

## Planning for Cooperative Education -ORIENTATION WORKSHOP

- ✓ Pre-Course Placement Procedure
- ✓ Cover Letter- MyBluePrint
- ✓ Resume- MyBluePrint
- ✓ Interview Tips
- ✓ Thank You Letter
- ✓ Introduction Form for Interview



*“Engaging Today’s Youth...Investing in Tomorrow’s Workforce”*



## What is Cooperative Education/ Experiential Learning/OYAP?



Cooperative Education is a Ministry of Education approved program that allows students to earn secondary school credits while completing a work placement. The 2 Course options are: **Creating Opportunities through Co-op (DCO 30) or Cooperative Education to a related Course.**

### Goals of Cooperative Education

All students can benefit from participating in Cooperative Education. In their experiences, students will develop:

- a reflective habit of mind to derive meaning from their placements
- the ability to apply (e. g., transfer) their learning to influence decisions and actions in various aspects of their lives
- develop skills and knowledge to support present and future learning as well as education and career/life planning
- better understand health, safety, and well-being as it applies to future careers and their experiential learning placement
- reflect on their learning and make connections between their community- connected experience and other aspects of their lives.

### OYAP

The Ontario Youth Apprenticeship Program (OYAP) is a School to Work program that opens the door for students to explore and work in apprenticeship occupations starting in Grade 11 or Grade 12 through the Cooperative Education program. Students have an opportunity to become registered apprentices and work towards becoming certified journeypersons in a skilled trade while completing the requirements for their Ontario Secondary School Diploma (OSSD).

To be an OYAP student and be accepted into the program: must be at least 16 years of age, completed 16 credits and has signed up for Cooperative Education.

**For both courses, students can count two co-op credits as compulsory credits towards their Ontario Secondary School Diploma (OSSD).**

## Classroom Component / Integration/Community Component

### Preparing for the Opportunity

Student learning in the classroom component of Cooperative Education is based on course expectations. The purpose of the classroom component is to ensure that students:

- prepare for their community experience, demonstrating the skills and knowledge required before the start of their placement component
- focus on integrating their learning throughout the course with reflection on their experiences
- complete classroom components/topics before they start their placement
- some of the topics include: health and safety and well-being, preparing and planning for the experience, skills needed for the future, develop their own SCEL (Learning Plan), explore and investigate future trends, decision making strategies that relate to their co-op experience, effective communication with placement and teacher
- All students must complete a Pre-Course Orientation prior to commencing their work placement.
- In order to earn both credits, students must attend in- school classes, participate in activities, and submit assignments by the specified due dates.



Integrating learning is an essential process that helps students make connections between their learning in the classroom component and their learning in the community component. Through the use of the Experiential Learning Cycle, students integrate their learning through participation in planned learning activities that enable them to reflect workplace.



## Integration Component

- Integration sessions are held once a month throughout the semester.
- During the integration sessions, students relate their placement experience to both the curriculum expectations of the related course and to the expectations of the cooperative education course.
- A variety of assignments designed to help students reflect on their work-placement experiences and reinforce job skills theory are completed and submitted for evaluation.

**\*\*In order to earn both credits, students must attend in- school classes, participate in activities, submit assignments and journals by the specified due dates.**



## Community Component

- The community component of a Cooperative Education course engages the student in learning opportunities in the experience or “placement”, where the placement supervisor, collaborating with the Cooperative Education teacher and, as required, the special education teacher, supports students in achieving the curriculum expectations.
- Students spend two and half hours at the work placement each day. It is the responsibility of each student to find suitable and reliable transportation that will ensure their timely arrival at the work placement and/or school.
- While completing this component, students will be evaluated by both the placement supervisor and the monitoring teacher.
- Evaluation is based on performance at the work placement where job skills as well as the ability to demonstrate practical application of concepts taught in the related curriculum course will be assessed.
- Students are required to complete weekly journals which indicate tasks performed each day as well as hours completed.
- In cases where students plan to be absent from the work placement, they are to notify the placement supervisor and the cooperative education teacher as soon as possible.
- It is the responsibility of each student to complete 190 hours by the end of the semester. **Failure to meet this requirement will result in the loss of a credit.**

