



Ontario
College of
Teachers

Ordre des
enseignantes et
des enseignants
de l'Ontario

Additional Qualification Course Guideline Co-operative Education Specialist

Draft

Schedule D Teachers' Qualifications Regulation

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Additional Qualification Course Guideline Co-operative Education, SPECIALIST

1. Introduction

The guideline for Co-operative Education is organized using the following framework.



Diagram 1: Guideline Organization

Three-session specialist Additional Qualification courses identified in Schedule D (Teachers' Qualifications Regulation 176/10) are intended to:

- enhance professional practice, and extending knowledge and skills as outlined in the Co-operative Education course (Part I)
- enhance professional practice; extending, applying and designing learning opportunities that reflect the knowledge and skills as outlined in the Co-operative Education course (Part II)
- enhance professional leadership practice and the collective integration of knowledge and skills as outlined in the Co-operative Education course (Specialist).

The Additional Qualification Course: Co-operative Education Specialist employs a critical, pedagogical lens to explore in a holistic and integrated manner theoretical foundations, the development of learners, program planning and implementation, instructional practices, assessment and evaluation, the learning environment and ethical considerations related to teaching and learning across the intermediate and senior divisions.

The Ontario College of Teachers recognizes that candidates working in the publicly funded school system, independent/private institutions or First Nations schools will have a need to explore topics and issues of particular relevance to the context in which they work or may work.

Critical to the implementation of this course is the modeling of a positive learning environment that reflects care, diversity and equity. This course supports the enhancement of professional knowledge, ethical practice, leadership and ongoing learning.

The French language and the English language communities will also need to implement these guidelines to reflect the unique contextual dimensions and needs of each community. Each of these language communities will explore the guideline content from distinct perspectives and areas of emphasis. This flexibility will enable both language communities to implement Cooperative Education as understood from a variety of contexts.

The Co-operative Education Specialist additional qualification course guideline provides a conceptual framework for providers and instructors to develop and facilitate the Co-operative Education Specialist course. The guideline framework is intended to be a fluid, holistic and integrated representation of key concepts associated with Cooperative Education.

2. Regulatory Context

The College is the self-regulating body for the teaching profession in Ontario. The College's responsibility related to courses leading to additional qualifications includes the following:

- To establish and enforce professional standards and ethical standards applicable to members of the College.
- To provide for the ongoing education of members of the College.

- To accredit Additional Qualification courses and more specifically,

The program content and expected achievement of persons enrolled in the program match the skills and knowledge reflected in the College’s “Standards of Practice for the Teaching Profession” and the “Ethical Standards for the Teaching Profession” and in the program guidelines issued by the College. (Regulation 347/02, Accreditation of Teacher Education Programs, Part IV Subsection 24).

Additional qualifications for teachers are identified in the *Teachers’ Qualifications Regulation*. This regulation includes courses that lead to Additional Qualifications, the Principal’s Qualifications and the Supervisory Officer’s Qualifications. A session of a course leading to an Additional Qualification shall consist of a minimum of 125 hours as approved by the Registrar. Accredited Additional Qualification courses reflect the *Ethical Standards for the Teaching Profession*, the *Standards of Practice for the Teaching Profession* and the *Professional Learning Framework for the Teaching Profession*.

The course developed from this guideline is open to candidates who meet the entry requirements identified in the *Teachers’ Qualifications Regulation*.

Successful completion of the course leading to the Additional Qualification: Co-operative Education Specialist, listed in Schedule D of the *Teachers’ Qualifications Regulation*, is recorded on the Certificate of Qualification and Registration.

In this document, all references to “candidates” are to teachers enrolled in the Additional Qualification course. References to “students” indicate those enrolled in school programs.

