



# **ELGIN PARK 2024-2025**

## **CO-OP EDUCATION APPLICATION**



*Please retain this sheet for your records*

### **CO-OP Application Process To-Do List:**

Talk to Parents/Guardians and have one of these adults sign form

Personal Statements/Responses: well-thought out, specific details & examples. This tells us more about who you are.

Reference Sheets given to chosen Teachers to complete (**Teachers to return to Career Centre – not to student**)

Application with all required information handed in to Career Centre by **February 23, 2024**

Course Selection completed

- Choose the code PKG or XAT (Co-op Package) found in the Grade 11 Elective section of MyEd BC
- This means you will be registered for English 11, Law 12, CLC and WEX 12A/12B for one semester (20 credits)
- Choose the remainder of your classes (16 credits)
  - A Math 11
  - A Science 11
  - Elective
  - Elective

**\*\*Just because you choose Co-op does not confirm your acceptance. It indicates your interest.**

**\*\*Properly completed and submitted applications will be reviewed and selected applicants will be notified in the Spring.**

### **Program Requirements:**

Student must:

- ❖ Be at least 15 years old
- ❖ Have parent/guardian approval
- ❖ Be able to make own transportation arrangements to and from work
- ❖ Successfully complete grade 10 including CLE 10
- ❖ Have excellent attendance record
- ❖ Good academic standing & work habits
- ❖ Strong interpersonal skills
- ❖ High level of responsibility & maturity

### **Co-op Goals & Objectives:**

- ❖ Provide meaningful work experiences that provide students the opportunity to develop career skills and explore career options.
- ❖ Provide opportunities for students to explore career options by participating in work experience placements.
- ❖ Develop personal and professional growth.
- ❖ Increase confidence, practical skills and self-awareness.
- ❖ Expand on and integrate theoretical concepts into practice.

### **Co-op Benefits for students:**

- ❖ Students will not miss any class time while out on work experience.
- ❖ Students will complete the mandatory Career Life Connections Capstone presentation.
- ❖ Students can explore interests and abilities through work experience placements.
- ❖ Students will learn to interact closely with others and experience the realities of a work environment.

### **Co-op Structure:**

- ❖ Co-ops are one semester in length.
- ❖ Students receive full instructional hours for each course taken in the co-op semester.

### **Co-op Program Semester:**

- ❖ English 11
- ❖ Law 12
- ❖ Work Experience 12A & 12B
- ❖ Career Life Connections
- ❖ Capstone 12

### **Expectations for the Co-op Program**

It is important for the student and parent to be aware, prior to applying to the co-op, of the following expectations:

1. **Pace of Co-op** – Elgin Park Co-op Programs are academically demanding in order to accommodate the non-instructional time during which students are participating in work experience. The full curricular requirements of each course in the semester will be met during the time in the classroom. Students are expected to treat their time in the classroom as though they are attending a workplace. They must be on time, participate fully in classroom activities, etc. Failure to do so may result in the student not being allowed to participate in the work experience portion of the program.
2. **Attendance** – Students must have **exemplary attendance** while in the co-op. **Holidays and/or other absences, other than on prescribed school holidays are not allowed during the co-op semester.**
3. **Requests for Work Experience** – One of the goals of the program is to provide meaningful work experience for each student. Mrs. Janzen & Mrs. Villeneuve will meet with each student to consult about suitable placement options. Each student should consider more than one career area in case he/she cannot be placed in his/her first choice. **Some placements may require a criminal record check and TB test and/or specialized equipment for which a fee may be required.**
4. **Work Hours while on Work Experience** – Each student is expected to complete the required work placements. Students must complete 240 hours to receive WEX credit and are expected to work a full-time employee's hours. In some cases, a student may be required to extend the dates of his/her placement in order to fulfill the requirement. Time spent commuting to the student's work placement is not considered part of his/her work experience hours. **Students who have part-time jobs or extra-curricular activities that may interfere with their job placement need to notify all parties of their request to make variances to the workday(s) before the placement is finalized.**
5. **Transportation** – It is the student's responsibility to transport himself/herself to and from his/her work placement. The location of the student's placement is decided in consultation with the student, but the student needs to make sure that his/her Career Facilitator is aware of any travel limitations at the start of the co-op semester, prior to making the first work placement.
6. **Code of Conduct** – Each student is expected to abide by the school's Code of Conduct while on work placement. If it becomes necessary to remove a student from a placement, due to inappropriate behaviour, he/she could receive a failing grade in the work experience portion of the program.
7. Students must use professional language and appropriate manners in the classroom and on work experiences. Appropriate attire and grooming are expected for all work placements.
8. Students will be expected to communicate effectively with employers regarding expectations, safety, attendance and other information. It is **MANDATORY** that students contact the employer and the co-op teacher to report absences.
9. Due to specialized workshops with certification or field trips, there may be fees associated with this course. If there is financial need, please discuss with Careers staff.