## PLACEMENT PROCEDURE



- Requesting Cooperative Education on your course selection form does not guarantee acceptance into the program.
- An interview in the cooperative education office will be scheduled for you through your homeroom or Co-op Department.
- A second interview at a potential placement will be scheduled following the interview in the cooperative education office.
- Prepare for the interview by reviewing this package.
- Bring a resume and a cover letter to your interview.
- Send a letter to the interviewer thanking them for the interview.

As part of this orientation you must complete:

- a Cover Letter
- a Resume
- a Thank you letter





## THE COVER LETTER



A cover letter is a formal letter that accompanies your resume. Use your Cover letter to introduce yourself, and to convince a potential employer that you are the right person for the job.

### **What should I Include in my Cover Letter?**

Introduce yourself, identify the position that you are applying for, and explain how you learned about the position.

Explain why you are qualified for the position, and why you would be a great fit for the job.

Close your Cover Letter by thanking the employer for their consideration and request an interview to further discuss your qualifications.

### **Useful Cover Letter Tips**

- Keep it brief – one page maximum
- Tailor the letter to match the requirements of the position
- For example, “You mention that you are looking for people with Microsoft Office skills. Over the past summer I have worked extensively with MS PowerPoint, MS Word and MS Excel to draft professional documents.”
- Stress how you will add to the organization
- Be specific
- Focus on three qualities that distinguish who you are (e.g., hard worker, willing to learn, organized)
- Project confidence and be positive
- If possible, personalize your letter to the hiring manager and ensure correct spelling of their name
- Check for spelling or grammatical errors
- Show your personality, curiosity, and interest in the field of work rather than repeating your resume word for word
- Research and learn about the company or organization you are applying to. If your cover letter is tailored to the company and job, you’ll show the employer that you can be a good fit.
- **Do not forget to sign your letter**



## Creating your Cover Letter

This activity will help students write a cover letter to present to potential employers and educators. Complete by following the instructions below.



### GETTING STARTED

1. Students to visit [www.myBlueprint.ca](http://www.myBlueprint.ca), click Log In (in the top right-hand corner), and enter their board email and password to access site.
2. Left hand side is Menu for Site
3. Select Work- Cover Letter icon
4. Explore- Overview and Cover Letter sections
5. Video Support link - <https://myblueprint.ca/support/videos/education-planner/40UAWlrCcFlehiUTPgcWhy>

### WHAT IS A COVER LETTER?

- A letter that accompanies your resume when applying for a position
- An explanation of how you found out about the position and why you feel you are a good fit
- A way to sell yourself
- A way you set yourself apart from other applicants
- Make sure to view 3 samples on the site for any ideas
- Included in your Package are 2 Templates samples to view.

### COVER LETTER GUIDELINES

- ALWAYS include a cover letter
- Keep it brief - one-page maximum
- Tailor the letter to match the requirements of the position
- Stress how you will add to the organization
- Be specific and clear
- Focus on three qualities that distinguish who you are
- Project confidence and be positive
- Try to personalize your letter to a specific person and ensure correct spelling of their name
- Edit for spelling and grammar errors

### CREATE YOUR COVER LETTER

1. Select Work from the menu navigation on the left-hand side of your screen and select Cover Letters.
2. Click + Add Cover Letter and give it a title
3. Complete each section (Your Information, Employer Information, etc.)
4. When you are ready, click on Preview Cover Letter at the bottom of your screen
5. Review the layout, check for errors, and click Export and download your preferred format (Basic, Classic, Clean or Traditional- Note Traditional does not allow you to save as word)
6. Save your Cover Letter for future use. (school drive, USB or email to your personal email)



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Sample Cover Letter

Bianca Andreescu  
123 Tennis Street, Brantford, Ontario N3T 4T4 (555) 111-2233 |  
bianca@gmail.com  
January 23, 2020

Tom Smith  
The Tennis Shop, Supervisor  
123 Fancy Street,  
Brantford, Ontario N3S 7X4  
[tom@gmail.com](mailto:tom@gmail.com)

Mr. Smith,

Please accept the enclosed resume as my application for a Cooperative Education position at The Tennis Shop.

