

COOPERATIVE EDUCATION STUDENT CONTRACT

MERIVALE HIGH SCHOOL COOPERATIVE EDUCATION STUDENTS expect to be placed in a work environment where they can gain up-to-date skills in a modern workplace. In combination with our coop employers and the requirements of the Ministry of Education, we have developed the following expectations which reflect the reality of the workplace.

THE CONDITIONS OF THE COOPERATIVE EDUCATION PROGRAM ARE AS FOLLOWS:

1. The student will report punctually to work as scheduled and remain at the work station according to the hours agreed upon **until the end of the semester** to earn a minimum of 2 credits.
2. In the event of an absence from work, the student is responsible for notifying the employer and coop teacher prior to the time the student is required to be at the coop placement. The Coop office phone number is 613-224-1807 ext. _____ (insert your Coop teacher's extension here). *Failure to attend one's coop placement regularly may result in withdrawal from the program.*
3. Coop students are obligated to sign in (morning students) sign out (afternoon students) or call, each day they go to their placement. Failure to do so may result in a student having to leave his/her coop placement and return to school.
4. **On a weekly basis, the student will keep an accurate, detailed Log Sheet to record time spent at the work station and to describe the tasks completed each day. Each Coop student is required to sign in with his/her Coop teacher each Tuesday to hand in this document. Logs submitted more than two weeks late may not be credited towards the 220 required Coop hours.**
5. Students will maintain their files on a weekly basis to track their hours and marks earned.
6. The student will hold in confidence all matters that come to the student's attention within the work place. This includes materials from and about clients, matters regarding colleagues and other confidential information regarding the organization. The student will respect the privacy of the people in the workplace and confer appropriately with supervisors. The student will use, in a responsible manner, any information gained in the workplace.
7. The student will complete all coop assignments as they are provided.
8. The student will attend all in-school classes and meetings and fulfill all in-school responsibilities until the end of the semester.
9. The student will be responsible for transportation to the work station.
10. The student will represent the school to the best of his/her ability while at the work station.



I understand that failure to fulfill these obligations could result in my withdrawal from the program, or failure to achieve my coop credits.

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Student Signature Day Month Year PLEASE PRINT YOUR NAME HERE

TEACHER COPY

Parent Signature