

**Ministry of Education**

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**Ministère de l'Éducation**

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**MEMORANDUM TO:** Directors of Education  
Secretary-Treasurers and Supervisory Officers of School  
Authorities

**FROM:** Cathy Montreuil  
Chief Student Achievement Officer  
Assistant Deputy Minister  
Student Achievement Division

**DATE:** December 7, 2017

**SUBJECT:** Course Descriptions and Code for Cooperative Education  
Curriculum

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The purpose of this memorandum is to provide new course descriptions and code for Cooperative Education (Appendix A). It is anticipated that the cooperative education curriculum will be released in 2018 and will be posted on the Ministry's website: <http://www.edu.gov.on.ca/eng/curriculum/secondary/guidance.html>

In anticipation of the implementation of these courses beginning in September 2018, the attached new course descriptions should be included in information given to students and parents as they select appropriate courses of study. Please provide the attached electronic copies of the course descriptions to principals of secondary schools to facilitate the sharing of this information at the school level.

Regional curriculum implementation sessions for this curriculum are planned for Spring 2018.

The new Cooperative Education curriculum document will include policy related to the implementation of Co-op. It will replace the cooperative education-related sections of *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*. Schools offering cooperative education are required to implement this curriculum policy document beginning September 2018.

**Original signed by**

Cathy Montreuil

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## Cooperative Education Course Descriptions

### Creating Opportunities through Co-op, Grade 11, Open (DCO30)

This course consists of a community-connected experience and a cooperative education curriculum focused on developing skills, knowledge, and habits of mind that will support students in their learning at school and beyond, today and in the future, as well as in their education and career/life planning. Within the context of the community-connected experience, students will apply skills, knowledge, and habits of mind that will protect and promote their health, safety, and well-being and that will strengthen their inquiry, decision-making, and leadership skills. Students will create and implement a learning plan that meets their particular interests and needs, reflect on their learning, and make connections between their experience in the community and other aspects of their lives.

**Prerequisite:** None

### Cooperative Education Linked to a Related Course (or Courses)<sup>1</sup>

This course consists of a community-connected experience and a cooperative education curriculum that incorporates relevant expectations from the student's related course (or courses). Students will develop skills, knowledge, and habits of mind that will support them in their learning at school and beyond, today and in the future, as well as in their education and career/life planning. Within the context of the community-connected experience, students will apply, extend, and refine skills and knowledge acquired in their related course or courses and will apply skills, knowledge, and habits of mind that will protect and promote their health, safety, and well-being. They will create and implement a learning plan that meets their particular interests and needs, reflect on their learning, and make connections between their experience in the community and other aspects of their lives.

**Prerequisite:** None

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<sup>1</sup>. A cooperative education course linked to a related course (or courses) is recorded on the Provincial Report Card and the Ontario Student Transcript (OST) as a separate entry (or entries) identified by the *name of the related course (or courses)*, followed by the term *“(Co-op)”*, and by the *course code(s) of the related course(s)*. On the OST, the notation “C” is entered in the “Note” column.

## Cooperative Education Curriculum and Implementation Questions and Answers

### 1. How will students decide which cooperative education course is most appropriate for them?

Two courses have been developed for cooperative education:

- *Creating Opportunities through Co-op, DCO30, Grade 11, Open*

This cooperative education course consists of a community-connected experience and cooperative education curriculum and may benefit students who:

- Have a particular area of interest but do not have an appropriate or relevant related course or courses to relate their learning to (e.g., due to scheduling conflicts, limited course offerings); or
- are seeking to explore, investigate and learn about a broader range of education and career/life opportunities; or
- are interested in designing their own innovative or entrepreneurial opportunity that draws upon their interests, skills and career/life goals.

Students participating in *Creating Opportunities through Co-op* may earn a maximum of two grade 11 cooperative education credits using this course code. If the student wishes to obtain further cooperative education credits, they may take *Cooperative Education Linked to a Related Course (or Courses)* and comply with the appropriate requirements.

- *Cooperative Education Linked to a Related Course (or Courses)*

This course consists of a community-connected experience, the cooperative education curriculum, and a set of expectations from the related course (or courses) and may benefit students who:

- wish to pursue experiences that provide opportunities to deepen their understanding of a particular area of interest related to a course or courses they are taking concurrently or have successfully completed.

Students participating in the *Cooperative Education Linked to a Related Course (or Courses)* may earn a minimum of one and a maximum of two cooperative education credits for each credit earned from a related course or courses previously completed or taken concurrently <sup>1</sup> to a maximum of four credits for the course.

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1. Students may also earn a minimum of one and a maximum of two cooperative education credits for the compulsory half-credit courses Civics and Citizenship (CHV20) and Career Studies (GLC20).

## **2. Are secondary schools required to offer both cooperative education courses?**

All schools will offer both a sufficient number of courses and courses of appropriate types to enable students to meet the diploma requirements. Schools are not expected to offer all courses in all course types, but must provide a range of choices appropriate to the needs and interests of their students. (*Ontario Schools, 2016, 7.2*)

Although the Ministry of Education is responsible for the development of curriculum policy, individual school boards work collaboratively with their schools to determine the courses offered at specific schools.

## **3. Can the cooperative education courses be taught concurrently by the same teacher in the same class?**

Yes. Individual schools determine timetables and course offerings.

## **4. Can either cooperative education courses be used for the cooperative education requirement of the Specialist High Skills Major (SHSM) program?**

Yes, either course can be used to meet the cooperative education requirement of the SHSM program, however, the community component (placement) must be in the industry sector related to their SHSM program.

The order of preference for SHSM students when selecting cooperative education is:

1. *Cooperative Education Linked to a Related Course (or Courses)*. The related course (or courses) should be one of the “major” courses from the bundle of courses specific to their SHSM program.
2. *Cooperative Education Linked to a Related Course (or Courses)*. The related course (or courses) should be one “Other Required Courses” from the bundle of courses specific to their SHSM program.
3. *Creating Opportunities through Co-op*
4. *Cooperative Education Linked to a Related Course (or Courses)*. The related course should be Career Studies or Civics and Citizenship Engagement in the appropriate sectors.

## **5. What qualifications are required to teach these cooperative education courses?**

Teachers with the additional qualification in Cooperative Education (Part 1, 2 or Specialist) are qualified to teach cooperative education courses. However, whether or not a teacher holds a degree, a teacher may be assigned or appointed to teach cooperative education in a secondary school if the teacher’s certificate of qualification and registration indicates a qualification in the primary division, the junior division, the

intermediate division in a general education subject listed in Schedule A, the senior division in a general education subject listed in Schedule A, grades 9 and 10 in a technological education subject listed in Schedule B or grades 11 and 12 in a technological education subject listed in Schedule B. O. Reg. 183/10, s. 6.