As can be noted by my resume, I am presently a student at Brant Haldimand Norfolk Catholic College School. I am concentrating my studies in the Health and Fitness area. I am an organized individual with excellent work habits and I feel I could make a positive contribution to your tennis facility.

My career aspirations are directed towards becoming a tennis instructor and my related skills and knowledge would be enhanced with this placement.

I look forward to the opportunity of gaining valuable experience with The Tennis Shop.

Respectfully,

***Bianca Andreescu***

Bianca Andreescu





## Creating a Resume

This activity will help students build a resume to present to potential employers and educators. Include your present Cooperative Education Placement.



### GETTING STARTED:

1. Have students visit [www.myBlueprint.ca](http://www.myBlueprint.ca), click **Log In** (in the top right hand corner), and **enter their board email and password to access site.**
  2. Left hand side is Menu for site
  3. Select Work-Resumes Guide icon for information. Explore links on Resume tips
  4. **Video Support Link** –  
<https://myblueprint.ca/support/videos/education-planner/51dNdCGyzCQQA2ysUgMyEG>
- A self-marketing tool where you highlight your qualities, skills, and experiences with the goal of obtaining an interview
  - A work in progress – you should continually update your resume as you finish school, change jobs, receive awards, etc.

### WHAT SHOULD I INCLUDE IN MY RESUME?

1. Contact Information
2. Personal Profile
3. Objective Statement
4. Skills and Abilities, you've developed
5. Your Education
6. Work Experience (including Co-op experience)
7. Extra-Curricular Activities
8. Volunteer Experiences
9. Achievements
10. Certifications you've earned
11. Hobbies and Interests
12. References

### What if I do not have specific work experience or little work experience?

You can use extra-curricular accomplishments and skills to land a job in a related area of interest. Maximize your experience, include volunteer work and show your range of skills and abilities. Try to incorporate words or phrases from the job listing into your resume as this is a great way to catch your prospective employer's attention. Employers realize that students/interns do not have a lot of working experience, so it is okay to include past volunteer experience or projects you have completed.

**What if I have some work and volunteer experience?** List any work experience you've completed (e.g., formal work experience programs at school). Start with the most recent experience and work back from there. Tell your story to "sell" yourself and your skills to a potential employer.

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## Top Resume Tips for Students

1. **Think ahead** - Avoid waiting until the last minute to hand in your resume. You could miss the deadline or risk not being considered for the job! In fact, some employers have been known to close applications even before the deadline because they have already found a suitable candidate.
2. **Tailor your Resume** – Make sure to include information in your resume that is relevant to the job you are applying for. Try to eliminate skills that you have little familiarity with. Be prepared to answer questions about the skills you put on your resume in the interview.
3. **Chunk it out** – Use headings to separate information and make it more visually appealing.
4. **Use action words to describe your skills on your resume** – Focus on your accomplishments and describing how you were successful.

