



Please note that in order to be a successful applicant for Summer Semester Co-op students must:

1. **Meet with their School Guidance teacher** to discuss how Summer Co-op fits into their education plan and how it will benefit their academic progress
2. **Submit a complete registration package to their Guidance teacher no later than June 14th.** The package must include:
  - ✓ The Summer Semester registration form (3 pages) signed by their principal
  - ✓ Life Threatening Emergency Medical Form - only if applicable (2 pages)
  - ✓ IEP (if applicable)

3. **Ensure that the registration package is submitted to the following:**

Summer Semester Office, TR Leger Admin Centre

Email: [summer.semester@ucdsb.on.ca](mailto:summer.semester@ucdsb.on.ca)

4. **Once the application has been submitted, complete the pre-placement forms and assignments.**

Pre-placement Tasks are available from your Guidance Counsellor or at the following link:

<https://sites.google.com/view/ucdsb-summercoop>

### Pre-placement Tasks Checklist

#### Forms to complete:

- Information Sheet
- Medical Emergency Plan

#### Assignments:

- Student Roles and Responsibilities/Employment Standards Act
- Health & Safety
- Workplace Violence & Harassment/A.O.D.A.
- Well Being
- Job Readiness Package – Resume and Cover Letter (Please Type)
- The Interview
- Ethics, Freedom of Information, Use of Technology, Your Digital Footprint and Confidentiality
- Labour Market Trends
- Co-op Review Quiz

5. Attend the **mandatory Orientation session** with the Summer Co-op teacher on **Tuesday July 2**, and **hand in the completed pre-placement forms and assignments.**
6. Have a **suitable placement** arranged before the start of the course, to be approved by the Summer Co-op teacher
7. Have **completed a related curriculum course** identified in consultation with the Summer Co-op teacher and home school guidance teacher

**Important dates:**

The Registration Package must be assembled by the student and submitted to his or her School Guidance teacher no later than **Friday June 14, 2019.**

The Pre-placement Tasks must be completed by the student prior to the start of their Summer Co-op Placement, and no later than **Tuesday July 2, 2019.**

The School Guidance teacher will ensure the Registration Package is delivered no later than **Friday June 14, 2019**

The student must attend one of the mandatory Summer Co-op Program Orientation sessions on July 2nd from 9 a.m. to 12:00 noon:

- St Lawrence Secondary – 1450 Second Street East
- TR Leger Brockville - 2288 Parkedale Ave
- TR Leger Smiths Falls – 10 Ontario Street
- TR Leger Casselman – 674 rue Principal

**If you have not been contacted by the Summer Semester Office by  
Friday June 28th,  
please contact us at [summer.semester@ucdsb.on.ca](mailto:summer.semester@ucdsb.on.ca) ASAP**