

Summer Co-op Information Sheet: 2019

In order to be considered for summer co-op you must submit the following documents to your guidance counsellor by **Friday, March 8:**

- 1) co-op application
- 2) two teacher reference sheets
- 2) credit counseling summary (ask your guidance counselor for this)

****applications submitted after March 8 will be placed on a wait list**

After submitting these documents you must be prepared to:

- participate in a co-op interview regarding placement options
- attend mandatory pre-placement sessions on:
May 15, May 22, May 29, and June 5 from 6-9pm
- attend mandatory integration sessions on:
July 3, July 10, July 17, July 24 from 7-9pm
- attend mandatory final integration session on:
July 26 from 8am-12pm
- attend co-op placement every day in July (Monday to Friday) for full work days

Please note:

- co-op placement hours **cannot** be completed in the evening or on weekends
- being absent from your placement in July may result in you earning only 1 co-op credit
- some placements may require proof of immunizations or a criminal background check

Summer Co-op Calendar: 2019

MONTH	LOG #	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May		13	14	15 Evening In-Class 6pm-9pm	16	17
May		20 Holiday	21	22 Evening In-Class 6pm-9pm	23	24
May		27	28	29 Evening In-Class 6pm-9pm	30	31
June		3	4	5 Evening In-Class 6pm-9pm	6	7
July	1	1 Holiday	2 First Day at Placement	3 Evening In-Class 7pm-9pm	4	5
July	2	8	9	10 Evening In-Class 7pm-9pm	11	12
July	3	15	16	17 Evening In-Class 7pm-9pm	18	19
July	4	22	23	24 Evening In-Class 7pm-9pm	25 Last Day at Placement	26 Integration Day 8am-12pm

Student: Notify your employer and your co-op teacher **before** 8:00 a.m. for **every** absence.

Employer: Please keep a record of the student's attendance. If the student is absent and has not contacted you, please call or email the co-op teacher as soon as possible.