Achieved	Demonstrated	Handled	Managed	Presented	Studied
Arranged	Designed	Identified	Monitored	Promoted	Submitted
Attained	Edited	Improved	Motivated	Provided	Summarized
Built	Engaged	Increased	Notified	Recorded	Supervised
Calculated	Estimated	Informed	Observed	Repaired	Taught
Collected	Explained	Initiated	Obtained	Re-organized	Translated
Compared	Facilitated	Instructed	Ordered	Resolved	Tutored
Composed	Familiarized	Introduced	Organized	revised	Updated
Computed	Gathered	Invented	Participated	Reviewed	Utilized
Created	Generated	Labelled	Performed	Scheduled	Verified
Dveloped	Guided	Led	Planned	Set up	Worked
Decided		Maintained		Solved	

### BE SURE TO...

1. **Proofread** – Have multiple people review your resume to avoid mistakes. It will look extremely unprofessional if a resume contains spelling or grammatical errors.
2. **Make it presentable** – Your resume should be clean and organized. Choose a font that is easy to read such as Arial or Times New Roman and use font size 12.
3. **Keep it concise** – Keep your resume as short as possible, 1-2 pages at the most.
4. **Be honest** – Never lie on your resume. If your employer finds out that you were dishonest, you could lose your job. You should be prepared to talk about any skills or experiences you put on your resume. You can be questioned by an employer about any information you put on your resume.
5. **Be professional** - Your resume is a business document, so make sure that you use professional language and design.

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## Sample Resume

# Bianca Andreescu

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123 Tennis Street, Brantford, Ontario N3T 4T4  
(555) 111-2233 | bianca@gmail.com

### Objective

Student with strong writing skills, volunteer experience, and a drive to succeed seeking a challenging internship at a dynamic company that values and engages its employees.

### Education

**September 2016 - Present | Assumption College School**  
OSSD  
Brantford, Ontario

### Volunteer Experience

**April 2002 - April 2008 | Dufferin Tennis Club**  
Children's Tennis Coach  
Toronto, ON

- Organize practices and keep all players engaged
- Create schedules and tournament rounds
- Accountable for 20 or more youth players at a time

**June 2017 - June 2019 | Brantford SPCA Animal Shelter**  
Pet Care Volunteer  
Brantford, Ontario

- Assisted with all tasks related to animal care: walking, grooming, feeding/watering, socializing, and general care
- Transported cats and dogs for grooming, training, and veterinary care
- Took animal photographs for website and other marketing materials to improve adoption



## Certifications

### January 2019

First Aid & CPR

## Skills and Abilities

### Leadership

- Captain of the varsity tennis team; President of the Leadership Committee Teamwork
- Reliable team player on varsity tennis team with strong listening skills and empathy
- Confident speaking in public, to groups, or via electronic media (e.g., Brantford SPCA Animal Shelter website communications)

### Goal-oriented

- Named volunteer of the month due to work ethic, innovative ideas, and positive attitude

## Achievements

### June 2019 | Earl Haig Leadership Award

- Worked to create a strong community environment that paired high school seniors with freshman students to help them adapt to the high school experience

## Hobbies and Interests

- Varsity Tennis Team
- Photography
- Cooking
- Animal wellness

References Available Upon Request



## THE INTERVIEW

Some questions are very popular among interviewers. Preparing answers to these typical questions will help clarify your thinking and establish ready answers.



### INTERVIEW QUESTIONS

- Why are you interested in applying for this position? What are you looking for in this job?
- What do you think your strongest points are for this job?
- What are three words that describe you as an employee?
- What did you like/dislike most about school?
- In what ways do you think you can make a contribution to this company?
- What do you know about our company?
- What part-time or summer jobs have you been most interested in? Why?
- What two or three things are most important to you in a job?
- Tell me a bit about yourself.
- List three positive characteristics about yourself.
- List one or two negative characteristics or weaknesses. Stick to something not job related- you don't want them to turn that weakness around into a reason not to hire you.
- What do you do in your spare time?
- How do you work best: alone or with others?
- It's your last chance. Tell me why I should hire you over the other interviewees (give them your best shot—sum up what has been mentioned and elaborate on your strengths).

### PREPARING FOR THE INTERVIEW

- Find out where you go ... What bus? ... How long?
- Know the interviewer's name.
- Know something about the company or organization.
- Decide what to wear.
- Think of answers to questions that might be asked.
- Have extra copies of your resume.

