Dublin City Schools Co-op Academy Framework 2026

CO-OP ACADEMY

Overview

The Dublin Cooperative education experience assists students in developing the skills, knowledge, and expertise to succeed in work and life. Through classroom lessons and professional work-place learning experiences (internships); students work to develop the critical thinking, communication, collaboration, creativity, and problem-solving skills required for success in college and careers. Students will earn the OhioMeansJobs-Readiness Seal.

Co-op experiences allow students to engage in real-world learning and explore potential career pathways. These experiences may take place during or outside the school day and may include site-based or project-based opportunities. Students will be expected to complete onboarding experiences with an assigned co-op advisor prior to starting the co-op experience. This course primarily aligns to the OhioMeansJobs-Readiness Seal competencies, ensuring students demonstrate professional skills validated through real-world experiences. Students will participate in planning, goal setting, and other skills aligned to the OhioMeansJob-Readiness Seal. Any concerns or questions regarding transportation can be addressed with the Co-op coordinator(s) prior to starting the course.

The Dublin Co-op explores the following:

- Career Aptitude & Interest
- Personal Branding
- Goal Setting
- Communication Skills
- Networking
- Grit and Perseverance
- Professional Confidence
- Time Management
- Emerging and Changing Career Trends
- Workplace Expectations

Career Readiness & Employability	
Topic	**Key Focus / Skills**
Career Readiness and Preparation Communicate professionally, research career options and aptitudes, and make informed career decisions.	Demonstrate effective verbal and written communication in professional settings (emails, phone calls, interviews). Understand and use appropriate workplace etiquette, tone, and nonverbal communication. Analyze at least one career field considering labor market data, required education/training, and advancement opportunities. Evaluate personal strengths, interests, and skills to determine career fit. Develop a realistic postsecondary career plan. Create and maintain professional artifacts including a resume, digital portfolio, and online profile. Build and utilize a professional network, including conducting at least one mentor or industry interview. Demonstrate the ability to seek out and respond to professional opportunities.
Employability Skills Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.	Demonstrate reliability, accountability, and professional behavior in a workplace or simulated environment. Meet employer expectations for attendance, task completion, and communication. Reflect on feedback from supervisors and adjust behavior accordingly. Apply key employability skills such as teamwork, problem solving, time management, and adaptability in real or simulated work experiences. Document and reflect on skill development through structured logs and reflections. Complete a minimum of 60 hours of work-based or applied learning experience.

	Connect workplace tasks to transferable skills and long-term career growth. Demonstrate how entry-level roles contribute to career progression. Produce regular written reflections that evaluate experiences, challenges, and skill development. ● Set, monitor, and adjust personal and professional goals throughout the course. ● Articulate how experiences have influenced future plans.

Culminating Experience *Upon completion of work-based learning, students will earn the OhioMeansJobs-Readiness Seal and will create a work portfolio.*	
Topic	**Student Competencies**
Workbased Learning Portfolio	**YouScience & Career Interest:** Identify personal strengths, interests, and potential career pathways. **Mentorship Expectations:** Understand mentor roles and communicate effectively with mentors. **Resume:** Create a professional resume that highlights skills and experience. **Elevator Pitch:** Present yourself confidently and clearly in a short professional introduction. **Interview Skills:** Prepare for and perform effectively in professional interviews. **Portfolio Completion:** Organize and maintain a digital portfolio showcasing skills and achievements. **OhioMeansJobs-Readiness Seal Completion:** Apply and document key OMJ competencies to meet career readiness standards. ● Reliability - The student has integrity and responsibility in professional settings.

	● Work Ethic - The student has effective work habits, personal accountability and a determination to succeed. ● Punctuality - The student arrives on time and ready to contribute. ● Discipline - The student abides by guidelines, demonstrates self-control and stays on task. ● Teamwork/Collaboration - The student builds collaborative relationships with others and can work as part of a team. ● Professionalism - The student demonstrates honesty, learns from mistakes and dresses/acts appropriately and responsibly. ● Learning Agility - The student desires to continuously learn new information and skills. ● Critical Thinking/Problem-Solving - The student exercises strong decision-making skills, analyzes issues effectively and thinks creatively to overcome problems. ● Leadership - The student coaches and motivates peers, prioritizes and delegates work, and leverages the strengths of others to achieve common goals. . ● Creativity/Innovation - The student is original and inventive and communicates new ideas to others, drawing on knowledge from different fields to find solutions. ● Oral and Written Communications - The student articulates thoughts and ideas clearly and effectively in written and oral forms. ● Digital Technology - The student has an understanding of emerging technology and leverages technology to solve problems, complete tasks and accomplish goals. ● Global/Intercultural Fluency - The student values, respects and learns from diverse groups of people. ● Career Management - The student is a self-advocate and articulates strengths, knowledge and experiences to succeed in a job or postsecondary education.