



# WESTLANE SECONDARY SCHOOL

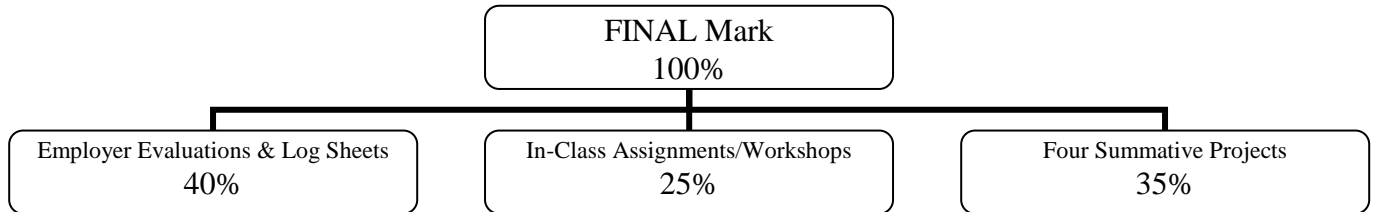
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Mr. M. Wilson, Principal  
Mr. P. Taylor, Vice-Principal

## CO-OPERATIVE EDUCATION STUDENT CONTRACT

Student Name	Email Address	Student # (needed to see info on-line)	
Home Phone Number	Cell Phone Number	Credits Needed	Hours Required

- ☆ Co-op teachers can be reached by phone, email ([westlanecoop@yahoo.com](mailto:westlanecoop@yahoo.com)) or through the “Westlane Co-op” Facebook page.
- ☆ Students are expected to check their email or facebook account regularly for co-op related correspondence.



### **NOTE:** To earn credits through your Co-op placement you MUST:

1. have submitted all necessary log sheets documenting the hours you need for the number of credits you are pursuing
2. have earned a passing grade

### Employer Evaluations:

- Based on Weekly Log Sheets, Mid-Term and Final written evaluations
- Also includes on-site visitations and conversations with the employer

### Log Sheets:

- Due each Tuesday (based on the previous week (Monday to Sunday))
- Must be signed by your employer, include all dates & hours completed and include detailed descriptions of daily tasks
- Filled out carefully and conscientiously and preferably typed
- Computerized log sheets can be downloaded from the website and hard copies are available from the Co-op office

**LOG SHEET PUNCTUALITY**

Failure to submit log sheets for 3 weeks in a row will result in the co-op student being required to return to school to complete overdue paperwork before being allowed to return to earning hours at their placement site.

### Mandatory In-Class (room 119/120) Workshops:

- The first few days will be in-class sessions where we will have discussions, guest speakers and complete assignments
- Workshop #1: during the first month – (*First Week On The Job* summative project due – worth 10% of Project Category)
- Workshop #2: during the second month - (*Scrapbook* summative project due – worth 20% of Project Category)
- Workshop #3: during the third month - (*On-line Slideshow* summative project due – worth 30% of Project Category)
- Workshop #4: during the fourth month - (*Final Report* summative project due – worth 40% of Project Category)

### Student Hours:

- 110 co-op hours are required for each credit a student hopes to earn
- **Continued attendance at your co-op placement for the entire 20 week semester is MANDATORY EVEN IF YOU FINISH YOUR REQUIRED HOURS EARLY**

### Facebook Usage:

- Students who wish to use Facebook as a means of communicating with the Co-op department as opposed to a basic email address have that option. It is understood that the Co-op facebook profile will only include “Friends” that are active co-op students and/or their parent(s) and that it will be used strictly for correspondence directly related to co-op.

*By signing below I am acknowledging that I have read and understand the terms and conditions outlined above that are necessary for a successful experience in my Co-op placement this semester.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