3. Foundations of Professional Practice

The *Foundations of Professional Practice* conveys a provincial vision of what it means to be a teacher in Ontario. This vision lies at the core of teacher professionalism. The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* (Appendix 1) are the foundation for the development and in the realization of the Additional Qualification course. These nine standards, as principles of professional practice, provide the focus for ongoing professional learning and are the foundation for the development and implementation of the Additional Qualification course Co-

operative Education Specialist. In addition, the *Professional Learning Framework for the Teaching Profession* is underpinned by the standards, articulates the principles on which effective teacher learning is based and acknowledges a range of options that promote continuous professional learning. The ongoing enhancement of informed professional judgment, which is acquired through the processes of lived experience, inquiry, and reflection, is central to the embodiment of the standards and the Professional Learning Framework within this AQ course and professional practice.

The *Ethical Standards of the Teaching Profession* and the *Standards of Practice for the Teaching Profession* serve as guiding frameworks that underpin professional knowledge, skills and experiences that teachers require in order to teach effectively within and contribute to an environment that fosters *respect, care, trust and integrity*.

Teacher-Education Resources

The College has developed resources to support the effective integration of the standards within Additional Qualification courses. These teacher education resources explore the integration of the standards within professional practice through a variety of educative, research and inquiry-based processes. This guideline has been designed to reflect the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* and the *Professional Learning Framework for the Teaching Profession*. These resources can be found on the College web site (www.oct.ca). These resources support the development of professional knowledge and professional judgment through reflective practice. The lived experiences of Ontario educators are illuminated in the resources and serve as AQ course support for teacher education.

4. Conceptual Framework

The design, course content and implementation of the Additional Qualification Course Guideline: Co-operative Education Specialist support effective teacher education practices. These course guideline components provide a conceptual framework for the development of a holistic, integrated, experiential and inquiry-based course. The following conceptual framework of this guideline supports and informs professional knowledge, judgment and practices within the Additional Qualification Course: Co-operative Education Specialist.



Diagram 2: Conceptual Framework for Co-operative Education

A) The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession*:

The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* represent a collective vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to students and their learning. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students, parents, guardians, colleagues, educational partners, other professionals, the environment and the public.

The holistic integration of the standards within all course components supports the embodiment of the collective vision of the teaching profession that guides professional knowledge, learning, and practice. The following principles and concepts support this holistic integration within the AQ course.

- understanding and embodying care, trust, respect and integrity
- fostering commitment to students and student learning

- integrating professional knowledge
- enriching and developing professional practice
- supporting leadership in learning communities
- engaging in ongoing professional learning.

Through professional dialogue, collaborative reflection and an ethical culture, course candidates will continue to critically inquire into and refine professional practice and ethical culture through the lens of the *Standards of Practice for the Teaching Profession*.

B) A Framework for Inquiry

The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* are embedded throughout the Additional Qualification course guideline.

This Additional Qualification course supports critical reflective inquiry and dialogue related to the following:

- providing leadership in the implementation of Ontario's curriculum, policies, frameworks, strategies and guidelines
- modelling the integration of knowledge of First Nations, Métis and Inuit ways of knowing and perspectives into practice
- facilitating the application of theoretical understanding to support the design, assessment and implementation of practices and/or programs at the local and district level
- providing leadership in identifying and implementing pedagogical strategies and assessment and evaluation practices that meet the individual needs of students and promote student learning
- critically exploring leadership in the creation of holistic learning environments conducive to the intellectual, social, emotional, physical, linguistic, cultural, spiritual and moral development of students
- fostering collaborative leadership with in-school personnel, parents/guardians and the community
- facilitating the use of a variety of appropriate resources, including technological and communication resources, to enhance professional knowledge in support of student learning

- fostering shared leadership in enhancing professional practice through ongoing collaborative inquiry, dialogue and reflection
- modelling ethical practices and addressing ethical issues
- fostering dialogue to critically and collaboratively explore and integrate environmentally sustainable practices
- fostering an ethical culture that integrates responsible, active environmental citizenship
- facilitating professional learning communities that critically explore dimensions of school/board cultures that impact teaching and learning
- facilitating innovative practices and shared leadership in the integration of information and communication technology to enhance teaching and learning
- facilitating critical dialogue related to the integration of innovative strategies for creating and sustaining safe, healthy, equitable and inclusive learning environments that honour and respect diversity and foster student learning
- facilitating critical reflection on the integration of qualitative and quantitative research into professional practice
- fostering an ethical culture that honours the relationship between education, mental health and well-being
- facilitating dialogue that critically explores and integrates educational strategies that support learners' well-being and mental health needs
- fostering school environments that promote the collaborative development and implementation of Individual Education Plans (IEPs) with interdisciplinary school teams
- fostering a dialogue that contributes to a culture that promotes openness to innovation and change.

