

Harry Kemperman  
Co-operative Education Coordinator

Dear Workplace Supervisor:

Thank you for accepting a Co-op student this semester! Your support, encouragement, and leadership will contribute to the success of our Co-op Program at BCI. Outlined below are some important facts about the Program that you will need to be familiar with. Please also take a few minutes to read and understand the information outlined in the enclosed brochure, 'Placement Supervisor's Guide for Co-operative Education'. Finally, please take the time to visit our BCI Co-op website:

<http://bcicoop.weebly.com>

Click on 'EMPLOYERS' to get all the employer-specific Co-op information you'll need!

## 1. WORK EDUCATION AGREEMENT FORM (WEAF)

All students must have this form completed and signed before they begin working at their placement. Please keep the training organization copy on file. It is the basis for Workplace Safety and Insurance Board coverage for your Co-op student. In keeping with this, **please ensure your student receives any and all job-specific training required for them to safely and efficiently do their jobs before they begin.** Please also ensure that your student only works within the days and hours outlined on the WEAF.

## 2. ATTENDANCE

Your Co-op student should be at the placement on the days and times specified on their calendar (a copy is enclosed) and within the hours established on their Work Education Agreement Form unless other arrangements have been made. Students may only work outside these times if an **Addendum document** (a blank one is enclosed) is signed by all parties—you the supervisor, the student, the student's parents and me, the Co-op Teacher **before** the day in question. If the student cannot work on a particular day, he/she must call you before the regular arrival time. The student must also contact me at BCI. Please call me and leave a message if the student fails to arrive and has not notified you of his/her absence. **Please contact me every time there is a questionable absence or as soon as you feel the student's absences are becoming an issue.**

## 3. STUDENT SAFETY WORKPLACE ORIENTATION ASSIGNMENT

Your Co-op student should have already approached you with this checklist-style Health & Safety orientation assignment. Together with your student, please go through the content of the assignment so that your student can accurately complete it. The content of the assignment will ensure your student is aware of critical items such as: hazards & restricted areas/equipment, procedures in the case of fire, the process for reporting accidents, the proper use of Personal Protective Equipment, and the names of key health & safety staff in your workplace. Your student will submit this assignment to me but I encourage both them and you to make and keep copies as well. Thank you for your assistance with this important task!

## 4. WORK HOURS

The student's goal is to earn a total of 220 hours (including in-class & workplace hours) for a typical 2 credit Co-op program. The student tracks these hours using their Hour Republic Dashboard (see 'Weekly Hours' for your role in this process). A student is responsible for making up any missed hours as soon as is conveniently possible so that they don't fall off pace. Ultimately, tracking and monitoring hours is the responsibility of the student. Your student's last day at Co-op will be Wednesday, January 22, 2020.

## 5. WEEKLY HOURS

The student must record their daily activities and hours worked on their Co-op Dashboard using the software provided via Hour Republic. They will be submitting their weekly hours and tasks to you via email for your verification. They will email you this information at the conclusion of their work week; please check this information carefully and verify their hours at your earliest convenience so that I can access the information and credit them their hours as soon as possible. Failure to submit their weekly hours will result in the student not being credited for the hours worked.

*\*\* Refer to the enclosed 'Hour Republic – Employer Fact Sheet' for specific instructions on how to accept or decline student hours. If you are uncomfortable using the email method of verifying student hours, your student will be able to provide you with a paper copy of their hours and tasks for the week that you could then add your signature to.*

## 6. PROJECTS

As part of the learning process, students will be asked to collect, and/or research information relating to specific aspects of their placements. Any assistance you can provide would be very much appreciated.

## 7. EMERGENCIES

Your student has been issued a **blue information card containing emergency numbers and procedures**. Please ensure you discuss with your student an agreed upon location where it will be kept so that it can be easily located in case of emergency. If there are any medical or safety emergencies with your Co-op student, please be sure the following takes place:

- a. take care of the safety of the student
- b. contact me at BCI as soon as possible with the information. **(my business card is attached)**. Please leave a message at the office (519-885-4620 then dial '0') if I cannot be reached. **My mobile number is 519-572-4411**.
- c. Contact the student's parent or guardian.

## 8. INTEGRATION DATES

As part of the Ministry of Training and Education requirements, students will be attending in-class sessions during the days listed below. On these dates, students will not be attending their Co-op placement:

*Monday, October 21*

*Monday, November 11*

*Monday, November 25*

*Monday, December 9*

*Monday, January 13 – **Bluevale's Co-op Career Fair Day** - Please mark on your calendars and plan to attend between 12:15 and 2:15 pm in BCI's cafeteria!*

## 9. OTHER IMPORTANT DATES

Students are **not** required to be at their Co-op Placements on the following dates...

Thanksgiving	Monday, October 14
PA Day	Friday, October 25
PA Day	Friday, November 15
Winter Break	Monday, December 23 to Friday, January 3 *
Victoria Day	Monday, May 20
Student Exit Interview	Wednesday, January 15 <u>TO</u> Monday, January 20 **

\* students are NOT encouraged to work co-op hours during the Winter Break or March Break. If there is a definite need/interest in having your student work hours during these times, some additional paperwork/guidelines will be made available for you to sign/follow so that the student's insurance is extended.

\*\* students will be participating in an Exit Interview with me at Bluevale on one of these four days. Depending on the scheduled time of their interview with me, your student may or may not be able to be at their work placement with you that day. They will inform you of their Exit Interview time once they know it later in the semester.

## 10. CONCERNS

If at any time you have any questions and/or concerns, please do not hesitate to contact me at Bluevale Collegiate at (519) 885-4620 (follow the prompts) or at [harry\\_kemperman@wrdsb.ca](mailto:harry_kemperman@wrdsb.ca) or on my cell at **519-572-4411**.

## 11. PERFORMANCE APPRAISALS

Two appraisals are to be completed by you, the workplace supervisor during the semester. **The first appraisal is included in this package; the second one will be given to you later in the semester.** Could you please ensure that the appraisals are completed, signed, discussed with your Co-op student and returned to Bluevale with your student by the following days...

Performance Appraisal #1	by <b>Monday, November 4</b>
Performance Appraisal #2	by <b>Wednesday, January 15</b>

Your student will remind you of these dates and I will go through the requirements with you at one of our meetings.

## 12. STUDENT CO-OPERATIVE EDUCATION LEARNING PLAN

The Ministry dictates that all Co-operative Education students have a Learning Plan created by and for them which establishes a specific, tailored learning plan for their Co-op job placement. Throughout the semester, your student and I will be seeking input from you periodically about their specific job tasks so that their Learning Plan can be completed and its' expectations met.

*As Coordinator of Bluevale Collegiate's Co-operative Education Program, I very much appreciate your interest, commitment and support. I look forward to working with you this semester!*

Sincerely,

*Harry Kemperman*