

**SIR ROBERT BORDEN HIGH SCHOOL ~ CO-OPERATIVE EDUCATION ~ APPLICATION FORM**

**Personal Information (Please Print):**

Name	Address
Age	Postal Code
Date of Birth (D/M/Y)	Student E-mail
Health Card No.	Parent E-mail
Parent/Guardian Name	Telephone (H)
Parent Cell Phone	Telephone (Student cell)

**Aspirations:**

- What is your ultimate career objective?

\_\_\_\_\_

- Types of work you would like as your co-op job. (BE SPECIFIC!!)

1) \_\_\_\_\_

2) \_\_\_\_\_

- What skills do you have in this area?

\_\_\_\_\_

- List your skills & personal qualities that you can offer to an employer.

\_\_\_\_\_

- List your extracurricular activities, hobbies and interests.

\_\_\_\_\_

**Preferences:**      \_\_\_ A.M.              \_\_\_ P.M.              \_\_\_ Either A.M. or P.M.  
                         \_\_\_ Semester 1      \_\_\_ Semester 2      \_\_\_ Either S. 1 or S. 2

- If you have a specific placement in mind that you would like, please provide the details:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Contact Name \_\_\_\_\_

***STUDENTS ARE REQUIRED TO TAKE CARE OF GETTING THEMSELVES TO/FROM  
THEIR PLACEMENTS (walking, bus pass, parent drive, own vehicle)***

- Number of credits you would like to achieve:

\_\_\_ 2 credits (3 hrs/day)      \_\_\_ 3 credits (4.5 hrs/day)      \_\_\_ 4 credits (6 hrs/day)

***(special approval must be given to work towards 3 or 4 credits)***

**Additional Information:**

List the courses you've taken that relate/link to your chosen placement area. This could be a course you have already taken or one you will take next semester (*ie – SBI3U for a veterinary placement; MBF3C for a retail placement; ENG4C for a teacher's aide placement, etc...*)

<b>Subject and Level</b>	<b>Year completed</b>	<b>Mark</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List your previous work experience (paid or volunteer), explaining your duties:

<b>Experience</b>	<b>Dates</b>	<b>Duties/Responsibilities</b>
_____	_____	_____
_____	_____	_____

Are there any special education exceptionalities or health conditions which need to be considered?

\_\_\_\_\_

\_\_\_\_\_

**References:**

➤ Teachers – Please get the signature of two teachers who would recommend you for this type of Co-op placement AND have them complete the accompanying reference form.

1) \_\_\_\_\_ 2) \_\_\_\_\_

➤ Other – Please provide the full name, phone number, and nature of relationship you have with a supervisor from outside the school (volunteer experience, paid job experience, instructor, Scout leader, etc...)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Co-operative Education ~ Important Information & Frequently Asked Questions

***The student must include an updated resume at the time of the application (hard copy and electronic copy) in order for the application to be processed. Electronic copies should be submitted to the “Coop Applications” folder which can be found in the SRB Handin folder AND should be named by the student’s full name – Ex: “Paul Smith’s Resume.”***

***Any letters of reference (former employers, supervisors, coaches, etc...) submitted strengthen the student’s application***

***Coop Teachers will make every effort to place students in their field of choice. However, students who actively pursue setting up their own coop placement prior to the beginning of the actual course increase their chances of maximizing their enjoyment and satisfaction.***

## ***What is Co-op?***

Co-operative Education is a planned learning experience, for which two credits are earned, that integrates classroom theory (of a related in-school course) and learning experiences at a workplace (the out-of-school placement). Students must attend pre-placement classes before going to work and they must also attend integration classes during the semester to reflect on and analyse their placement experience. The balance of the hours required to earn two credits is through the workplace experience.

## ***When is Co-op offered?***

Co-op is scheduled during the morning or the afternoon for either semester one or semester two.

## ***How do I earn credits?***

Students earn two credits if they meet the overall Ministry expectations for co-operative education, which involves completing the required pre-placement hours, integration hours and workplace hours, course assignments and satisfactory performance appraisals from their workplace supervisor.

## ***Why should I take Co-op?*** Co-operative Education allows students to:

- Explore various careers and determine an occupation’s educational and skill requirements.
- Develop interpersonal and employability skills and gain experience for entry into employment.
- Gain enrichment and practice with modern systems, procedures and equipment that are unavailable in high school.
- Experience success, develop self-esteem and earn credits towards a graduation diploma.

### ***How do I get into Co-op?***

- Students must (1) complete and submit this Co-op Application Form along with their Course Selection Verification Sheet, (2) give 2 teachers the co-op teacher reference form to complete (this can be found on the school website under guidance forms). Applications are numbered in order of submission.
- Students who submit a Co-op Application Form along with the 2 teacher reference forms will be invited to an interview with a Co-op teacher sometime between March 30<sup>th</sup> and May 30<sup>th</sup>.
- Once students have been accepted into the Co-op Program they will be notified.

### ***How do I choose my placement?***

The Co-op teachers, in consultation with the student, select the placement and arrange an interview. Students must be interviewed by the placement supervisor to be accepted for the placement. Some interviews occur in the spring (eg. Police, Hospitals, Physiotherapists, Medical Research) but most interviews occur one or two months prior to the scheduled Co-op placement.

### ***What are some typical placements?***

- **Automotive Technician**, Assured Automotive, Canadian Tire, Tony Graham...
- **Architectural/Engineering**, TEGO, Golder, CSV Architects...
- **Woodworking/Construction**, From the Cherry Tree, MB Ford, RONA...
- **Food/Baking Assistant**, Cozmos, Chances R, The Joy of Gluten Free...
- **Computer Technician/Programmer**, Digitera Interactive, The Trailing Edge...
- **Special Needs Educator's Assistant**, SRB autism unit, Crystal Bay Centre...
- **Media Services**, Rogers TV, Metroland Media, CKCU-FM...
- **Legal Assistant**, Engel and Associates, West End Legal Services...
- **Medical Services**, CHEO, Ottawa Heart Institute, the ROH, Dr d'Amico ...
- **Emergency Services**, Ottawa Fire/ Police, Peter D Clark, Ottawa Civic...
- **Research Assistant**, Canada Food Inspection Agency...
- **Retail Clerk**, Boathouse, Giant Tiger, Shoppers Drug Mart...
- **Teacher's Aide**, Knoxdale Public School, Briargreen Public School...
- **Animal Services**, Merivale Cat Hospital, Wesley Clover Parks, Dog Dayz...
- **Pharmacy Assistant**, Shoppers Drug Mart, Centrepointe Gabriel Drugs...
- **Audio/Music Placement**, Wall Sound + Lighting, Fleet Pro Sound...