

Cooperative Education

Learning Through Experience



Cooperative Education Programs



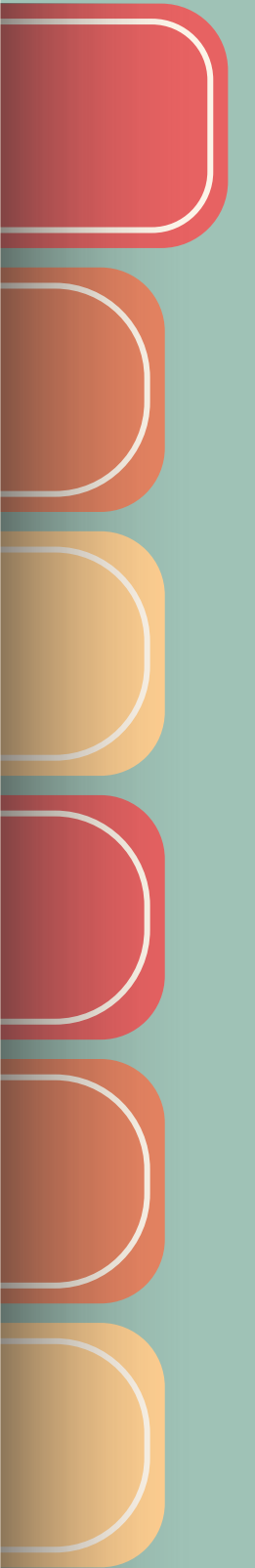
MEET THE PRESENTERS



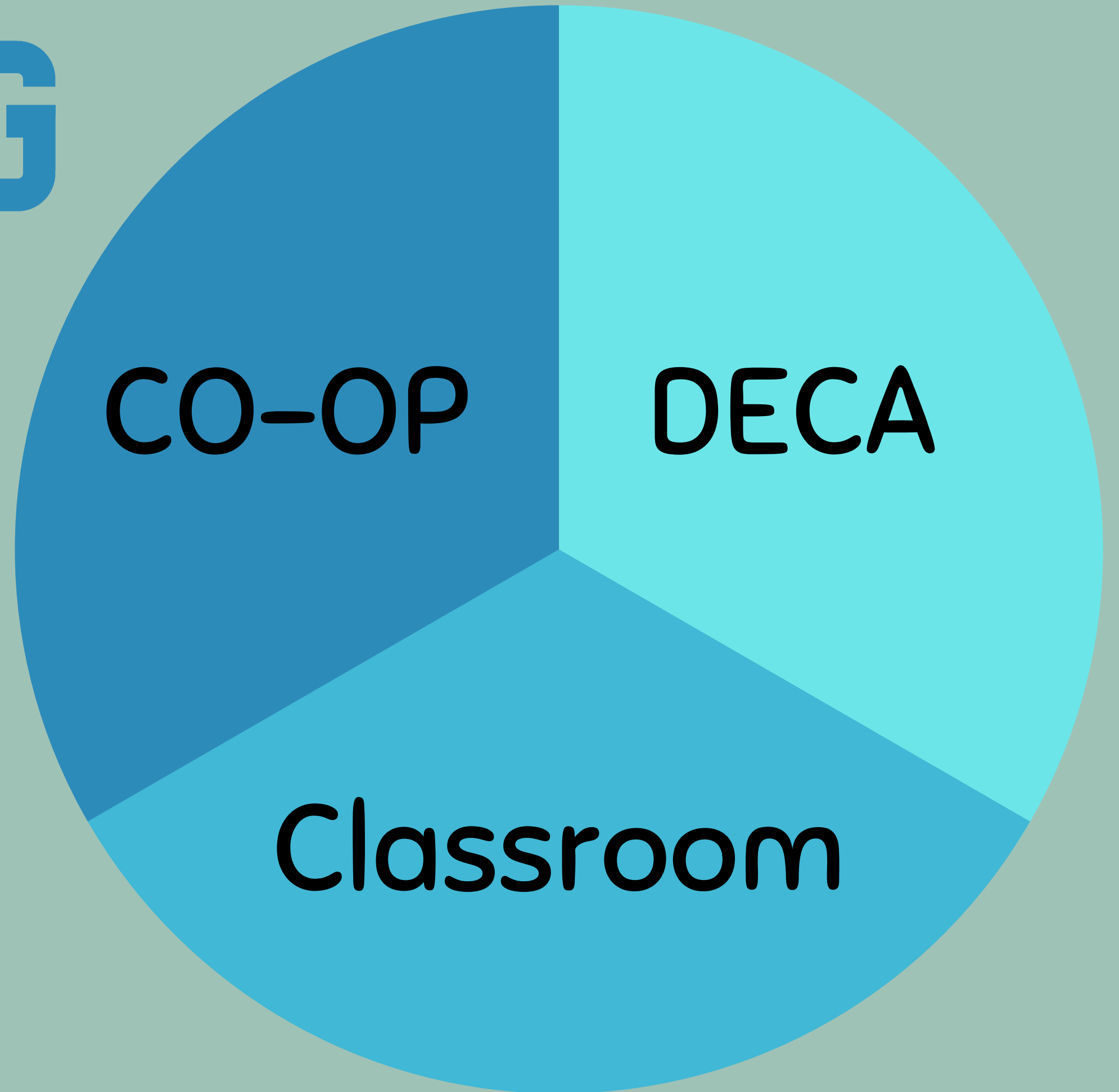
Kimberly McKee
Northside High
School
Roanoke County
28 Years of Teaching



