



# **APPLICATION MANUFACTURING & ENGINEERING (MEC) CO-OP PROGRAM**

**DUE DATE – March 12<sup>th</sup>, 2024**

**Submit application to Career Programs by emailing:  
[careerprograms@sd38.bc.ca](mailto:careerprograms@sd38.bc.ca)**

- Applicants must currently be in Grades 10 or 11 and attend an SD38 secondary school (Program taken in Grade 11/12)
- Program courses: Engineering 11/12, Skills Exploration and Work Experience 12A (earn 12 credits toward graduation)
- Courses taken semester 2 at Burnett Secondary School
- Optional industry certification via Northwest Skills Institute (4<sup>th</sup> course for credit)

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## **Program Details and Special Features**

- The MEC Co-Op program offers students the opportunity to explore a variety of manufacturing processes and learn skills as they relate to engineering.
- The program includes a work experience course with local manufacturing/engineering companies.
- **OPTIONAL acquisition of an online INDUSTRY certificate through the Northwest Skills Institute, offered at a significant discount. Examples include:**
  - Drafting and CAD Technician
  - Mechatronics & Industrial Automation Technician
  - CNC Lathe Production Technician
  - Advanced Manufacturing Technician
  - + many more!



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**(Tear off this page before submitting application)**







**APPLICANT STATEMENT OF INTEREST  
SD38 MANUFACTURING & ENGINEERING CO-OP (MEC) PROGRAM**

Applicant's Full Name: \_\_\_\_\_ PEN # \_\_\_\_\_

Please respond to the following questions. Print/write clearly in own handwriting.

1. What has motivated you to apply to the MEC Program?

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2. Describe your knowledge, skills and attitudes that will support your achievement as you take part in MEC.

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3. This program requires participation in a Work Experience (unpaid) placement for credit (~90 hours). What interests you in taking part in this community-based experience?

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4. While it is **OPTIONAL**, as a supplement to this program, students may elect to complete an industry certification(s) through Northwest Skills Institute. There is a significantly discounted student fee (\$500), and you will have access to complete more than one certificate if you choose (a savings of over \$3000-\$5000). You will also earn 4 credits toward graduation by completing a certificate. These are all completed online and are done on a student's own time, with some MEC program instructor support available. Given this, would you be interested in completing a certificate? Why or why not?

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## APPLICANT SELF-ASSESSMENT FORM SD38 MANUFACTURING & ENGINEERING CO-OP (MEC) PROGRAM

I am interested in applying for the MEC Co-op Program. I understand this program requires significant commitment and I will need to travel between Burnett Secondary and my home school. My self-assessment will assist in determining my suitability and readiness for the program.

Please indicate **by highlighting or circling** your readiness proficiency for this program:

| CORE<br>COMPETENCIES  | Proficiency Scale |  |   |  |   |
|---|-------------------|--|---|--|---|
|   |                   | Emerging   | Developing  | Proficient   | Extending   |
|   |                   | I demonstrate an <b><u>INITIAL</u></b> understanding of the concepts and competencies. | I demonstrate a <b><u>PARTIAL</u></b> understanding of the concepts and competencies. | I demonstrate a <b><u>COMPLETE</u></b> understanding of the concepts and competencies. | I demonstrate a <b><u>SOPHISTICATED</u></b> understanding of the concepts and competencies. |
| <b>Communication</b> <ul style="list-style-type: none"> <li>In a safe and supported environment, I respond meaningfully to communication from peers and adults</li> <li>I communicate purposefully, with peers and adults using strategies I have practiced</li> <li>I cooperate with others and contribute during group activities, sharing roles and responsibilities to achieve goals</li> <li>I can confidently interact and build relationships with other group members to further shared goals</li> </ul>              |                   | <i>"I am just getting started and learn best with help."</i>                           | <i>"I am beginning to do more and more on my own."</i>                                | <i>"I can do it on my own."</i>  | <i>"I go beyond what is expected of me."</i>  |
| <b>Thinking</b> <ul style="list-style-type: none"> <li>I can get new ideas or build on other people's ideas to create new things within the constraints of a form, a problem, or materials</li> <li>I can think "outside the box" to get innovative ideas and persevere to develop them</li> <li>I can ask questions and consider options.</li> <li>I can use my observations, experience, and imagination to draw conclusions</li> </ul>   |                   | <i>"I am just getting started and learn best with help."</i>                           | <i>"I am beginning to do more and more on my own."</i>                                | <i>"I can do it on my own."</i>  | <i>"I go beyond what is expected of me."</i>  |
| <b>Personal and Social</b> <ul style="list-style-type: none"> <li>I can make choices that help me meet my wants and needs and increase my feelings of well-being. I take responsibility for my actions</li> <li>I can recognize my strengths and take responsibility for using strategies to focus, manage stress, and accomplish my goals</li> <li>I can identify my strengths and limits, find internal motivation, and act on opportunities for self-growth. I take responsibility for making ethical decisions</li> </ul> |                   | <i>"I am just getting started and learn best with help."</i>                           | <i>"I am beginning to do more and more on my own."</i>                                | <i>"I can do it on my own."</i>  | <i>"I go beyond what is expected of me."</i>  |

**Based on my self-assessment I rank my readiness for this program as (check one):**

- Fully Ready                     
  Somewhat Ready                     
  Not Quite Ready (some support will be needed)

Additional Comments: \_\_\_\_\_

Student Name: \_\_\_\_\_

*(print in full)*

Student Signature: \_\_\_\_\_