*Please print the following information neatly – this sheet is to be returned to the Career Centre*

Name \_\_\_\_\_ Student# \_\_\_\_\_  
*(first)* *(last)*

Email: \_\_\_\_\_

**Personal Statement:** Please tell us something about yourself, your interests, achievements and goals for your future:

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**The following are characteristics of successful co-op students:**

Self-motivated

## Accepts responsibility

Has a strong work ethic

Adapts well to new situations

## Effectively solves problems

Shows initiative when working on a project

Communicates well with others

Has concern for the welfare of others

Displays respect for deadlines/timelines

### Accepts feedback and constructive criticism

Describe **your** attributes and explain your motivation for applying to this Co-op program. Be specific and give examples.

This image shows a full page of blank handwriting practice paper. It features multiple sets of horizontal lines spaced evenly down the page. Each set typically consists of three lines: a top solid line, a middle dashed line, and a bottom solid line, providing a guide for letter height and placement. The paper is otherwise completely empty, with no text or markings.

**References:** Please provide the signatures of two Elgin teachers you've had who are completing references on your behalf. One must be an academic teacher.

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**It is the student's responsibility to initiate and maintain all communication (i.e., lates, absences, concerns) with the employer and the teacher throughout the co-op semester.**

**I give my student permission to enroll in an Elgin Park Co-op Program.**

Parent/Guardian Signature

Date

**I have read and agree to abide by the above stated expectations for the Co-op Program.**

Student Signature

Date



## ELGIN PARK 2024-2025



### CO-OP CONFIDENTIAL TEACHER REFERENCE FORM

DO NOT Return to Student – please return to Careers box in Mailroom or Career Centre directly

Name of Student \_\_\_\_\_

Name of Teacher Reference \_\_\_\_\_

Subject taught to this student \_\_\_\_\_

Letter grade/percentage achieved \_\_\_\_\_ Work Habit \_\_\_\_\_

Your confidential comments and accurate assessment of the student will help determine whether he/she is well-suited for the Co-op program.

**Instructions:** Place a (√) in the appropriate box for each statement.

**Please add additional comments on the back of the form.**

- Is this student a good candidate for the co-op: Yes \_\_\_\_\_ No \_\_\_\_\_
  - OR
- Is the co-op a good opportunity for this student: Yes \_\_\_\_\_ No \_\_\_\_\_
- Would you be happy to teach this student every block of the day if you were the Co-op teacher?
  - Yes \_\_\_\_\_ Maybe \_\_\_\_\_ No \_\_\_\_\_

If you answered Maybe or No, why? \_\_\_\_\_

Each phrase begins with, "This student...."	RARELY	SOMETIMES	OFTEN	ALWAYS
<b>Academic Ability</b>				
achieves good grades				
is motivated				
shows initiative				
<b>Responsibility &amp; Maturity</b>				
accepts responsibility				
is self-disciplined				
accepts criticism				
<b>Interpersonal Skills</b>				
communicates effectively with others				
has concern for the welfare of others				
has the ability to work with others				
<b>Personal Management Skills</b>				
attends classes regularly				
attends classes on time				
displays respect for deadlines/time lines				

**Recommendation:** Based on your experience with this student do you feel he/she can be counted on to represent Elgin Park Secondary favourably in the workplace setting?

Strongly recommend \_\_\_\_\_ Recommend \_\_\_\_\_ Possibly recommend \_\_\_\_\_ Do not recommend \_\_\_\_\_

Additional Comments – please add any information you feel our Careers Team needs to know about this student:

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper or a document template. There are no margins, text, or other markings present.

**Thank you very much for your time and attention in filing out this form. It is extremely helpful in determining a student's potential success in the Co-op program.**

**DO NOT Return to Student – please return to Careers box in Mailroom or Career Centre directly**