School Board and Durham Continuing Education reserve the right to refuse placements if the Co-operative Education Teacher deems the placement unsafe or unsuitable for the cooperative education program. Family members at a cooperative education employment/placement cannot supervise students.

Note: Durham Continuing Education does not have access to cooperative education placements. Cooperative education teachers are tenured for the night school program only and are not available to assist in placement sourcing. Furthermore, home schools are NOT expected to find placements for students, however, students may wish to consult with home school cooperative education teachers for suggestions ONLY. Information for prospective placement employers may be found on our website at [www.dce.ca](http://www.dce.ca) – under “Programs”, “Night School”, “Cooperative Education”.