C) Ontario Context: Curriculum, Policies, Legislation, Frameworks, Strategies and Resources

The Additional Qualification Course: Co-operative Education Specialist is aligned with current Ontario curriculum, relevant legislation, government policies, frameworks, strategies and resources. These documents inform the development and implementation of the Additional Qualification Course: Co-operative Education Specialist and can be viewed at www.edu.gov.on.ca

Course candidates are also encouraged to critically explore the policies, practices and resources available at school and board levels that inform teaching and learning related to Cooperative Education.

D) Theoretical Foundations of Co-operative Education Specialist

- facilitating leadership in the application of theories of child and adolescent development
- modeling the implementation of current Ontario curriculum, resources and government policies, frameworks and strategies related to the teaching and delivery of Cooperative Education
- facilitating dialogue regarding learning theories and the particular learning needs of the student
- fostering leadership in the understanding and application of conceptual frameworks related to Cooperative Education
- fostering leadership, critical reflection and professional dialogue regarding the relationship between theory and practice in the teaching and delivery of Cooperative Education
- cultivating professional leadership reflective of the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* within the context of the Additional Qualification: Co-operative Education Specialist
- facilitating shared leadership and critical reflection on the significance of relevant legislation including the the Ontario Human Rights Code, Ontarians with Disabilities Act, and the Accessibility for Ontarians with Disabilities Act (AODA) and associated responsibilities within professional practice
- fostering collective understanding of teachers' legal obligations and ethical responsibilities according to current provincial legislation
- fostering an ethical culture that engages in critical reflection regarding the dimensions associated with creating and sustaining safe learning environments
- facilitating dialogue regarding the development of holistic and inclusive educational programs that build on learners' abilities and empower them to reach their learning goals.

E) Program Planning, Development and Implementation

- fostering leadership in the exploration and development of program planning frameworks that reflect the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession*
- promoting leadership related to creating and sustaining positive, equitable, accepting and safe learning environments in school and out-of-school placements in the community
- facilitating critical inquiry into the development and implementation of programs that are sensitive to society's diverse and changing nature and its influence on student learning and well-being
- fostering leadership in facilitating connections between student's authentic experiences and related courses to the Cooperative Education experience cultivating leadership in program planning, development, implementation strategies and frameworks related to the components of a Cooperative Education program
- facilitating dialogue related to integrating pre-course counselling, interviewing and student readiness
- facilitating the collaborative development of programs that consider the classroom and placement components of Cooperative Education
- facilitating dialogue regarding the integration of related course curriculum expectations to the learning opportunities at the cooperative placement
- facilitating discussion on how to collaboratively create students' Personalized Placement Learning Plans (PPLP)
- facilitating dialogue with regard to the integration of concepts of differentiated instruction, universal design and the tiered approach in program planning, development and implementation
- facilitating the critical exploration and integration of learning resources (for example, print, visual, digital) related to Cooperative Education that support student learning fostering collective and innovative learning opportunities and programs that support various educational pathways and goals
- fostering shared leadership in critically exploring, developing and implementing programs that respond to students' lived experiences, development, strengths, interests and needs
- facilitating leadership practices and innovation in integrating culturally responsive pedagogy within program planning and development

- facilitating the exploration and integration of various forms of experiential learning into practice
- fostering innovative leadership related to Cooperative Education in pathway programs (for example: Ontario Youth Apprenticeship Program [OYAP], Specialist High Skills Major [SHSM])
- facilitating the integration of strategies that support learners' well-being and mental health needs
- fostering the critical exploration and implementation of instructional strategies that integrate students' learning styles, strengths and experiences
- facilitating the critical exploration and integration of multiple formal and informal assessment methods and data to inform program planning and support student learning
- fostering a culture of inquiry related to the mental health needs of students and the implications for teaching, learning and placement in the community
- facilitating the exploration and integration of Cooperative Education within Student Success initiatives.

