

Career Technical Work Based Learning (Cooperative Education) Course Syllabus

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Schedule: (1st Period) Prep Period
(2nd Period) BTA
(3rd Period) AD Duties
(4th Period) Co-Op

Course Description: Cooperative Education is a structured component of the Career and Technical Education (CTE) curriculum that integrates productive, progressive, supervised, work-based experiences/apprenticeships (Paid) and internships (Unpaid), related to students' career objectives. Content is planned for students through a cooperative arrangement between the school and employer as a component of work-based learning.

Prerequisites: It is recommended, but not required, that a student obtain concentrator status, (*two courses within a CTE program*) prior to enrollment in cooperative education. Students who have not obtained concentrator status must have successfully completed a minimum of one CTE credit. The **Career Preparedness** course will count as a Career Technical course regardless of the instructor's teacher certification. Documentation of Career Preparedness content standards achieved by the student may be used in lieu of course credit for Career Preparedness.

Career and Technical Student Organizations: Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL), the Association for Marketing Students (DECA), and SkillsUSA are cocurricular components of this course. These student organizations enhance classroom instruction, develop leadership skills, expand workplace-readiness skills, and provide opportunities for professional growth and service.

PROGRAM GOAL: To prepare students to be college and career ready and equip them with the skills needed for business and industry, continuing education, and lifelong learning.

Course Goals: Student

- Complies with the rules and regulations of the Work-Based Learning site.
- Observes the same regulations that apply to other employees.
- Adheres to all policies and regulations as set forth by school administration and the Cooperative Education Teacher-Coordinator.
- Will work at least 140 hours throughout the semester
- Will not pursue additional part-time employment while enrolled in Work-Based Learning.

- Will not displace adult workers who can perform such work as assigned in the work-based experience.
- Attends an annual employer appreciation if required by the Cooperative Education Teacher-Coordinator.

Absence policy: It is the student's responsibility to keep up with work assignments and activities, and abide by the policies of the individual work station.

Check-In/Out Policy: Students should abide by the policies of the individual work station.

Tardiness Policy: Students are expected to attend work on time.

Make-up Policy: Any work missed due to a sickness or illness is left up to the work station and or supervisor and must adhere with company policy.

Misconduct in the Workplace: Any misconduct in the workplace will be punishable both in the workplace, and in the school as this is a curricular course. Any misconduct resulting in a firing will result in the loss of a credit, or the placement of the student in another course.

Students with Disabilities: Jasper City Schools, in compliance with the Americans with Disabilities Act of 1990, will make every reasonable accommodation for students with special learning needs, including hearing impaired and visually impaired students and students with diagnosed learning disabilities, as well as other classifications of disability specified in the Act. Each individual business will be responsible for being ADA compliant as well.

Cultural Diversity: This program of study seeks to educate students to live and work in a global community of increasingly interdependent countries and is dedicated to the concept of cultural diversity. All businesses will be equal employment opportunity businesses as well.

Equipment/Supplies, Tools, Work Aids: Students are provided with basic materials for course completion at the individual work station.

Grading: Each student must turn in a weekly wage and hour report which will be taken as a grade, and will also be evaluated by the instructor and the supervisor twice during the semester.

Assessment Procedures: Students will be evaluated once every nine weeks by the Cooperative Education Instructor, as well as the work site supervisor.

FBLA: All students enrolled at Walker High School are eligible for membership in FBLA (Future Business Leaders of America). Joining FBLA is a great way to supplement your education through regional, state and national competitive events. Information about membership and competitions will be discussed further in class; however, dues are \$25 per year and can be paid to FBLA Leader .

Jasper City Schools

Work-Based Learning

SCHOOL REGULATIONS/POLICIES

1. Student acknowledges that the primary purpose of Work-Based Learning is educational and, therefore, agrees to abide by the **Work-Based Learning (WBL)** program policies and decisions of the Cooperative Education Teacher-Coordinator, including those regarding specific job placements.
2. Student acknowledges that the school, through the Cooperative Education Teacher-Coordinator, is acting as an intermediary between the training mentor and student and that the Cooperative Education Teacher-Coordinator has a legitimate right to know and a significant role in determining the outcome of any placement issues including, termination, scheduling, assignments, and all other aspects of student placement.
3. Work-Based Learning students who fail to perform satisfactorily in all subject areas during any grading period and who fail to improve during the next grading period should be asked to resign from his/her placement.
4. A student suspended from school should not be allowed to attend their WBL placement during the suspension. On the second offense he/she may be dropped from the Work-Based Learning program with a loss of all credit.
5. A student must comply with the LEA attendance policy to participate in the program.
6. A student losing his/her WBL placement due to any action deemed unacceptable by the school and Cooperative Education Teacher-Coordinator will be dropped from the program with possible loss of all credit.
7. A student whose WBL placement is terminated for any reason is to report to the Cooperative Education Teacher-Coordinator. Failure to do so may result in the student being dropped from the WBL program.
8. A student not attending regular school classes, and/or *the Cooperative Education Seminar class (per LEA decision)* cannot work at the WBL placement on the day(s) he/she is absent.
9. In case of absence, the student is *required* to call the Cooperative Education Teacher-Coordinator and his/her training mentor before class or working period.
10. Personal business handled at the WBL placement is prohibited.
11. Friends or family are not to visit the student at the WBL placement.
12. A student is to be on time at school as well as the WBL placement.
13. Parents should understand the student's responsibility to the training WBL placement and not interfere with the performance of his/her duties.
14. Business rules for dress and personal hygiene will be observed.
15. Since training is the primary objective, a student is expected to remain with the WBL placement to which he/she is assigned. Students may resign or change placements only with the express written permission of the Cooperative Education Teacher-Coordinator and following business practices for resignation. Students who fail to follow these procedures are subject to being dropped from Work-Based Learning.
16. The student organization is an integral part of a student's Career and Technical Education program. Therefore, all students are expected to participate in and actively support the Career and Technical Education student organization that relates to their career objective.
17. When Work-Based Learning students honor their training mentors with a banquet, reception, etc., all students are expected to attend with their training mentors as their guests.

18. Students are placed to train and are under the supervisions of the Cooperative Education Teacher-Coordinator and training mentor where they are placed.
19. Students must abide by all school rules and regulations for other students and consider themselves *under the jurisdiction of the school while at the WBL placement*.
20. *Transportation* to and from the WBL placement is to be arranged by the student/parent/guardian. Transportation problems do not justify absence from the WBL placement.
21. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the Cooperative Education Teacher-Coordinator, School Administrator, or CTE Instructor.

*I have read the foregoing rules for Work-Based Learning students and agree to follow them.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____