Cooperative education programs may be offered in summer school, allowing students to earn one or two credits through a work placement in the community during the summer months. These programs must meet all the requirements outlined in *Cooperative Education and Other Forms of Experiential Learning, 2000*.

### How do students participate?

- Students who wish to complete a cooperative education program during the summer must apply through the summer school application process established by their school board.
- Some students may take part in a specialized summer cooperative education program, such as the Junior Ranger Co-op Program offered by the Ministry of Natural Resources, which may be delivered through a sponsoring school board other than their own board. Information about credits earned for successful completion of the co-op program will be forwarded by the sponsoring board to the student’s home school to be recorded on his or her Ontario Student Transcript (OST).

### How do summer school cooperative education programs benefit students?

- Summer school cooperative education programs:
  - give students the opportunity to take cooperative education if they were unable to do so during the regular school year because of scheduling conflicts;
  - provide access to placements in areas such as landscaping, recreation, and hospitality that involve seasonal employment opportunities and that are not available during the regular school year;
  - enable students to earn the compulsory and/or optional credits they need to complete their Ontario Secondary School Diploma (OSSD) (These could be the two cooperative education credits required for a Specialist High Skills Major [SHSM].);
  - can lead to opportunities for employment for the remainder of the summer after the placement is completed or for future summer employment.

### Placement considerations

- Placements must be assessed for safety and for the educational opportunities they offer before students are assigned to them.
- Although cooperative education students do not normally receive remuneration for work done in a placement, school boards have the discretion to allow students who are enrolled in specialized programs or in particular types of placements (e.g., placements in unionized environments) to receive payment.
- Cooperative education placements must be differentiated from a student’s regular summer employment.

### Programming considerations

School boards offering summer school cooperative education programs must:

- establish standard procedures for the implementation and delivery of such programs;
- ensure that all ministry requirements for summer school credits are met, including the requirement that each one-credit course be scheduled for 110 hours (OSS 6.8.4.1);
- determine whether any two-credit co-op programs have been planned that will extend beyond the conclusion of the board’s four-week summer school, and make any necessary arrangements (e.g., for regular monitoring of the placement).

School boards should also consider:

- providing opportunities for virtual cooperative education (or “e-co-op”), and/or e-learning modules for the classroom component of the program, for students who experience challenges in accessing courses or placements.

### Resources

- Policy/Program Memorandum No. 76A, “Workplace Safety and Insurance Coverage for Students in Work Education Programs”, September 27, 2000
- Health and safety: www.livesafeworksmart.net; www.passporttosafety.com
- Assistance in locating employers: Provincial Employer Registry at www.employerregistry.ca and/or the Passport to Prosperity Coordinator at the Business Education Council or Local Training Board in your area at www.obep.on.ca
- E-learning modules for the classroom component of co-op programs: http://resources.elearningontario.ca
- Virtual Cooperative Education (or “e-Co-op”) Fact Sheet: www.edu.gov.on.ca/eng/teachers/studentsuccess/coopVirtual.pdf

For co-op program requirements see the Cooperative Education Fact Sheet at www.edu.gov.on.ca/extra/eng/ppm/factsheet.html