F) Leadership in the Instructional Setting

- cultivating leadership related to creating and sustaining positive, ethical, equitable, accepting and safe learning environments
- fostering leadership capacity related to creating and sustaining a collaborative community of empowered learners
- cultivating a school culture that embraces engaging, trusting and inviting learning environments that promote student voice, leadership, critical inquiry and self-regulation
- facilitating a culture of inquiry and innovation related to instructional strategies that support the teaching and delivery of the Cooperative Education program
- fostering a culture that implements safe, ethical and respectful practices in the use of technology in purposeful and legal ways
- fostering leadership and innovation related to information and communication technologies that support student learning in the Cooperative Education program
- facilitating leadership in the application of strategies for adapting instruction to meet the needs of all learners

- fostering professional dialogue regarding strategies that engage students as active citizens in supporting environmental, social and economic sustainability
- facilitating dialogue and inquiry related to critical pedagogies that reflect the professional identity of educators as described in the ethical standards, the standards of practice and in the *Foundations of Professional Practice*
- facilitating knowledge-creation and mobilization related to inclusive learning environments that reflects the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession*
- fostering innovation and leadership related to the differentiation of expectations in related courses and programs to meet the needs of learners in all pathways
- fostering leadership in creating and sustaining community partnerships and relationships
- promoting shared leadership in the creation of a positive environment that fosters authentic learning experiences and ensures the integrity of credits earned through Cooperative Education.

G) Reflecting, Documenting and Interpreting Learning

- fostering a culture of fair, equitable, transparent, valid, and reliable assessment and evaluation practices that honour the dignity, emotional wellness and cognitive development of all students
- fostering a culture that critically explores assessment, evaluation and reporting practices that align with the principles and processes of Ontario's curriculum, frameworks and policy documents
- facilitating the integration of assessment practices for the following three purposes: to provide feedback to students and to adjust instruction (assessment *for* learning); to develop students' capacity to be independent, autonomous learners (assessment *as* learning); to make informed judgements about the quality of student learning (assessment *of* learning)
- fostering leadership in the integration of multiple assessment methods for the in-school and placement portions of the course that are ongoing, varied in nature and implemented over a period of time to support student learning

- facilitating shared leadership related to placement learning assessment and evaluation (monitoring of students) in Cooperative Education programs.

H) Shared Responsibility for Learning

- fostering an ethical culture that integrates a variety of effective communication and engagement strategies for ongoing collaboration with parents/guardians, placement supervisors, school/board personnel and community agencies
- fostering an ethical culture that informs professional collaboration that supports student learning and well-being
- fostering an ethical culture that collectively addresses biases, discrimination and systemic barriers in order to support student learning, well-being and inclusion
- collaboratively fostering and sustaining a positive, inclusive educational culture in which all perspectives are encouraged, valued and heard
- fostering an ethical culture of shared responsibility and partnership as conveyed in the *Foundations of Professional Practice*
- fostering a culture of collaboration with interdisciplinary teams to support student learning, self-advocacy and transitions
- creating a culture of advocacy for Cooperative Education within the school and in the community.

I) Health, Safety and Risk Management

- facilitating collective inquiry (for example: student, teacher, school, board, placement) regarding strategies for student monitoring of health, safety and risk management
- facilitating inquiry regarding the legal documentation required for the delivery of Cooperative Education programs (for example: placement assessment, Work Education Agreement [WEA], informed consent, monitoring reports)
- facilitating the planning and arrangement of appropriate insurance coverage for students and teachers
- facilitating the understanding and integration of accident reporting procedures in Cooperative Education programs.

