

## STUDENT TRANSITION TO EDUCATIONAL PROGRAMS CO-OP COLLEGE OF THE NORTH ATLANTIC

Student Transition to Educational Programs (STEP) Co-op at College of the North Atlantic will provide an opportunity for selected Level III students to attend College of the North Atlantic during their final year of high school. STEP Co-op students register in a college course that is of personal interest to them and related to their career development plans.

## CREDITS COLLEGE CREDIT HIGH SCHOOL CREDITS

Students participating in STEP Co-op at College of the North Atlantic will receive, upon successful completion of their course, a college credit. STEP Co-op students will also receive up to three Level III high school academic credits (Career Pathways 3220, Career Pathways 3120) upon successful completion of their high school cooperative education program.

## ADMISSION REQUIREMENTS STEP Co-OP COLLEGE OF THE NORTH ATLANTIC

Students who hope to participate in STEP Co-op at College of the North Atlantic must meet the entrance requirements set by College of the North Atlantic and will have their complete high school transcript reviewed by the College's Admissions Committee. Applicants will be considered on an individual basis pending their qualifications and course choice. Consultation with one of the College's Counsellors will be included in this process. Applicants must:

*"It takes an entire community to raise a child."*

1.  complete and return an application for admissions form for College of the North Atlantic and include the application processing fee.
2.  include, with your College of the North Atlantic application form, an official transcript of your high school marks obtained from the Department of Education
3.  include a letter from your principal/guidance counsellor recommending admission to College of the North Atlantic
4.  write a letter requesting permission to enroll in a specific course and referencing the STEP program. Forward a copy of this letter to the STEP Co-op Program Facilitator at the Avalon East School District Office
5.  forward the application processing fee, and accompanying documents to:

*The Associate Registrar*  
College of the North Atlantic  
P. O. Box 1693, St. John's, NL  
A1C 5P7

STEP Co-op applicants to College of the North Atlantic will be contacted within two weeks of their application for admission and arrangements will be made for a meeting to discuss their needs. This will include consultation with one of the College's Counsellors, admissions personnel and others as deemed necessary. At that time, arrangements will be made for registration and collection of fees for successful applicants. **The tuition fee for this course is the student's responsibility.** A College transcript will be issued upon successful completion of the course.

In addition to meeting the above criteria, STEP Co-op students must have a secondary timetable that is conducive to the College's timetable. To ensure likelihood of personal success, STEP Co-op students need to be self-moti-

vated, independent workers with a mature attitude towards academic endeavors coupled with appropriate time-management skills, task-commitment and perseverance.

## EXPERIENTIAL & ENRICHED LEARNING OPPORTUNITIES

STEP Co-op students at College of the North Atlantic will be required to complete a minimum of 110 hours of experiential learning at College of the North Atlantic and/or in a related work placement, over and above the time required to complete their College course.

### ORIENTATION PROGRAM

Before being placed in a working environment either at College of the North Atlantic or in the community, STEP Co-op students will complete a minimum of twenty hours of orientation to ensure a smooth transition to the post secondary environment and to their work placement assignment.

Topics, among others to be covered during this session would include: post secondary orientation, self assessment and career development skills, job readiness and workplace expectations, interpersonal communications, health and safety, confidentiality, and personal management.

STEP Co-op students may be involved in one or more of the following:

### 1. PROJECT AND RESEARCH

STEP Co-op students may be assigned to a faculty/staff member who is involved in a project or research work at College of the North Atlantic

### 2. RELATED WORK PLACEMENT

STEP Co-op students may be placed in a business or community organization that is of personal interest and related to their career development plans.

### 3. COURSE RELATED PROJECT

STEP Co-op students may be assigned a

project that is directly related to the course being completed. In this case, the student would be integrated into the classroom/lab area and would be supervised by the College program/course instructor.

#### 4. COLLEGE ADVISOR

STEP Co-op students may be assigned a College of the North Atlantic student who would serve as a mentor/advisor for STEP Co-op throughout the semester.

### WORK PLACEMENT LEARNING PLAN WEEKLY LOG

STEP Co-op students will be required to document the learning that has occurred in their work placements throughout the semester. Students will be required to complete their personal Work Placement Learning Plans and Weekly Logs throughout the duration of the Program. Both of these forms are located on the Community Career Centre website at:

[www.communitycc.ca/ccc/index2.asp](http://www.communitycc.ca/ccc/index2.asp)

The STEP Co-op teacher/facilitator will make regular monitoring visits to College of the North Atlantic and to the different work placements to dialogue with students and staff in order to support the on-going development of students' Work Placement Learning Plans.

### INTEGRATION SESSIONS

Students will meet with their STEP Co-op teacher/facilitator one afternoon a week throughout the semester to pull together the kinds of things that have been taking place during the week. This will be an integral part of linking together the different aspects of the STEP Co-op Program. Areas of concern will be addressed and instruction provided on a variety of related topics.

### PROGRAM BENEFITS FOR STUDENTS

- ~ provides students with a goal to work towards throughout their high school education
- ~ earns a College credit while still in high school
- ~ explores College of the North Atlantic while engaged in enriched learning and personal growth experiences
- ~ receives increased support and guidance in making the transition from high school to post-secondary education
- ~ begins to build a personal network of College faculty, staff, and students

### PLANNING FOR STEP Co-op BEGINS IN LEVEL I

Level I high school students and their parents need to be made aware of STEP Co-op at College of the North Atlantic during their first year of high school. Students who may want to take advantage of this Program will be encouraged to maintain a solid academic average and to select courses that will ensure they have the necessary prerequisites completed prior to their final year of high school.

Students will also be encouraged to develop a Commitment to personal excellence and other attributes that will increase their likelihood of success in STEP Co-op.

### FOR FURTHER INFORMATION

JOHN HENNEBURY, FACILITATOR  
COMMUNITY CAREER CENTER  
AVALON EAST SCHOOL DISTRICT  
Suite 601, Atlantic Place, 215 Water Street  
St. John's, NF, Canada A1C 6C9  
Phone: 709-758-2378  
Fax: 709-758-2706  
E-mail: [jhennebu@stemnet.nf.ca](mailto:jhennebu@stemnet.nf.ca)  
WEB SITE: [www.communitycc.ca](http://www.communitycc.ca)

*Step into your future at the College of the North Atlantic*



## STEP Co-op



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*Student  
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Programs  
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