



## Night School Cooperative Education Program

*Do you have a job? Do you want to earn a credit for doing your job?*

*Paid or unpaid, earn a credit for doing a job which interests you!*

**Start & End Dates: October 11, 2022 to January 31, 2023**

**Credit Requirements:** 110 Hours – 1 Credit  
220 hours – 2 Credits

**The Course is divided into 3 parts:**

### **Part 1: Pre-Placement**

There are 10 required pre-placement hours. This is done through an online Live Meeting format, and Google Classroom. You will obtain and complete the required paperwork for the course and be taught employment practices and standards.

### **Part 2: Hours & Journals**

You must log 100 hours at your placement for 1 credit and 210 for 2 credits. You can track your hours through log sheets or by submitting paystubs with your hours to your teacher. Regular journals and other assignments will also be a part of the program.

### **Part 3: Culminating**

You will complete a culminating assignment to complete your credit(s). There are several options available to choose from to suit your learning style.

### **To Re-cap what you MUST do to obtain the credit:**

- ✓ Attend 3 pre-placement classes online
- ✓ Access Google Classroom for assignments and resources
- ✓ Submit pre-placement paperwork: WEA, WHMIS, resume, cover letter, etc.
- ✓ Submit log-sheets or paystubs totaling 100 or 210 hours, journals and assignments.
- ✓ Submit a culminating assignment

