

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## **MODULE 1**

### **Identify co-op program goals, policies and procedures.**

#### **Objectives:**

- A. Explain the advantages of and adjustments to a cooperative education program.**
- B. Describe local rules and regulations.**
- C. Explain the grading criteria in your co-op program**

<b>MODULE 1: INFORMATION SHEET</b>
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*TO THE STUDENT: Read and study the following information sheet and then complete the student activities at the end of this module.*

#### **Terms and definitions**

Career and Technical education: Courses specifically designed to help a person prepare for a career include on-the-job training, classroom instruction and student organizations.

Cooperative education program: Instructional program in which students receive school credit for on-the-job training.

Training station: Business which cooperates with the school to provide training and learning experiences for the student enrolled in cooperative education.

Training station sponsor: Employer or supervisor responsible for training and evaluating student enrolled in cooperative education program.

Occupational objective: Goal for a possible future career.

Group instruction: Instruction related to the general skills needed by all new workers.

Individual instruction: Instruction related directly to a student's occupational objective and/or on-the-job training.

**Federal Wage and Hour Law: Provides for:**

1. Minimum wage rate
2. Overtime standards
3. Number of hours worked
4. Age restrictions
5. Hazardous occupation regulations

**Advantages of a cooperative education program**

The student will:

1. Establish an on-the-job work history toward future employment and/or training after completing the program.
2. Gain references for future employment.
3. Receive school credit and earn money while learning.
4. Learn to accept supervision and to work/interact with other employers.
5. Develop leadership and organizational skills through student organizations.
6. Relate classroom instruction to on-the-job experiences.
7. Receive additional help in selecting a career path by having varied experiences.
8. Receive guidance on problems before the problems become areas of great concern.

**Adjustments a student may need to make**

A student may need to:

1. Limit some participation in school and social activities.
2. Work during holiday periods, at nights, and on weekends.
3. Provide own transportation to work.
4. Budget his/her time.
5. Adjust class schedule.

**Forms to be completed in a cooperative education program**

1. **Training Agreement:** Form signed by student, parent, employer and teacher to document that each person involved in a cooperative education program understands his/her responsibilities. (See sample on pages 5 and 6)
2. **Training Plan:** A plan specifically describing the educational plan for which the student will receive school recognition/credit(s) for occupational experiences. (See two samples on pages 7 and 8)
3. **Job Record Sheet:** Form used to keep record of hours worked, pay received, and duties performed. (See sample on page 9)
4. **Employment Certificate:** Form issued by a designated official in order for a business to legally hire someone under 18 years of age.

**NOTE:** *This is sometimes called a work permit, or working paper(s). It must be obtained by everyone under 18 regardless of whether or not the student is in school at the time (like during the summer). The only exception is when a student is working for a parent, although it is recommended. The student must furnish proof of age, such as a birth certificate or driver's license, when application is made.*

4. **Licenses and Health Certificates:** Forms required by specific occupations.

**NOTE:** *Be sure to check with your teacher-coordinator and employer. For example: People who handle food must have a health certificate.*

**Rules and Regulations**

The rules and regulations for successful performance are unique for each individual cooperative education program. These rules and regulations will be determined by the teacher and will be included in information distributed at the beginning of the school year. They may include:

1. Maintaining a certain grade point average in classes.
2. Maintaining a certain performance on the job.
3. Following certain dress codes for the job, during interviews, and in the classroom.

It is your responsibility to locate the specific rules and regulations for your cooperative education program. Take a few minutes to locate them before going on with this module.

**Things employees should do the first few weeks on the job**

1. Refer to supervisor and older co-workers as Mr., Mrs., Miss, or Ms. until instructed differently. When uncertain about how friendly you should be at first, a good rule of thumb is to be slightly more formal than overly friendly.
2. Labor laws specifically provide for lunch/dinner breaks. Make sure you discuss the employer's schedule and rules with your training supervisor.
3. Do not ask about break times at first because the supervisor might think you are more interested in time off than working.
4. Ask questions about instructions, policies and salary information that are not clear.
5. Repeat instructions back to the person relaying information to you to make sure the information was understood correctly.
6. Write down information that is hard to remember.
7. Ask "Did I answer your questions?" when giving information to other people.

