

Cooperative Education



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ISBE Course Description

376 Cooperative Education Classroom & 377 Cooperative Education Work

Length of Course: One year
one-half per semester

Credit Granted: One and

Prerequisite: None

Offered To: Seniors

Cooperative Education is a **capstone course** designed to assist students in the development of effective skills and attitudes through practical, advanced instruction in school and on the job through cooperative education. Students are released from school for their paid cooperative education work experience and participate in 200 minutes per week of related classroom instruction. Classroom instruction focuses on providing students with job survival skills and career exploration skills related to the job and improving students' abilities to interact positively with others. For skills related to the job, refer to the skill development course sequences, the task list or related occupational skill standards of the desired occupational program. The course content includes the following broad areas of emphasis: further career education opportunities, planning for the future, job-seeking skills, personal development, human relationships, legal protection and responsibilities, economics and the job, organizations, and job termination. A qualified career and technical education coordinator is responsible for supervision. Written training agreements and individual student training plans are developed and agreed upon by the employer, student and coordinator. The coordinator, student, and employer assume compliance with federal, state, and local laws and regulations.

Cooperative Education

- Cooperative work training was developed to provide students with maturing experiences through employment that will help them become productive, responsible individuals.
- It is designed for juniors and seniors as a one-year program
 - Most schools in the area offer to only seniors
 - Washington Community HS - includes juniors (if a senior repeats Co-op, it's independent study and usually an early grad); however the student would repeat the classroom course portion
 - East Peoria HS - includes juniors only if they have an IEP (most work in cafeteria)

Cooperative Education Curriculum

First Semester

- Job Skills curriculum
 - Covers self-assessments (strengths, preferences, interests, needs, learning styles), Goal Setting, Career Exploration, Interviewing, Interpersonal Skills/Team work, Communication Skills, Problem Solving Skills, Laws and Safety, Time Management

Second Semester

- Dave Ramsey curriculum
 - Covers financial education - saving and budgeting, credit and debt, financial planning and insurance, income, taxes and charitable giving
 - Counts as Resource Management course replacement

Handbook for Cooperative Education, Internships, and Registered Apprenticeship

https://www.isbe.net/Documents/coop_ed_handbook.pdf

Teacher Requirements

- Must be endorsed in a CTE area
 - Agricultural education, business, marketing, and computer education, family and consumer sciences, health careers, or technology education
- Must have at least 2,000 hours of related work experience outside of education, i.e., experience directly related to the teaching field.

Teacher Requirements

- Must have taken the two required Co-op courses to be certified
 - Offered through ISU online in June and July of each summer
 - ISU BE-480: Organization & Administration of Career and Technical Cooperative Education Programs
 - ISU BE-482: Coordination Techniques of Career and Technical Cooperative Education Programs
- For every 10 students registered in Co-op, one prep hour is given to teacher
 - “Adequate time is provided for the teacher-coordinator to coordinate and supervise training station learning experiences (a minimum of 30 minutes of coordinator time per student per week is required).” Source p. 20 of ISBE Handbook

Co-op Student Application

- Students must fill out an application and turn in by February 1st deadline in order to be considered for entry into Co-op program
- Students must be on track for graduation
- Students list two career interests to help with placement
- Mandatory meeting in May to go over expectations

Co-op Student Application

- Students can find their own jobs related to their career interests. If not, they are to let me know by July 1st so I can try to help them with placement.
 - Help find placement before end of school year
- Students must have a job when school begins (on the first day)
- If students are involved in sports, it's difficult to complete Co-op requirements
 - Depends on student schedule
 - If they're on track for graduation
 - When practices end
 - What type of job they have

Student Requirements

- Students must abide by training agreement:
 - In order to be in Co-op, students must take the classroom and the work portion together throughout the year.
 - 376 Cooperative Education Classroom and 377 Cooperative Education Work
 - Students must provide copies of pay stubs as proof of working as well as a weekly report stating the hours they actually worked.
 - Students must provide their own transportation

Student Requirements

- Students who take Co-op do not have to be enrolled in Resource Management. Students must be enrolled the entire year to get this requirement since it is taught second semester.
- Students hold regular, career-related, part-time jobs for their paid cooperative education work experience, and receive at least 200 minutes per week of related classroom instruction - Source p. 41 ISBE Handbook
- To be enrolled in the Co-op Related Class as well as an upper level career and technical course which should be in the area of employment/training (*preferred*).

