

Summer Cadet Coop Opportunity, made possible through the partnership and collaboration formed between RCSU Central and the Upper Canada District School Board (UCDSB).

## General Information:

Open to **all cadets** who are currently enrolled at an Ontario Secondary School recognized by the Ontario Ministry of Education, who have earned at least **one** Ontario credit at the secondary level.

There is a requirement for the supervising UCDSB teacher to visit the training site, thus the program is offered **at specific training centres** only. See registration form for the list of training centres.

Cadets will still be required to perform to the same standard and to complete the same training, whether or not they are enrolled in the co-op education program. Cadets registered in the co-op program will be required to complete some preparatory work prior to summer training, a weekly reflection/journal/logbook or similar assignment while undergoing training and following summer training they must submit a short final project summarizing their summer training experience. Completion of this work remains the cadet's responsibility and the expectation is that the work be completed during the cadet's free time.

The Ministry recommendation is GLC20 (Gr. 10 Careers) as a linking course. If the cadet has not completed GLC20 or has already used GLC20 as a linking course for a previous co-op opportunity, the co-op can be linked to ANY secondary credit that the student **has already completed**. It is important to speak to your home school guidance counselor to ensure the right course is selected and to **attach a transcript** to your registration form.

Regardless of the language of the cadet training itself, if a cadet submits their assignments in French, the credits(s) awarded will be linked to a French course and will reflect French.

Find the registration form here: <http://bit.ly/ucdsb-summercadetcoop>

## Important Information:

1. Completed Registration Forms are sent to: [cadetsummercoop@ucdsb.on.ca](mailto:cadetsummercoop@ucdsb.on.ca)
2. A linking course **MUST** be included on the Registration form!
3. Please include your **email address**, as well as a backup parent email address so the teacher can get in touch with you!
4. Please provide your proper legal name and your home school name and address so that the report card can be sent to your school in a timely fashion.
5. If you wish to drop the co-op course after registration, you **MUST** send an email before August 10<sup>th</sup> to [cadetsummercoop@ucdsb.on.ca](mailto:cadetsummercoop@ucdsb.on.ca) and indicate your intention to withdraw from the program so that the failing grade will not appear on your transcript.
6. Please note that the Camp dates and Coop dates may not align and that is okay.

## Frequently Asked Questions

### I don't attend school in the Upper Canada District School Board, can I still register?

Yes!

### Are the credits awarded automatically for completing the course, or is there extra work involved?

There are some additional assignments that must be completed and submitted to the UCDSB teacher. There are pre-placement activities, such as preparing a resume and cover letter, and researching a career. During the summer you are expected to track your progress and experiences through a journal, reflections, or similar means (photos and video are also great). This 'in-placement' work greatly assists with the final assignment, which involves creating a short presentation on your summer experience. Full instructions on assignments will be provided to you electronically once you have registered. Please note: most camps do not have computer or internet access for students so be prepared to complete most assignments prior to camp and to handwrite your journal with a pen and paper. Bringing your own device is discouraged due to the possibility of theft.

**Historically, most cadets report spending between 6 and 15 hours in total on all of these projects.**

### How do the credits awarded by UCDSB get reported back to my regular school?

When you register for the co-op program, you provide your 9 digit Ontario Education Number (OEN). When UCDSB enters your results, they will be captured by the province-wide reporting system. UCDSB will mail a copy of your report card to your home school for inclusion in your school record and one to your home address. Your home school will ensure that your final mark and credit (s) are added to your transcript.

### I attend French school, or am in a French Immersion program. Can I earn credits in French?

Yes! If you do your pre-placement work, journaling and final presentation in French, your credit(s) will reflect French, regardless of the language of your summer Cadet training activity.

### I have taken other co-op courses, or did Cadet co-op before. Can I still take Cadet co-op this year?

There is no limit to the number of times you can take the Cadet co-op opportunity. Up to two co-op credits can be used toward satisfying the 18 mandatory credits needed to graduate, but there is no limit to the number of co-op credits that can be used toward the other 12 optional credits required. There may, however, be specific credits you require for admission to a post-secondary program of interest, and there may be limits on the total number of credits you can earn. **Ask your school guidance counsellor for help determining if this is a good choice for you.**

### I have to take co-op for a High Skills Major program. Can I use the Cadet co-op opportunity?

That will depend on the focus of your High Skills Major program, and which Cadet summer training activity you are taking. If there is a link between the two, it may be possible. Make a note of this on your registration form and send an email to the UCDSB teacher ([cadetsummercoop@ucdsb.on.ca](mailto:cadetsummercoop@ucdsb.on.ca)) who may have to liaise with your home school to confirm the arrangement. If it is possible, every effort will be made to accommodate these requests.

## What happens if I am Returned to Unit or don't successfully complete Cadet summer training?

It depends on the circumstances. The co-op credits are based on the length and impact of the experience, not on successful completion. A single credit can be awarded for 100+ hours and two credits can be awarded for 200+ hours. As long as you satisfactorily complete the pre-placement and in-placement work, and the final presentation, the credit(s) may still be awarded. If your conduct or performance is very poor and /or disruptive during cadet training, you risk being assigned a failing co-op grade and not earning the credit(s).

## What is a Student Information and Eligibility Attestation Form and why do I need it?

The Ministry of Education requires that ALL school boards in Ontario must be able to produce certain records and documents if requested by the Ministry for audit purposes. This includes a Student Information and Eligibility Attestation Form.

• *Student Information and Eligibility Attestation Form indicating that board-approved documentation has been reviewed to support:*

- *The pupil's year of entry into Canada (as required in Section E in OnSIS)*
- *The pupil's right to attend the school without payment of a fee*
- *The date of birth and full legal name of the pupil*
- *The residency of the pupil*

Please attach a copy of the attestation form that your home school has on file in your OSR (Ontario Student Record) or you can have a staff member at your current home school complete a copy of their attestation form and include it with your registration form. **No registration form will be processed without a copy of a current attestation form**

For detailed enrolment register instructions follow this link: [http://www.edu.gov.on.ca/eng/document/forms/enrol/enrolment\\_register\\_instructions.pdf](http://www.edu.gov.on.ca/eng/document/forms/enrol/enrolment_register_instructions.pdf)