SAMPLE  
**Cooperative Education Training Agreement**

*Pennsylvania Career & Technical Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws Require a Written Training Agreement and Training Plan for Each Student in a Cooperative Education Program.*

Student Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Work Permit No. \_\_\_\_\_  
Student Career Objective \_\_\_\_\_ Job Title \_\_\_\_\_  
Date of Employment: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
High School or Technical School \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Training Agency \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Training Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Weekly Hours \_\_\_\_\_ Beginning Rate of Pay \$ \_\_\_\_\_

**EMPLOYER/TRAINING SITE RESPONSIBILITIES:**

1. The employer/training site will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and workers' compensation.
2. The student-learner will be given a variety of work assignments and be supervised by an experienced person.
3. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.
4. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
5. The training sponsor will provide necessary safety instruction throughout student training period.
6. Employer/training site will not employ a student-learner to displace a regular worker.
7. Exposure to hazardous work will be incidental to the student-learner's training and not a part of the student-learner's training program.
8. The employer is not liable to the unemployment compensation fund for wages paid to the student while under the training program. This is provided in section 4L4 10C in Pennsylvania Unemployment Compensation Law.

**STUDENT-LEARNER RESPONSIBILITIES:**

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. Student-learner agrees to report job problems to training supervisor and coordinator.
3. The student-learner will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student-learner must be regular in attendance at school and on the job. If unable to report to work, the employer and coordinator will be notified before the start of the normal work day.
5. The student-learner's employment will be terminated upon withdrawal from school.
6. The student-learner will report to school for designated meetings and related instruction.

**SCHOOL RESPONSIBILITIES:**

1. The program is under the direct supervision of a certified cooperative education coordinator/instructor.
2. The student-learner will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator/instructor prior to job placement.
3. The cooperative education coordinator/instructor will visit the student-learner and training supervisor on a regular basis at the training site.
4. The coordinator will investigate compatibility of job circumstances with requirements for student-learner attainment of advanced standing in an apprenticeship program upon graduation from high school.
5. Student-learner transportation, insurance and attendance at school and work will be covered by school policy.

*This Training Agreement is for the purpose of outlining the agreement between the school and employer on the conditions of training to be given a student-learner while on the job. Therefore, it should not be interpreted by either agency as a legal document or any form of binding contract.*

**We the undersigned agree to the conditions and statements contained in this agreement.**

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Student-Learner

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Date

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Parent or Guardian

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Date

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Employer

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Date

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Principal, Director or Designee

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Date

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Cooperative Education Coordinator

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Date

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*The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.*

### SAMPLE A

## Cooperative Education Training Plan

TYPE OF COOPERATIVE PROGRAM: Capstone\_\_\_\_\_ Diversified Occupations\_\_\_\_\_

**SPECIFIC PROGRAM AREA:**

<u>    </u> Agriculture	<u>    </u> Marketing Ed	<u>    </u> Family & Consumer Sc.	<u>    </u> Other
<u>    </u> Business Ed	<u>    </u> Health	<u>    </u> Trade & Industrial	<u>    </u> Tech Prep

Student-Learner Name: \_\_\_\_\_ Phone \_\_\_\_\_

Training Agency: \_\_\_\_\_ Phone \_\_\_\_\_

Training Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Signatures: \_\_\_\_\_ Date \_\_\_\_\_

Co-op Coordinator/Instructor

\_\_\_\_\_ Date \_\_\_\_\_

## Training Supervisor

Approximate Time	Training Activities (include Safety Factors)	Date	Acceptable?		Comments
			Yes	No	

Training Activities may be modified during the training experience. Changes should appear on the training plan.

PDE-4617 (2/95)

## SAMPLE B

**Cooperative Education Training Plan**

TYPE OF COOPERATIVE PROGRAM: Capstone\_\_\_\_ Diversified Occupations\_\_\_\_

SPECIFIC PROGRAM AREA:

\_\_\_\_Agriculture      \_\_\_\_Marketing Ed      \_\_\_\_Family & Consumer Sc.      \_\_\_\_Other  
\_\_\_\_Business Ed      \_\_\_\_Health      \_\_\_\_Trade & Industrial      \_\_\_\_Tech Prep

Student-Learner Name: \_\_\_\_\_ Phone \_\_\_\_\_

Training Agency: \_\_\_\_\_ Phone \_\_\_\_\_

Training Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone \_\_\_\_\_

Signatures: \_\_\_\_\_ Date \_\_\_\_\_

Co-op Coordinator/Instructor

Date \_\_\_\_\_

Training Supervisor

**COMPETENCIES TO BE DEVELOPED**

(List the competencies the student is to learn on-the-job)

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

**LEARNING ACTIVITIES**

(Briefly describe what the student will do to master the competencies listed above)

*Employers/Training Sites of Cooperative Education students shall not discriminate in educational programs, activities or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.*

*PDE-4617A (2/95)*



SAMPLE  
**Cooperative Education Training Program  
 Job Record**

TYPE OF COOPERATIVE PROGRAM: Capstone\_\_\_\_\_ Diversified Occupations\_\_\_\_\_

NAME:\_\_\_\_\_ TRAINING STATION: \_\_\_\_\_

TYPE OF TRAINING:\_\_\_\_\_ WEEK:\_\_\_\_\_ DATE:\_\_\_\_\_

(1st, 2nd, etc.)