Jordan Persinger
William Byrd High
School
Roanoke County
6 Years of Teaching



MARKETING PROGRAM



WHAT IS MARKETING COOPERATIVE EDUCATION?

PREREQUISITE

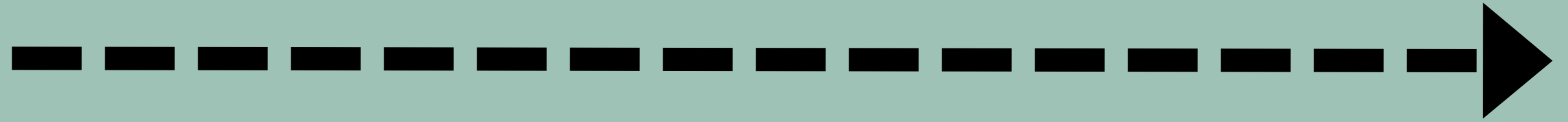
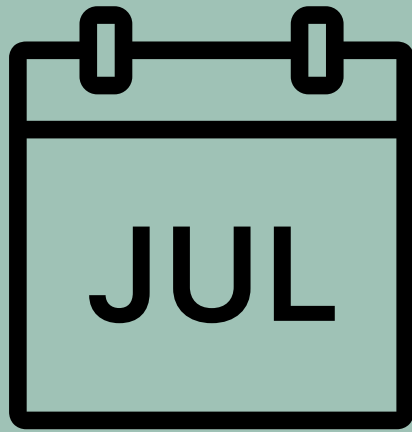
He/she must have instructor approval and be willing to accept employment in the marketing industry. Student **MUST** be 16 by Nov. 1.

DEFINITION

Students combine classroom instruction with continuous, on-the-job training during the year supervised by the marketing coordinator. On-the-job training during summer months also may be counted if supervised by the marketing coordinator with a training agreement and training plan.

A spiral-bound notebook with a light green cover and a cream-colored page. The page is framed by a thin green border. On the left side, there are seven dark brown spiral rings. On the right side, there are six colorful tabs in shades of red, orange, and yellow. The text is centered on the page in a bold, dark brown, sans-serif font.

THE TIMELINE OF COORDINATION



- Contact students by phone/email
- Assist unemployed students in obtaining a job
- Get training agreement signed
- Coordinate & observe students on-the-job



NO JOB?

Please use the following sheet provided to document your job search. The more information provided the better. Please follow up with each company within 3-5 days of dropping your job application (by phone or in person). I will also follow up with each employer.

GOOD LUCK!

