

STUDENT TRANSITION TO EDUCATIONAL PROGRAMS CO-OP AT MEMORIAL UNIVERSITY

The Student Transition to Educational Programs Co-op at Memorial University (STEP Co-op @MU) will provide an opportunity for selected Level III students to attend Memorial University during their final year of high school. STEP Co-op students register in a university course that would be of personal interest to them and related to their career development plans.

CREDITS UNIVERSITY CREDIT HIGH SCHOOL CREDITS

Students participating in the STEP Co-op @MU will receive university credit upon successful completion of their university course. STEP Co-op @MU 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 co-operative education program.

ADMISSION REQUIREMENTS STEP Co-op @MU

Students who hope to participate in the STEP Co-op @MU must first be admitted to Concurrent Studies at Memorial University. To be considered for admission by the Concurrent Studies Committee at Memorial University, students must have:

1. completed, as many as possible, high school courses required for admission to Memorial University with an overall average of 85% in these required courses. Students, who have not yet completed all the required courses for admission to Memorial, will have their complete high

school course transcript reviewed and considered by the Concurrent Studies Committee.

2. completed and returned an application form for Memorial University and included the application processing fee
3. included, with your Memorial University application form, an official transcript of your high school marks obtained from your school/Department of Education
4. included a letter from your principal/guidance counsellor recommending admission to Concurrent Studies
5. written and included a letter requesting permission to enroll in a specific course. Forward a copy of this letter to the STEP Co-op Program Facilitator at the Avalon East School District Office
6. forwarded application processing fee, and accompanying documents to:
Ms. Linda Walsh
Assistant Registrar
Memorial University
St. John's, NL. A1C 5S7

Students who are successful in being admitted to Concurrent Studies will be notified and given a "window" to register on-line for their chosen university course. The tuition fee for this course is the student's responsibility. A university transcript will be issued upon successful completion of the course.

In addition to meeting the above criteria, STEP Co-op @MU students must have a secondary timetable that is conducive to Memorial University's timetable. To ensure likelihood of personal success STEP Co-op @MU students need to be self-motivated, independent workers with a mature attitude towards academic endeavors coupled with appropriate time-management skills, task-commitment and perseverance.

EXPERIENTIAL LEARNING OPPORTUNITIES

STEP Co-op @MU students will also be required to complete a minimum of 110 hours of experiential learning in the workplace, over and above the time required to complete their post secondary academic course.

ORIENTATION PROGRAM

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

Topics amongst 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 @MU students may be involved in one or more of the following:

1. PROJECT AND RESEARCH

STEP Co-op @MU students may be assigned to a faculty/staff member who is involved in a project or research work at the post secondary institution.

2. RELATED WORK PLACEMENT

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

Check out our site at
www.communitycc.ca

3. CO-OP TWINNING

STEP Co-op @MU students may be placed with post secondary co-operative education students who are completing their work terms in the community.

(ie, engineering, business, physical education, social work...)

4. TRI-MENTORING PROGRAM

STEP Co-op @MU students may be placed with employers/university students who are participating in the established Tri-Mentoring Program at Memorial's Centre for Career Development and Experiential Learning.

WORK PLACEMENT LEARNING PLAN WEEKLY LOG

STEP Co-op @MU 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 the forms to be used by STEP Co-op @MU students are located on the Community Career Centre website under "Our Resources" at:

www.communitycc.ca/ccc/index2.asp

INTEGRATION SESSIONS

Students will meet with their STEP Co-op @MU 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 Program. Areas of concern will be addressed and instruction provided on a variety of related topics.

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

PROGRAM BENEFITS FOR STUDENTS

- ~ provides students with a goal to work towards throughout their high school education
- ~ earn a university credit while still in high school
- ~ opportunities for enriched learning and growth opportunities
- ~ opportunity to receive increased support and guidance in making the transition from high school to university
- ~ opportunity to begin to build a personal network of university faculty, staff, and students

PLANNING FOR STEP Co-op @MU BEGINS IN LEVEL I

Level I high school students and their parents need to be made aware of the STEP Co-op @MU 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 the STEP Co-op @MU.

FOR FURTHER INFORMATION

JOHN HENNEBURY, FACILITATOR
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AVALON EAST SCHOOL DISTRICT
Suite 601, Atlantic Place, 215 Water Street
St. John's, NF, Canada A1C 6C9
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STEP Co-op



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