

Student Guide – Co-op Programs

Synchronous/Real Time In Class Days & In Person Placement

Program Description

Cooperative Education and Specialist High Skills Major (SHSM) Co-op Programs:

Courses in this program are recommended for secondary students who wish to gain two credits while participating in a cooperative education experience. Students will be required to complete pre-placement activities prior to attending their work placement. Pre-placement will be delivered in a Synchronous/Real Time learning model. Students are required to be on-line from 8:30 AM to 2:15 PM on July 6 and 7, 2022. Additional 'online class' days, will be defined by the co-op teacher on July 6, 2022. Failure to attend the pre-placement days may result in removal from the program.

Students are required to find their own work placement within Durham Region before June 24, 2022. Upon acceptance into the course, students will be sent a form link to detail placement information. Placements must accept students Monday – Friday, 8 hours per day – between 8:00 AM and 5:00 PM for the duration of the program. Placements must be approved prior to the start of summer 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. Students cannot be supervised by family members at a cooperative education placement. Questions or concerns should be directed to dceinfo@ddsb.ca or your home school guidance counsellor.

Regular attendance is crucial to meet the Ministry of Education defined hours for cooperative education credits. Students MUST be available for the duration of the program – timing is not flexible; attendance is not flexible. This may not be suitable for students with other commitments that may interfere with the scheduled hours. The program cannot be compressed, and the course calendar cannot be altered. Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for this transfer course.

Program Dates

Co-op Program Dates: July 6 – Aug 10 – no program Aug 1 **SHSM Program Dates:** July 6 – Aug 10 – no program Aug 1
Online dates: July 6, 7, and 2 additional date TBA **Online dates:** July 6, 7, and 1 additional date TBA

Course Registration Deadlines

Registration closes Friday June 24, 2022, 12:00 pm (for Co-op and SHSM Co-op Programs). No additional registrations will be accepted after these dates. Registrations without confirmed placements by June 24, 2022, may be cancelled. **Durham Continuing Education reserves the right to revise, limit, or cancel programming because of the COVID-19 pandemic, enrollment, and other circumstances. Students will be notified of course cancellations.**

Course Access – First Day Procedures

All students will access their course using DDSB credentials via the MyCampus portal (<http://student.ddsb.ca>) – D2L Brightspace login. Courses may not be accessible until the first day of program.

Technical and Login Assistance: if you are unable to login as instructed, please complete the [Request for Technical Assistance Form](#) ONCE ONLY. The DCE team will work through responses on a first come first served basis.

Full Disclosure

Students should be advised that all attempts for grade 11 or 12 secondary school courses (whether completed successfully or not) will be disclosed on a student's transcript unless the student withdraws prior to the full disclosure date. If a student has been unsuccessful in their first attempt to earn a credit and takes the course again, both attempts appear on the Ontario Student Transcript. **Full disclosure dates are as follows: Co-op and SHSM Co-op – Thursday July 22, (9:00 am).** Students wishing to withdraw must complete a withdraw request using the link in the navigation bar in their course by the disclosure deadline.

Report Cards

Final report cards will be available by the end of August/early September. For DDSB students enrolled in a day school, the report card will be sent to their **home school**. All other students will have the report card mailed to the address on file only.

Marks will NOT be given out over the telephone. If students wish to know their mark prior to formal reporting, they should request their teacher to send a final unofficial mark summary at the end of their program.

Mark Transmission to College/Universities

Students enrolled in a Durham District School Board School during the 2021/2022 year who have applied to Ontario College or University entrance in Fall 2022, will have their marks automatically transmitted electronically in mid-August 2022. Should the student need a proof of mark prior to or after the transmission date, please request official proof of mark letters via a link in the navigation bar in their course.

For ALL other students who have applied to post-secondary destinations for Fall 2022 entry and who wish their marks transmitted or proof mark letters sent, please complete the request via the appropriate link in the navigation bar of your course or via the [Proof of Mark Request](#) form.

Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number, full mailing address and institution email for the official letter. Letters will be prepared and mailed/emailed within two business days after the end of the summer school program. Durham Continuing Education is NOT responsible for letters once they have been mailed/email or for delays in processing at the College or University locations.

All proof of mark letters or electronic transmission requests MUST be completed using the link in the course navigation bar prior to the end of program.

Course Withdraw

Withdraws PRIOR to the first day of the course:

- DDSB students must withdraw through their home school guidance department.
- All other students may withdraw via our online [Withdraw Form](#)

Withdraws AFTER the first day of the course (even if student has not attended):

- Students must use the withdraw link found in the navigation bar of the course or our online [Withdraw Form](#)

DDSB Secondary School Acceptable and Safe Use Procedure for Computing and Information Technology

The Durham District School Board's computing and information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation. Students and parents/guardians will be asked to review the [DDSB's Secondary School Acceptable and Safe Use Procedure for Computing and Cyber Safety](#)

NOTE: Use of a laptop, tablet or desktop computer is **required** for this program. The online portion of the program and some placement reporting is not designed for completion on a cell phone.