

## COOPERATIVE EDUCATION OJT

### *Student Work Hours, Credit(s) & Enrollment Policy*

This course provides instruction in the methods of acquiring the necessary human relations skills, work ethic, and common knowledge required for successful employment and for selection of a career plan that will guide transition from school to work.

**Concurrently, the student is to be paid, supervised part-time employment as a means of gaining experience in the work environment.**

The OJT/Internship work hours and credit(s) policy for Volusia County Schools is identified below:

TRADITIONAL SCHEDULE		
7 Period Day		
Credit(s) Earned	Work Hours Required Weekly (for 36 weeks)	OJT Release Period(s)
1	5 hours	1 Period
2	10 hours	2 Periods
3	15 hours	3 Periods
4	20 hours	4 Periods

**Credit Policy:**

- Students must work for the ENTIRE 36-week school year to earn credits.
- Students who work for 18-weeks (1 semester) can earn ½ credit.

**Cooperative Education/OJT & Internship Course Enrollment Requirements**

Request the following course from guidance: **Cooperative Diversified Education – OJT**

Email : [GuidanceSummerTeam@groups.volusia.k12.fl.us](mailto:GuidanceSummerTeam@groups.volusia.k12.fl.us)

For specific questions: [cabramsk@volusia.k12.fl.us](mailto:cabramsk@volusia.k12.fl.us)

Ideally, students should be enrolled in BOTH an off-campus OJT work experience and an in-school CTE course for several reasons:

1. The in-school course is the school-based link to the work-based experience whereby the student gains employability skills and learns about employer expectations; workers' rights and protections; human relations; communication; safety; and other program framework competencies necessary for a successful work-based experience.
2. The in-school course allows a teacher/coordinator to monitor the work-based experience and differentiate instruction based on student worksite needs.
3. There is **state-required documentation** (auditable) that must be completed prior to work site placement and maintained throughout the school year, as well as on-going child labor law considerations and required worksite visitations.