



# Night School Cooperative Education Program

*Do you have a job? Do you want to earn a credit for doing your job? Paid or unpaid, earn a credit for doing a job which interests you!*

**Start Date:** October 2, 2017 to January 26, 2018

**Credit Requirements:** 110 Hours

**The Course is divided into 3 parts:**

## **Part 1: Pre-Placement**

There are 10 required pre-placement hours. This is done through an online Live Meeting format, and Google Classroom. There will be a minimum of 3 classes you **MUST** attend via the online format. You will obtain and complete the required paperwork for the course. You will be taught employment practices and standards.

## **Part 2: Hours**

You must log 100 hours at your placement. You can track your hours through log sheets or by submitting paystubs with your hours to your teacher.

## **Part 3: Culminating**

You will complete a culminating assignment to complete your credit. There are several options available to choose from to suit your learning style.

**To Re-cap what you **MUST** do to obtain the credit:**

- ✓ Attend 3 pre-placement classes online
- ✓ Access Google Classroom for assignments and resources
- ✓ Submit pre-placement paperwork: WEA, WHMIS, resume, cover letter, etc.
- ✓ Submit log-sheets or paystubs totaling 100 hours
- ✓ Submit a culminating assignment