Student Name _____ Week Ending _____

Date of Interview	Business- Name and Location	Business Phone	Person Contacted- Name and Title	Comments, Results, and Planned Follow-Up. Explain Clearly

I pledge that I have visited the above businesses in a sincere effort to obtain employment. _____
Student Signature

Student's Name _____ Program _____ School _____

Purpose: To provide the terms of the student's HOWBL experience and to outline the expectations and responsibilities of all parties involved with the HOWBL experience and to ensure compliance with the applicable legal requirements. (Students will earn an additional 1-credit for successful completion of their work-based learning component)

A. General Guidelines

1. It is important that all parties involved (parent, employer, and student) realize that this employment is under school supervision.
2. When a job situation becomes unpleasant for the student for any reason, the student/parent shall inform the coordinator immediately. By conference with the student and the employer, the coordinator will determine the course of action.

B. Student Responsibilities

1. Furnish teacher/coordinator with necessary information concerning training station and complete all necessary reports in a timely manner.
2. The student's attitude, cooperation, initiative, ability, and desire to learn will be considered as a part of his/her readiness for employment.
3. The student will show honesty, punctuality, courtesy, a cooperative attitude, and demonstrate proper health and grooming habits and appropriate dress.
4. Regular attendance is essential to the progress of the student in this program. When a student is absent from school, he/she is NOT permitted to work unless advanced permission is given by the program coordinator.
5. If a student loses his/her job through negligence, misdemeanor or quits, he/she may be removed from the program by the coordinator in consultation with the principal, employer, and parent. If the student is removed from the program, his/her school day will be rescheduled.
6. The student MUST maintain work status through the school year, earning a minimum of 280 on the job hours.
7. The student is expected to remain employed with the same business throughout the school year unless the coordinator gives prior approval.
8. Student use of tobacco/nicotine products is not permitted at the training station.
9. The student will leave school grounds following his/her last class or at a time specified by the coordinator and/or school administration. Transportation from the school outside of the regular school bus schedule will be the responsibility of the student and parents.
10. Any student not placed and receiving on-the-job training by the add/drop period in the home school will be dropped from the cooperative education portion of the program. Students would no longer be eligible for the "early work release" time that had been scheduled as part of this program.
11. Conform to all rules and regulations, including all safety requirements and acceptable use policies, of the place of employment and Roanoke County.

C. Parent Responsibilities

1. Assume responsibility for transportation and the student's safety from the time the student leaves home and/or school until the student reports to the HOWBL site and from the time the student leaves the HOWBL site until arrival at home.
2. If the parent should become concerned about any aspect of the program, including employment, he/she shall contact the coordinator.
3. Cooperate with all rules and policies of the school, workplace, and project site.
4. Ensure the student complies with any employer requirements regarding safety and PPE at the workplace as necessary (e.g., steel-toed shoes, prohibited jewelry, infectious disease safety mitigations, etc.)

D. Employer Responsibilities

1. Should the employer become dissatisfied with the student's work performance and attitude, he/she shall immediately notify the coordinator.
2. Adhere to federal and state regulations regarding labor laws, tax credits, safety regulations, and other applicable legislation.
3. Assist in developing a training plan with additional progressive occupational experiences to expose students to as many aspects of the operation as possible.
4. Assist students in completing classrooms/job-related projects and to provide available instructional materials and occupational guidance.
5. Adhere to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, non-disqualifying disability, age, or any other characteristic protected by law, avoiding at all times any denial of the benefits of the WBL experience for discriminatory reasons.
6. Provide time for consultation with the teacher-coordinator to evaluate student's on-the-job performance.
7. Give the student an orientation of the facility, introduction to relevant staff, and any pertinent safety guidelines at the beginning of the HOWBL experience.
8. Provide organized and progressive occupational experiences (as outlined in the training plan) to expose students to as many aspects of the operation as possible (if applicable).
9. Ensure that the work of the student learner in any occupations declared particularly hazardous shall be closely supervised and incidental to the training.
10. Correlate the safety instructions given by the school with the on-the-job training.
11. Notify the HOWBL coordinator/teacher/point of contact regarding any change affecting the student, including compensation, job responsibilities, supervision, work schedule, termination or leave.