JOB EXPERIENCE	M	T	W	Th	F	S	S	Weeks/hours Per Job	Accumulated Hours Per Job	Total Hours Per Job

SALARY PER HOUR FOR WEEK     \$\_\_\_\_\_ TOTAL HOURS FOR WEEK\_\_\_\_\_

TOTAL ACCUMULATED HOURS (ALL JOBS)\_\_\_\_\_

SALARY PER WEEK     \$\_\_\_\_\_ (Include withholdings,  
bonuses, commissions)

ACCUMULATED SALARY     \$\_\_\_\_\_

TOTAL SALARY TO DATE     \$\_\_\_\_\_

**NOTE:** In the squares following each job experience complete the time as follows:  
 Example: 1 1/4; 1 1/2; 1 3/4

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

**MODULE 1: STUDENT ACTIVITIES**

***TO THE STUDENT:** After reading and studying the information sheet, complete the following questions.*

**1. Match the terms on the right to the correct definitions by placing the appropriate numbers in the blanks provided.**

- |   |                                  |
|---|----------------------------------|
| ____ a. General classroom instruction needed by almost everyone in the class.   | 1. Career & technical education  |
| ____ b. Goal for a possible future career.  | 2. Cooperative education program |
| ____ c. Provides for minimum wage rate, overtime standards, number of hours worked, age restrictions, and hazardous occupation regulations.             | 3. Training station              |
| ____ d. Employer or supervisor responsible for training and evaluating students enrolled in cooperative education programs.                             | 4. Training station sponsor      |
| ____ e. Instruction related directly to a student's occupational objective and/or on-the-job training.  | 5. Occupational objective        |
| ____ f. Business which cooperates with the school to provide training and learning experiences for students enrolled in cooperative education programs. | 6. Group instruction             |
| ____ g. Instructional program in which students receive school credit for on-the-job training.  | 7. Individual instruction        |
| ____ h. Courses which specifically help a person prepare for a career.  | 8. Federal Wage and Hour Law     |

**2. Explain (in a complete paragraph) two advantages of a cooperative education program to the student.**

**3. Explain (in a complete paragraph) two adjustments that you must make upon enrolling in a cooperative education program.**

**4. Match the forms to be completed in a cooperative education program on the right to the correct descriptions. Place the appropriate numbers in the blanks.**

- |   |                                     |
|---|-------------------------------------|
| _____ a. Forms required by specific occupations.  | 1. Training Agreement               |
| _____ b. Form issued by a designated official in order for a business to legally hire someone under 18 years of age.  | 2. Job record sheet                 |
| _____ c. Form used to keep a record of hours worked, pay received, and duties performed   | 3. Employment certificate           |
| _____ d. Form signed by the student, parent, employer, and teacher to document that each person involved in a cooperative ed. program understands his/her responsibilities. | 4. Licenses and health certificates |

**5. Select from the list below the things that a new employee should do the first few weeks on the job. Place an "X" in the correct blanks.**

- \_\_\_\_ a. Begin on a first-name basis.
- \_\_\_\_ b. Ask the supervisor about lunch and/or dinner breaks.
- \_\_\_\_ c. Ask about coffee breaks.
- \_\_\_\_ d. Ask questions if instructions, policies, and salary information are not clear.
- \_\_\_\_ e. Ask "Did I answer your questions?" when giving information to other people.
- \_\_\_\_ f. Repeat instructions back to the person relaying information to you to make sure the information was understood correctly.
- \_\_\_\_ g. Write down information that is hard to remember.

**6. Describe the grading criteria used in your cooperative education program.**

a. In the classroom:

b. On the job:

**7. List the rules and regulations in your cooperative education program.**

a. Attendance/tardiness at school

b. Attendance/tardiness on the job

c. Dress codes

d. Discipline

e. Other

**MODULE 1: STANDARDS ADDRESSED IN THIS MODULE****Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.4.11. Types of Writing**

- D. Maintain a written record of activities, course work, experience, honors and interests.

**1.5.11. Quality of Writing**

- B. Write using well-developed content appropriate for the topic.
- Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- F. Edit writing using the conventions of language.
- Spell all words correctly.
  - Use capital letters correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).