J) Research, Professional Learning and the Scholarship of Pedagogy

- facilitating a critical and collaborative examination of current practices in relation to past, and evolving practices in Cooperative Education
- critically exploring professional practice through ongoing inquiry into theory and pedagogy/andragogy
- engaging in professional learning through research, scholarship and leadership
- integrating research and the scholarship of pedagogy/andragogy into teaching practice
- collaborating in research and the scholarship of pedagogy/andragogy
- fostering knowledge-creation and mobilization within professional practice.

5. Instructional Practice in the Additional Qualification Course: Co-operative Education Specialist

Candidates will collaboratively develop with course instructors the specific learning inquiries, learning experiences, and forms of assessment and evaluation that will be used throughout the course.

In the implementation of this Additional Qualification course, instructors use strategies that are relevant, meaningful and practical in providing candidates with learning experiences about instruction, pedagogy and assessment and evaluation. These include but are not limited to: experiential learning, small group interaction; action research; presentations; independent inquiry; problem solving; collaborative learning and direct instruction.

Instructors model the *Ethical Standards of the Teaching Profession* and the *Standards of Practice for the Teaching Profession*, honour the principles of adult learning, recognize candidates' experience and prior learning and respond to individual needs. Important to the course are opportunities for candidates to create support networks and receive feedback from colleagues and instructors and share the products of their learning with others. Opportunities for professional reading, reflection, dialogue and expression are also integral parts of the course.

Instructors model effective instructional and assessment strategies that can be replicated or adapted in a variety of classroom settings.

A. Experiential Learning

Candidates will be provided with opportunities to engage in experiential learning related to key concepts and aspects of Cooperative Education as collaboratively determined by both the instructor and course candidates. The intent of the experiential learning opportunities is to support the application and integration of practice and theory within the authentic context of teaching and learning. Candidates will also engage in critical reflection and analysis of their engagement in experiential learning opportunities related to Cooperative Education. The professional judgment, knowledge and pedagogy of candidates will be enhanced and refined through experiential learning and inquiry.

The College's standards resources help to support experiential learning through various forms of professional inquiry.

6. Assessment and Evaluation of Candidates

At the beginning of the course, candidates will collaboratively develop with course instructors the specific learning inquiries, learning experiences and forms of assessment and evaluation that will be used throughout the course. Instructors will provide opportunities for regular feedback regarding candidates' progress throughout the course.

A balanced approach to candidate assessment and evaluation is used. It includes the combination of candidate self and peer assessment, as well as instructor evaluation. The assessment and evaluation strategies reflect effective, collaborative and inquiry-based practices. A variety of assessment approaches will be used that enable candidates to convey their learning related to course inquiries. The course provides opportunities for both formative and summative assessment and evaluation.

Central to candidates enrolled in Additional Qualification courses is the opportunity to be engaged in relevant and meaningful inquiries. Assignments, artefacts and projects enable candidates to make connections between theory and practice. At the same time, assignments must allow candidates flexibility, choice, and individual inquiry opportunities.

Part of the evaluation process may include a major independent project or action research component over the duration of the course. This project is an opportunity for candidates to illustrate a high level of professional knowledge, communication skills, pedagogy, ethical practices and instructional leadership. Similarly, if a portfolio assignment is used it will also include reflections and analysis of a candidate's learning over time.

A final culminating experience in the course is recommended. This experience may take the form of a written assessment, a research paper, a performance, an inquiry project or a product that is original, meaningful and practical.

The following list of assessment strategies which are reflective of experiential learning is not exhaustive; it is intended to serve as a guide only.