E. Teacher and/or Coordinator Responsibilities

1. Ensure related classroom instruction, including safety procedures, is provided to prepare the students for the HOWBL experience if required.
2. Make periodic visits to training stations to observe student-trainees, to consult with training sponsors, and to assist student-trainees with any problems.
3. Assist in obtaining appropriate workstation.
4. Assist in the evaluation of student-learner's on-the-job occupational experiences.
5. Assume responsibility for initiating and developing individual training plans and ensuring that each plan is followed until it is mutually agreed to modify the plan (if applicable)
6. Cooperate with employers in developing appropriate training activities related to the students' career interests.
7. Cooperate with the employer to coordinate all details for the HOWBL experience, ensure the experience is organized, it relates to the student's career interests, and provide related classroom instruction.

I have read the above responsibilities in full and have a complete understanding and approval of my responsibilities. I pledge to put forth my best efforts in making the cooperative education program a success.

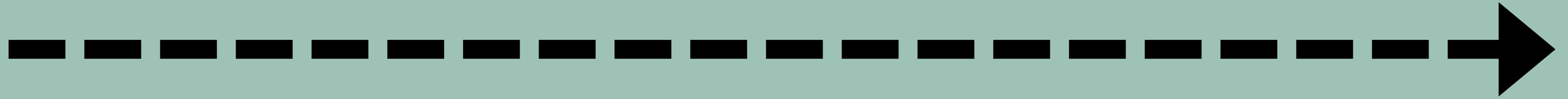
Parent/Guardian's Signature _____ Date _____ Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____ Coordinator's Signature _____ Date _____

Training Station _____ Principal's Signature _____ Date _____

Training Agreement

Click Title to Download



- Review rules & regulations
- Make sure ALL Co-Op students have an approved job
- Develop training plan with student
- Create spreadsheet of students and training stations
- Set up Co-Op folders



What to include in a Students Co-op Folder...

- **Students Training Plan**
- **Students Training Agreement**
- **Marketing Coordination Notes**
- **Signed Hours and Wage Calendar**
- **Job Change Forms with Two-week notice**

ROANOKE COUNTY SCHOOLS
COOPERATIVE EDUCATION
STUDENT POLICIES

The PARENT-STUDENT-EMPLOYER TRAINING AGREEMENT serves as the basic policy for the cooperative education classroom and on-the-job training. In addition, the rules listed below also apply to cooperative education students in Roanoke County Schools. It is important to understand that failure to adhere to these rules could result in the loss of the privilege of release time from school and being dropped from the cooperative education program.

Each Cooperative Education student:

1. 1. Is expected to exhibit proper behavior on the job. A student guilty of theft on the job WILL be removed from the cooperative program.
1. 2. MUST successfully complete both the classroom and on-the-job training phases of the program in order to receive two credits. Must work a minimum of 396 hours and be continuously employed throughout the school year. Each nine-week grade will be weighted as follows:
 2. 50% of 9 weeks' grade: Grade earned on the job; evaluation completed by employer; required documents
 3. 50% of 9 weeks' grade: Grade earned by student in the classroom
1. 4. Will be held responsible for keeping an accurate record of hours worked and wages earned and submitting them when required by teacher/coordinator.
1. 5. A student who is absent from school should not work that day unless the Coordinator gives permission. Penalties per nine weeks are as follows:
 - 1st Instance: Job grade lowered up to 10%
 - 2nd Instance: Job grade lowered up to 20% and parent notification
 - 3rd Instance: Job grade lowered up to 30% and conference with parent, student, teacher, and school administrator or representative
 - 4th Instance: Failing grade for 9 week marking period. Possible removal from program.
1. 6. RCS encourages student placements in the same training site for the school year. This provides consistency and continuity to the training experience. No student is to quit his/her job or give a notice without permission from the Cooperative Education Coordinator. If the job change is approved, the student must submit a separation notice to the employer and follow the work-site procedures for separating from the job. Grading penalties will result for:
 - Failing to get permission from Coordinator to quit or change jobs.
 - Failing to notify employer of your resignation (no shows).
 - Failing to give an acceptable written two week notice.
 - Failing to complete an employer's acceptable notice.
- □ Student's job grade will be determined as follows:
 - F=59 for violation of one part of the policy
 - F=45 for violation of two parts of the policy
 - F=30 for violation of three parts of the policy
 - F=0 for violation of four parts of policy
- 7. If a student is fired from a job due to negligence on the part of the student, then the student may receive a grade of F (59 or lower) during that grading period based on facts and circumstances. Also, for a second offense, the student is subject to removal from the program.
- 8. Early work release is determined by the daily school schedule. Students must adhere to dismissal times that might be altered or changed by the school district. Examples include: late opening due to inclement weather, testing schedules, etc. Students should notify employers if there is a change in the school schedule that may affect their working hours.

