

Summer Co-op Information Sheet: 2020

In order to be considered for summer co-op you must submit the following documents to your guidance counsellor by **Friday, March 13:**

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

****applications submitted after March 13 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 13, May 20, May 27, and June 3 from 6-9pm
- attend mandatory integration sessions on:
July 2, July 8, July 15, July 22 from 7-9pm
- attend mandatory final integration session on:
July 28 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: 2020

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

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.