- a) Performance assessment: designing a sample unit which includes a culminating activity and appropriate assessment and evaluation tools, incorporates a variety of technologies and resources relevant to the delivery of a Cooperative Education programme and is based on Ministry of Education curriculum expectations
- b) Written assignment: reflecting critically on issues arising from articles, publications, research and/or other resources related to the delivery of Cooperative Education programmes
- c) Presentation: developing a digital story, presenting an issue related to the delivery of Cooperative Education programmes
- d) Portfolio: creating a portfolio of practical resources, artefacts, photographs and recording critical reflections for each component related to Cooperative Education
- e) Action research: engaging in action research by reflecting and acting upon a specific inquiry into teaching practice related to Cooperative Education
- f) Independent project: addressing any aspect of the course that is approved by the instructor
- g) Instructional resource: developing a meaningful resource that will support instruction and pedagogy related to the delivery of Cooperative Education programmes
- h) Reflective writing: reflecting on professional practice through journal writing, or writing a case or vignette that will support instruction and pedagogy related to the delivery of Cooperative Education programmes

- i) Case inquiry: writing or exploring a case related to collaboration and shared partnerships, with parents, colleagues, and community organizations
- j) IEP development: collaboratively develop an IEP related to Cooperative Education with the family, student and school team.
- k) Facilitating a Learning Experience: developing and implementing an engaging learning experience that reflects differentiated instruction, universal design and the tiered approach.

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Appendix 1

The *Ethical Standards for the Teaching Profession*

The *Ethical Standards for the Teaching Profession* represent a vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to students and their learning. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students, parents, guardians, colleagues, educational partners, other professionals, the environment and the public.

The Purposes of the Ethical Standards for the Teaching Profession are:

- to inspire members to reflect and uphold the honour and dignity of the teaching profession
- to identify the ethical responsibilities and commitments in the teaching profession
- to guide ethical decisions and actions in the teaching profession
- to promote public trust and confidence in the teaching profession.

The Ethical Standards for the Teaching Profession are:

Care

The ethical standard of *Care* includes compassion, acceptance, interest and insight for developing students' potential. Members express their commitment to students' well-being and learning through positive influence, professional judgment and empathy in practice.

Respect

Intrinsic to the ethical standard of *Respect* are trust and fair-mindedness. Members honour human dignity, emotional wellness and cognitive development. In their professional practice, they model respect for spiritual and cultural values, social justice, confidentiality, freedom, democracy and the environment.

Trust

The ethical standard of *Trust* embodies fairness, openness and honesty. Members' professional relationships with students, colleagues, parents, guardians and the public are based on trust.

Integrity

Honesty, reliability and moral action are embodied in the ethical standard of *Integrity*. Continual reflection assists members in exercising integrity in their professional commitments and responsibilities.

The *Standards of Practice for the Teaching Profession*

The *Standards of Practice for the Teaching Profession* provide a framework of principles that describes the knowledge, skills, and values inherent in Ontario's teaching profession. These standards articulate the goals and aspirations of the profession. These standards convey a collective vision of professionalism that guides the daily practices of members of the Ontario College of Teachers.

The Purposes of the Standards of Practice for the Teaching Profession are:

- to inspire a shared vision for the teaching profession
- to identify the values, knowledge and skills that are distinctive to the teaching profession
- to guide the professional judgment and actions of the teaching profession
- to promote a common language that fosters an understanding of what it means to be a member of the teaching profession.

The Standards of Practice for the Teaching Profession are:

Commitment to Students and Student Learning

Members are dedicated in their care and commitment to students. They treat students equitably and with respect and are sensitive to factors that influence individual student learning. Members facilitate the development of students as contributing citizens of Canadian society.

Professional Knowledge

Members strive to be current in their professional knowledge and recognize its relationship to practice. They understand and reflect on student development, learning theory, pedagogy, curriculum, ethics, educational research and related policies and legislation to inform professional judgment in practice.

Professional Practice

Members apply professional knowledge and experience to promote student learning. They use appropriate pedagogy, assessment and evaluation,

resources and technology in planning for and responding to the needs of individual students and learning communities. Members refine their professional practice through ongoing inquiry, dialogue and reflection.

Leadership in Learning Communities

Members promote and participate in the creation of collaborative, safe and supportive learning communities. They recognize their shared responsibilities and their leadership roles in order to facilitate student success. Members maintain and uphold the principles of the ethical standards in these learning communities.

Ongoing Professional Learning

Members recognize that a commitment to ongoing professional learning is integral to effective practice and to student learning. Professional practice and self-directed learning are informed by experience, research, collaboration and knowledge.

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