We have read the Cooperative Education Student Policies with complete understanding and agreement, and will abide by these rules.

Printed Students Name

Student Signature

Date

Printed Parents Name

Parent's Signature

Date

Student Policies

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Student _____ Student Phone _____

Student Address _____ Birth Date _____

Training Station & Supervisor _____

Address _____ Phone _____

Coordinator/School _____ Occupational Objective _____

Evaluation Code:

- 5 = Exceptional – Performance is outstanding and recognized as superior. Contributions have a significant/positive impact on organization
- 4 = Highly Effective – Performance consistently exhibits desired results effectively and independently while frequently exceeding expectations
- 3 = Effective - Performance clearly demonstrates a consistent, quality effort
- 2 = Needs Improvement – Performance requires monitoring to achieve consistent completion of work and requires more consistent, close supervision
- 1 = Below Standard – Performance does not meet established expectations
- 0 = Deficient – Performance not attempted

WORKPLACE READINESS SKILLS	EVALUATION			
	Date			
Self-Representation – personal habits, clothing, grooming, manners, language				
Productivity/Accuracy – level of satisfactory output generated, absence of errors				
Honesty – trustworthiness and personal integrity				
Reliability – dependability and responsibility				
Attendance – almost never late nor absent				
Attitude – disposition, manner, and outlook				
Initiative – self-motivator; acting without having to be told				
Enthusiasm/desire to learn – exhibits drive and determination				
Job knowledge- blending of job related education, skills, and experience				
Communication skills – effectively communicates with others				
Flexibility/Adaptability- manage many tasks and adapt to changing work conditions				
Reasoning/Problem Solving – ability to quickly understand new information				
Self-confidence – belief in one’s abilities/assurance				
Teamwork – cooperates with others to achieve company goals				
Diversity Awareness – works well with all customers and coworkers				
Conflict Resolution-manages emotions, negotiate solutions to interpersonal conflicts				
Follows company policy – adheres to the rules of the business				

Training Plan

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Coordination Spreadsheet

	A	B	C	D	E	F	G	H	I
1	Students Name	Job Site	Supervisor	Contact Number		Evaluation 1	Evaluation 2	Evaluation 3	Evaluation 4
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

	A	B	C	D	E	F	G	H	I
1	Students Name	Job Site	Supervisor	Contact Number		Evaluation 1	Evaluation 2	Evaluation 3	Evaluation 4
2		Blue Hills Golf Course	John			20-Sep	21-Nov	6-Feb	12-Apr
3		Blue Hills Golf Course	John			20-Sep	21-Nov	6-Feb	12-Apr
4		Blue Hills Golf Course	John			20-Sep	21-Nov	6-Feb	12-Apr
5		Bonsack Baptist Daycare	Tana Adams			28-Sep	16-Dec	17-Feb	27-Apr
6		Bonsack Kroger Starbucks	Devin			21-Sep	12-Nov	17-Feb	27-Feb
7		Misson BBQ	William		Morris	7-Sep			
8		Childrens Castle	Jessica			6-Sep	7-Nov	23-Jan	27-Apr
9		Cracker Barrel	Paul or Thomas			9/22/2022 and 10/7	15-Dec	6-Feb	4-Apr
10		Daves Moonwalk	Bryce Mullen		Morris			9-Jan	



- Begin 1st evaluation & observation
- Review and update training plan with manager

