

Career and Technical Education Course Framework

Cooperative Education (Draft 7-29-2020)

Cooperative Education (6162) is an approach to employment training that spans all Career and Technical Education program areas through school-based instruction and on the job training focused on employability and transition skills development. Time allocations are a minimum of fifteen hours per week of on-the-job training¹ and approximately five hours per week of school-based instruction. Additionally, all state and federal laws and regulations related to student employment and cooperative education must be followed.

The Cooperative Education course is a form of Work-Based Learning that is ideal for a student who has not identified a specific career path to pursue after high school. The course does not have the same required prerequisites as the Work-Based Learning Capstone course and the OJT does not have to be in a position related to their graduation pathway. This course provides the student the opportunity to explore and develop a career pathway, apply employability skills, and develop effective transition strategies from high school to career.

An employability skills based training plan is developed by the student, teacher, and workplace mentor to guide the student's work based learning experiences and assist in evaluating achievement and performance. Students are monitored in their experiences by the Cooperative Education course instructor.

- Recommended Grade Level: 12
- Recommended Prerequisites: Preparing for College and Careers and two (2) credits in a Career and Technical Education Course.
- Credits: 1-3 credits per semester, maximum of 6 credits
- Counts as a directed elective or elective credit for all diplomas
- Course is funded as a Preparing for College and Careers course and receives a flat rate of \$150

¹ The 15 hours of On-the-Job training requirement is waived for the 2020-2021 School Year.

Cooperative Education Standards

The following table details the content standards for the classroom portion of the Cooperative Education course.

Domain 1	Core Standard 1: Students will be able to research and identify potential career pathways based upon their personal goals, interests and characteristics.
	1. Explore and research multiple career pathways related to a field of interest and set career goals
	2. Analyze personal characteristics, abilities, knowledge and skills needed for career success in chosen career pathway.
	3. Engage in a continuous learning process related to career goals while actively seeking out and participating in a work-, service-, or project-based learning experiences.
	4. Acquire occupational-related skills through work-, service-, or project-based learning experiences.
	5. Evaluate how personal attitudes and values integrate into career choices.*
Domain 2	Core Standard 2: Students will be able to understand and apply the personal qualities that affect success.
	1. Continue to practice responsible and ethical decision-making affecting personal and professional relationships, and consider the consequences of unethical decision-making.
	2. Demonstrate integrity and self-control in work-, service-, or project-based learning experiences.
	3. Complete tasks or activities with no prompting and minimal guidance.
	4. Demonstrate perseverance through work-, service-, or project-based learning experiences.
	5. Demonstrate personal accountability and work productivity.
	6. Exhibit initiative in learning new skills and improving workplace skills.
	7. Examine personal, wellness, and stress management strategies.
	8. Show professionalism by meeting expectations of promptness, attendance, being prepared, completing tasks, positive attitude toward customers/clients, following policies, rules and regulations, and taking responsibility for creating a safe, positive work environment.
	9. Exhibit leadership and responsibility in the professional setting
	10. Demonstrate confidence by taking risks to introduce new ideas or processes for work.

Domain 3	Core Standard 3: Employability and Professional Skills
	1. Write a well-organized documents using supporting data to clarify complex ideas, raise relevant questions, or solve problems using varied media formats.
	2. Apply effective speaking and listening to foster positive relationships and communicate key concepts to a variety of audiences.
	3. Deliver oral presentations using technology and professional etiquette to a variety of audiences.
	4. Demonstrate information and technology literacy
	5. Collaborate effectively with team members
	6. Demonstrate critical thinking and problem solving in the professional setting
	7. Develop skills to give and receive constructive criticism
	8. Evaluate feedback to improve job performance and create professional work habits
	9. Clarify goals, develop a timeline, and determine most effective strategies to complete goals on time.
	10. Analyze potential solutions with a set of criteria including: the goal, previous knowledge and experience, diverse perspectives, and data.
Domain 4	Core Standard 4: Students will be able to understand workplace practices and safety.
	1. Identify causes of accidents and apply safety procedures to prevent accidents
	2. Analyze discrimination and harassment laws and give examples of each
	3. Maintain confidentiality and integrity
	4. Examine workplace regulations, health and safety guidelines and inspections for chosen career pathway
Domain 5	Core Standard 5: Students will be able to develop strategies for effective transition from high school to career
	1. Create a five year career goal plan
	2. Analyze licensure and training requirements for employees in chosen career pathway
	3. Explore and understand a variety of postsecondary education and training options, including transfer opportunities, and how they support the student's future plans.
	4. Understand the application process and cost of postsecondary education and training opportunities, financial aid and scholarship opportunities, and the process to apply for aid.
	5. Develop skills to assess career goals in terms of work conditions, benefits, and opportunities for advancement.
	6. Demonstrate skills in revising and extending career plans in order to advance in a current pathway or to change career paths.
	7. Understand the employment search process including resume development, completing applications and effective interviewing techniques.
	8. Prepare and update a career portfolio based on a career pathway plan, which will include: a resume, sample cover letters, letters of recommendation, examples of work and technical skills, internship or work experience summaries, validation of work/internship experience, industry certifications, documentation of extracurricular and community service activities, and awards.
	9. Understand the importance of networking for enhancing achievement of education and career goals.
	10. Understand and be able to complete employment documents – W-4 Employee's Withholding Certificate, I-9 Employment Eligibility Verification, and benefits documents.

Domain 6	Core Standard 6: Personal Financial Responsibility
	1. Describe factors affecting take-home pay such as income, benefits, and taxes.
	2. Demonstrate the ability to manage money by developing a budget and a system for keeping and using financial records.
	3. Understand the short and long term needs and benefits of savings and investing.
	4. Making sound financial purchasing decisions by understanding interest rates, minimum payment structures, and total cost of deferred payment options.
	5. Identify the costs and benefits of various types of credit and describe ways to avoid or correct debt problems.
	6. Identify common types of risk and the importance of the various insurance types.