Student Requirements

- Students must work:
 - At least 10 hours minimum per week and work at least one day during the school week. Can work any hours on weekends.
 - ISBE Handbook recommends 10-20 hours per week so students have time for homework and other activities.
 - Where they receive a paycheck and taxes are taken out. Cannot be paid in cash nor by commission only. Must be an hourly or salary rate.

Student Requirements

- Students must work:
 - In a position where they are not supervised by a family member
 - In a year-round position and not temporary work (seasonal)
 - In a legally acceptable Co-op position for one's age and/or safety defined by Co-op state guidelines
 - In a position where they cannot be self-employed or work where they keep track of their own hours

Employer Requirements

- Employer must adhere to all federal and state regulations regarding employment, child labor laws, minimum wages, job safety, and civil rights, and will give the student the same consideration as other employees of the company.
- Employer agrees to contact coordinator immediately about any on-the-job injury, or unsatisfactory development, or if a layoff or termination seems likely

Labor Laws

- The Fair Labor Standards Act generally prohibits the employment of a minor in work declared hazardous by the Secretary of Labor
 - See p. 170 in handbook for hazardous job restrictions
- Work Permits/Age Restrictions
 - Illinois Child Labor Law specific to 14- and 15-Year Olds
 - A 14 or 15 year old minor may NOT work:
 - before 7 a.m. after 7 p.m. between Labor Day and June 1 after 9 p.m. June 1 through Labor Day
 - More than 8 hours on non-school days
 - More than 3 hours on school days
 - More than 24 hours during school weeks
 - More than 48 hours during non-school weeks
 - More than six days per week

Labor Laws

Source: p. 174-176
in ISBE Handbook

Fourteen- and 15-year-olds **MAY** be employed to perform the following in retail, food service, and gasoline service establishments:

Office and clerical work, including operation of office machines.

Cashiering, selling, modeling, art work, work in advertising departments, window trimming and comparative shopping.

Price marking and tagging by hand or by machine. assembling orders, packing and shelving.

bagging and carrying out customer orders.

Errand and delivery work by foot, bicycle, and public transportation.

Cleanup work, including the use of vacuum cleaners and floor waxers. The cleaning of kitchen equipment, including the filtering, transporting, and disposal of oil and grease, is permitted as long as the temperatures of the surfaces and the oil and grease do not exceed 100° F.

Fourteen- and 15-Year-Olds **MAY NOT** be employed in:

Any manufacturing occupation.

Any mining occupation.

Most processing occupations such as filleting of fish, dressing poultry, cracking nuts, laundering as performed by commercial laundries, bulk or mass mailings (*except* certain occupations expressly permitted in retail, food service and gasoline service establishments as discussed below).

Occupations requiring the performance of any duties in workrooms or workplaces where goods are manufactured, mined or otherwise processed (*except* to the extent expressly permitted in retail, food service, or gasoline service establishments as discussed below; and as discussed in footnote 2 below).

Public messenger service.

Operation or tending of hoisting apparatus or of any power-driven machinery, including lawnmowers, trimmers, and ~~weed whackers,~~ but not including office machinery and those

Labor Laws

Source: p. 174-176
in ISBE Handbook

Maintenance of grounds, but not including use of power-driven mowers or cutters.

Kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, such as, but not limited to, dishwashers, toasters, dumbwaiters, popcorn poppers, milk shake blenders, coffee grinders and microwave ovens that do not have the capacity to warm above 140° F.