- Communicate with students about job
- Work with managers to set up guest speakers/job material for classroom

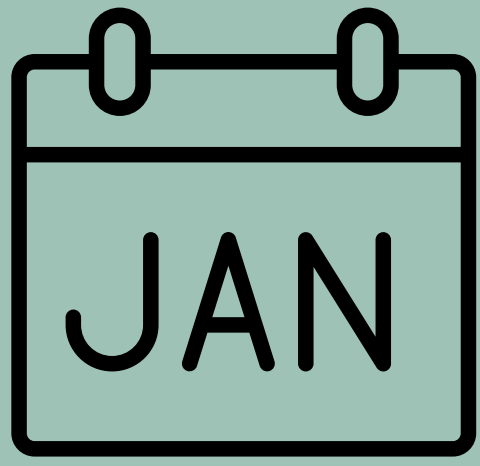




- Begin 2nd evaluation & observation
- Start planning for registration – RECRUIT with parents and students

- Complete 2nd evaluation & observation
- Registration for next year
- District DECA competition





- Complete registration
- Check number of hours - 1st semester (140 hrs.)

- Begin 3rd evaluation & observation
- Communicate with student about job



MONTHLY WAGE AND HOUR REPORT

AUGUST 2022

Student Name - _____
 Job Title - _____
 Company - _____
 Supervisor Name _____

WEEK	SUN	MON	TUES	WED	THUR	FRI	SAT	Total Hours
1		1	2	3	4	5	6	0
		0	0	0	0	0	0	
2	7	8	9	10	11	12	13	0
	0	0	0	0	0	0	0	
3	14	15	16	17	18	19	20	0
	0	0	0	0	0	0	0	
4	21	22	23	24	25	26	27	0
	0	0	0	0	0	0	0	
5	28	29	30	31				0
	0	0	0	0				
	Hours Worked		Pay Rate*		Gross Income		Tips**	
Week 1	0		\$0.00		\$0.00		insert tip amount	
Week 2	0		\$0.00		\$0.00		insert tip amount	
Week 3	0		\$0.00		\$0.00		insert tip amount	
Week 4	0		\$0.00		\$0.00		insert tip amount	
Week 5	0		\$0.00		\$0.00		insert tip amount	
Total	0				\$0.00		\$0.00	
*Only enter a pay rate if applicable to the HQ/WBL experience					Income Total			
**Only enter a tip amount if received and not included in the pay rate.					Total		\$0.00	
Year-To-Date		0				\$0.00		

YEAR-END HOUR & WAGE REPORT

2022-2023

Student Name - _____
 Job Title - _____
 Company - ASK- Herman L Horn
 Supervisor Name Tammy Clemmer

Month	Total Hours	Pay Rate	Gross Income
Jun-22	64.75		\$906.50
Jul-22	109		\$1,526.00
Aug-22	68		\$952.00
Sep-22	89.75		\$1,256.50
Oct-22	85.5		\$1,197.00
Nov-22	88		\$1,232.00
Dec-22	28		\$392.00
Jan-23	83.5		\$1,169.00
Feb-23	68		\$952.00
Mar-23	63.5		\$889.00
Apr-23	0		\$0.00
May-23	0		\$0.00
Jun-23	0	\$0.00	
Total	748		\$10,472.00

Student's Signature _____

Date _____

HQ/WBL Coordinator/Teacher/Point-of-Contact _____

Date _____

Monthly Wage and Hour Report

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- Begin 4th and FINAL evaluation & observation
- Discuss suggestions and improvements with managers for next year

- Complete evaluations.
- Check hours - 2nd semester (280 hrs.)
- Hold Co-Op Meeting
- Distribute Co-Op paperwork to NEW students



Co-Op Orientation

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- Assist in obtaining an approved job
- Get returned paperwork/develop training plan with NEW students
- Download/collect current students June (previous year)- May (current year) hours calender
- Complete CTE Follow-Up Surveys



Additional Resources

- [Job Change Form](#)
- [VDOE Work Based Learning Site](#)

Click Each Title to Download

Testimonies