## Winning the Interview

### THE FIRST 10 SECONDS COUNT!

- Be on time.
- Dress neatly.
- Be well groomed.
- Be polite to everyone.
- Let the interviewer speak first ... shake hands.
- Answer questions clearly and briefly.



### COMPLETING THE INTERVIEW

- Thank interviewer for taking time.
- Confirm start (if you got the job).
- Shake hands.
- Ask if you may follow up later (if you didn't get the job).
- Leave promptly.
- Send a thank you note.

### HELPFUL HINTS

Here are some hints to help you to perform effectively at an interview.

#### DO'S

Read company literature beforehand.  
Dress neatly and act naturally.  
Present all relevant credentials.  
Be prepared to discuss weaknesses.  
Be honest, serious, and sincere.  
Be courteous.  
Be specific.  
Try to relax.  
Speak clearly.  
Appear interested in each employer.  
Emphasize your potential strengths to the employer.  
Focus on the job.  
Emphasize your attributes.  
Ask relevant questions.  
Listen carefully and allow the employer to express himself or herself

#### DON'TS

Don't be late for your interview.  
Don't come unprepared.  
Don't chew gum or smoke unless invited to.  
Don't lounge in your chair.  
Don't be evasive.  
Don't misrepresent yourself.  
Don't blame others for your weaknesses.  
Don't criticize yourself.  
Don't become impatient or emotional.  
Don't be flippant.  
Don't unduly emphasize starting salary and fringe benefits.  
Don't oversell your case.  
Don't overextend the interview.  
Don't make hasty decisions.  
Don't talk too much or too little.



## SAMPLE THANK YOU LETTER

Bianca Andreescu  
123 Tennis Street  
Brantford, Ontario  
N3T 4T4



May 3, 2018

Tom Smith  
The Tennis Shop, Supervisor  
123 Fancy Street,  
Brantford, Ontario N3S 7X4  
[tom@gmail.com](mailto:tom@gmail.com)

Dear Mr. Smith:

I would like to take this opportunity to thank you for the interview. I enjoyed our meeting and was impressed by your company. I feel confident that I would learn much from the experience of being placed with you.

Look forward to hearing from you.

Respectfully,

*Bianca Andreescu*

Bianca Andreescu



**Brant Haldimand Norfolk Catholic District School Board  
Cooperative Education and Experiential Learning  
Interview Form**



This form introduces Bianca Andreescu who has applied for enrollment in the Cooperative Education and Experiential Learning Program at Assumption College

Bianca is interested in the position of Retail Assistant

According to our records, Bianca will report to Tom Smith

Placement: The Tennis Shop  
Address: 123 Fancy Street  
Brantford, ON  
N3S 7X4

Phone: (444) 123-4567 ext. 001

Interview Date: Tuesday, May 19, 2020 Time: 10:00 AM

**Employer Evaluation of Student During Interview**

- ARRIVAL - Punctuality, appearance, handshake, first impression, friendliness
- PERSONAL CHARACTERISTICS - Friendliness, positive attitude, manners, control of nervousness
- COVER LETTER - Introduction, interest in company, request interview, accuracy
- RESUME - Personal data/ interests, education history, work experience
- COMMUNICATION - Vocabulary, grammar, effective listener
- INTERVIEW - Posture, eye contact, alertness, answered questions, showed interest
- Accepted for placement. Start Date: Monday, February 3, 2020 Time: 8:45 AM - 12:00 PM
- Sorry, I will not accept Bianca Andreescu for a placement at this

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for completing this form. Please attach your business card and provide the form to the student in a sealed envelope.





## Pre-Course Orientation

Creating Opportunities in Co-op –  
DCO30

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Notes/Next Steps/Follow up:

*“Engaging Today’s Youth...Investing in Tomorrow’s Workforce”*