Work in connection with cars and trucks if confined to the following:

**Dispensing gasoline and oil.

**Courtesy service on premises of gasoline service station.

**Car cleaning, washing, and polishing.

**Other occupations permitted by this section.

But not including work involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

Cleaning vegetables and fruits, and wrapping, sealing, labeling, weighing, pricing, and stocking goods when performed in areas physically separate from areas where meat is prepared for sale and outside of freezers and meat coolers.

machines in retail, food service and gasoline service establishments that are expressly permitted and discussed below.

The operation of motor vehicles or service as helpers on such vehicles.

Any occupation found and declared to be hazardous by the secretary of labor.

Occupations in connection with:

transportation of persons or property by rail, highway, air, on water, pipeline, or other means.

warehousing and storage.

communications and public utilities.

construction (including repair). *Except* office or sales work in connection with a., b., c., and d. above when not performed on transportation media or at the actual construction site.

Fourteen- and 15-year-old employees MAY NOT be employed to perform the following in Retail, Food Service, and Gasoline Service Establishments:

Work performed in or about boiler or engine rooms.

Work in connection with maintenance or repair of the establishment, machines, or equipment.

Outside window washing that involves working from windowsills, and all work requiring the use of ladders, scaffolds, or their substitutes.

Cooking (*except* with electric or gas grilles that do not involve cooking over an open flame and with deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets into and out of the oil or grease).

Baking.

Labor Laws

Source: p. 174-176
in ISBE Handbook

	<p>Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers.</p> <p>Work in freezers and meat coolers and all work in preparation of meats for sale (<i>except</i> wrapping, sealing, labeling, weighing, pricing, and stocking when performed in other areas).</p> <p>Loading and unloading goods to and from trucks, railroad cars, or conveyors.</p> <p>All occupations in warehouses <i>except</i> office and clerical work.</p>
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Work-Based Learning

- Health Occupations - through ICC
 - Applications due by January 31st
 - Accepts future Juniors and Seniors
- Construction - through PERFECT
 - Applications due by March 1st
 - Interviews
 - Accepts future Juniors and Seniors
- WBL is for credit only. There is no income or wages earned in the internships involved.
- Co-op is not affiliated with WBL

Work-Based Learning

FY20

Construction Applications Due: March 1, 2019

Health Occupations Applications Due: January 31, 2019

Program	Description	Time	Location	Length of Program	Credit Earned
Construction	The competency-based Construction program exposes students to a variety of high-skill, high-wage construction industry careers. Students participate in specialized hands-on training, classroom instruction and internships at various locations, including apprenticeship schools and local construction job sites. Instruction includes a focus on safety and the skills necessary to succeed in various construction careers, from skilled trades to project management.	7:30 a.m.- 9:30 a.m.	Various apprenticeship schools and local union businesses	Up to 1 year	
Health Occupations	Participants in the Health Occupations program will gain a basic understanding of a wide variety of careers within healthcare and gain knowledge and nursing assistant skills, through classroom instruction, lab activities, and clinical experiences. Upon successful completion, students will be eligible to sit for the State of Illinois Nursing Assistant exam and work as a CNA in any health care setting.	7:00 a.m.- 10:00 a.m.	Illinois Central College-North Campus, ICC-Pekin, or Eureka	1 semester (Fall or Spring)	7.5 credit hours

Trades

- Union trades are off limits to high school students
 - Need to be a high school graduate or have a G.E.D.
 - Minimum 18 years old
 - Recommend that high school students job shadow any of the trades for a day or two.
- If a student wants to go into a trade, I would try to find a business that would take on a Co-op student in that area.
 - Place student in the environment due to job restrictions
 - Morton Mack
- Depending upon employer, employee would not need to be OSHA certified for different types of work. Not all employers require a welding certificate - some get trained on the job. Employers would like to see past experience in different types of welding to apply for a welding job.