## Summer Co-op Program Benefits and Responsibilities

<table>
<thead>
<tr>
<th>Managers</th>
<th>Benefits</th>
<th>Responsibilities</th>
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</thead>
</table>
|          | • Training and evaluating potential employees  
          | • Developing supervisory skills in employees  
          | • Contributing to career education  
          | • Promoting positive attitudes toward the organization  
          | • Increasing student awareness of community values and interests  
          | • Promoting awareness of job opportunities  
          | • Helping reduce youth unemployment  
          | • Rendering vital public services  | • Required to support student attending a total of 22 hours in class instruction to be identified by Co-op Summer Program Teacher in order to earn 1 co-op credit.  
**For more details, please refer to the Ministry of Education’s Cooperative Education Fact Sheet**  
• Interviewing and accepting appropriate student  
• Providing real work experience in a safe learning environment free from discrimination and harassment  
• Ensuring Health and Safety Training  
• Working with teacher to develop Personalized Placement Learning Plan  
• Giving clear instructions and supervising learning experiences  
• Sharing expertise with student  
• Assisting in performance assessment |

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<tr>
<th>Students</th>
<th>Benefits</th>
<th>Responsibilities</th>
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</table>
|          | • Exploring tentative career choices  
          | • Increasing awareness of workplace demands and needs  
          | • Developing transferable skills  
          | • Applying classroom theory to workplace experience  
          | • Earning credits for secondary school diploma  
          | • Building a network for future employment  
          | • Making a smoother school-to-work transition  
          | • Enhancing acceptance possibilities to post-secondary training programs  | • Required to attend a total of 22 hours in class instruction as part of the Co-op Program Requirements  
**For more details, please refer to the Ministry of Education’s Cooperative Education Fact Sheet**  
• Working safely and diligently  
• Achieving maximum learning  
• Attending workplace as agreed  
• Completing assignments required by teacher and supervisor |

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<tr>
<th>Boards/Schools</th>
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<th>Responsibilities</th>
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|                | • Developing relationship with business, industry and community organizations  
          | • Keeping teachers up-to-date with current workplace practices  
          | • Utilizing community resources  
          | • Integrating practical workplace experience, attitudes, and expectations with curriculum  | • Interviewing and preparing student for co-op placement  
• Completing Placement Assessment  
• Supporting supervisor and student throughout the program  
• Developing Personalized Learning Plan with supervisor  
• Integrating workplace experience with curriculum expectations  
• Monitoring student learning  
• Evaluating student performance  
• Assigning final mark |