

# R. D. Anderson Applied Technology Center Cooperative Education Handbook

## **Introduction**

Cooperative education is an alternative method of instruction for career and technology education students who, through written cooperative arrangements between the career center and employers, receive instruction at an appropriate work site in business and industry. The experience must be planned and supervised by the school and employers so that it contributes to the student's education and employability.

The purpose of this "Handbook and Training Record" is to inform students, parents and the employer of the co-op policies and procedures and to communicate the responsibilities of all parties involved in the co-op process.

## **Mission Statement of R.D. Anderson Applied Technology Center**

The mission of R.D. Anderson Applied Technology Center is to provide an applied learning environment in which all students have an opportunity to develop job skills and work ethics necessary to be successful in the workplace and/or post-secondary education.

## **Philosophy**

It is the responsibility of R.D. Anderson Applied Technology Center to meet the needs of each student who is interested in developing a marketable skill. By offering specialized training in various occupations, the school provides more depth and breadth to the existing curriculum in the high schools.

## **Goals**

To provide students the opportunity to receive real experience in the world of work which will increase their knowledge of a specific trade area and enhance other skills necessary for employment.



*Co-op was a great learning experience for us!*

### **Objectives of the Cooperative Education Program**

1. To offer qualified student's cooperative education training as mandated by the Educational Improvement Act.
2. To place students in training sites where they will meet career and technology program objectives and competencies.
3. To provide students an opportunity to develop skills through on the job training and working with professionals in local business and industry.
4. To allow students to develop positive attitudes and work habits necessary for job placement.
5. To allow students to develop work ethics, marketable skills and knowledge which are necessary for successful careers.
6. To allow students to develop self-confidence, maturity, and a feeling of achievement.
7. To permit students to receive job experience in business/industries that cannot be duplicated in the classroom.
8. To give students an opportunity to improve communication skills and work ethics.

9. To expand the students' knowledge of available occupations, employment requirements, and working conditions.
10. To provide students an opportunity for a smooth transition into the work force.
11. To establish relationships between the career center and business/industry.

### **Requirements for Student Participation**

- A. Be enrolled in a second level of a CATE program.
- B. Be at least 16 years of age (18 if required by a worksite).
- C. Be recommended by an instructor.
- D. Have a "C" average in the cate program.
- E. Be passing all high school courses or meet the standard for participation as recommended by the CATE instructor.
- F. Have an attendance record and discipline record rated acceptable by instructor, co-op coordinator and training site representative.
- G. Have paid all vocational fees.
- H. Provide own transportation.
- I. Have parents/guardian permission.
- J. Exit examinations status (see special provisions).

### **Policies**

A. Cooperative Vocational Education is offered in the following:

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1. Automotive Technology IV       | 9. Horticulture                      |
| 2. Retail Marketing               | 10. Industrial Electricity           |
| 3. Carpentry II                   | 11. Residential Electricity          |
| 4. Auto Collision Repair II & III | 12. Machine Tool Technology II & III |
| 5. Welding II & III               | 13. Masonry II                       |
| 6. Architectural/Mechanical CAD   | 14. *Nursing Assisting               |
| 7. *Fire/EMS                      |                                      |
| 8. Culinary Arts (Pro Start)      |                                      |

\* Non-paid cooperative education experience

**The instructor determines when the co-op experience will be beneficial to the student and the duration of the experience. Students will be expected to keep up with new content being taught by reporting to their regular class at R.D. Anderson as scheduled in their training plan.**

- B. Co-op training will be available to students at any time during the school year. Exact dates will be scheduled on an individual basis as part of the training plan.
- C. Co-op training hours will normally be during afternoon CATE class hours and/or after

- classes at the high school. Exact schedules will be decided on as a part of the training plan.
- D. Co-op students may be paid at a rate agreed upon by instructor and employer as part of the training plan.
  - E. Workers compensation will be provided as specified in training plan. If the employer does not cover the student, R.D. Anderson will provide workers' compensation through its insurance carrier.
  - F. Duties performed by student must coincide with vocational course competencies and objectives.
  - G. R.D. Anderson Applied Technology Center will not furnish transportation.
  - H. Discharge, withdrawal, or transfer may occur when student:
    - 1. Performs duties not specified on the training plan.
    - 2. Fails a high school subject.
    - 3. Is absent an excessive number of days.
    - 4. Reports to work and not to high school classes.
    - 5. Is absent from work without prior arrangements and does not notify the co-op coordinator or instructor as specified.
    - 6. Receives low evaluations from employer.
    - 7. Receives poor performance ratings.
    - 8. Discipline problems at the Career Center or home high school.
  - I. A student's grades in CATE courses will be based on employer evaluations.
  - J. Students will not displace other workers who perform similar work on the job.
  - K. No person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap or being disadvantaged will be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in this program.
  - L. Training sites must be within a reasonable driving distance of the high school.
  - M. If any instructor recommends co-op training earlier than the times prescribed, the instructor must:
    - 1. Schedule days in which the student reports to RDA to work on competencies that are not being met on the co-op job.
    - 2. Submit a written plan to the director and job placement coordinator stating competencies that will be taught at RDA and competencies on co-op. (use form provided by Job Placement office).

## Procedures

- Students will be informed of co-op opportunity:
  - 1. during recruitment by R.D. Anderson ATC staff
  - 2. during orientation session
  - 3. by instructor
  - 4. by written materials

- Students will be informed of eligibility by co-op coordinator and instructor.
- When two or more students are available for the same co-op position, the employer will interview eligible students and select one student.
- When only one student is available for two or more co-op employer requests, the student, assisted by the instructor, will decide on a training site.
- The instructor, co-op coordinator and employer will develop the training plan for the student (competencies, hours, length of co-op experience, pay rate).
- Training plan and agreements will be signed and copies distributed to employer instructor and co-op coordinator. Students will not be released to start co-op until all forms are signed by all participants.
- Students will receive “Co-op Handbook” with information, training plan, and all required forms. (Turn in to R.D. Anderson at end of training period)
- Co-op coordinator and/or instructor will visit student on training site.
- Employer will evaluate students periodically as listed in training plan.
- All records will be completed and maintained as outlined by state standards.

## **Participant Responsibilities**

### **Career Center**

1. Provide implementation, maintenance, and supervision of cooperative instruction.
2. Provide training plan for each student participant.
3. Verify insurance coverage designated by state regulations.
4. Provide Workers Compensation when not provided by the employer.

### **Co-op Coordinator (R.D. Anderson ATC)**

1. Coordinate all co-op activities.
2. Determine student eligibility.
3. Locate employers and training site.
4. Assist in writing plans and agreements.
5. Sign training agreements.
6. Visit student at training site.

7. Follow-up after training is complete.
8. Maintain all co-op record/files.

### **Instructor**

1. Recommend student for co-op program.
2. Assist coordinator in locating training site.
3. Assist in writing training plans and agreements.
4. Visit student at training site.
5. Sign training agreement.
6. Maintain record/files.
7. Determine grade based on co-op evaluations.

### **Employer-Training Site Representative**

1. Assist in writing training plan.
2. Sign training agreement.
3. Comply with all labor laws.
4. Evaluate student as outlined in training plan.
5. Communicate with co-op coordinator.
6. Provide safety instruction.
7. Supervise students on the job.
8. Maintain records and files.
9. Call job placement coordinator or instructor when student is absent.

### **Student**

1. Sign training agreement.
2. Provide own transportation to worksite.
3. Call training site and R.D. Anderson on days absent.
4. Maintain records/forms in student "Handbook".
5. Exhibit good work habits.
6. Maintain passing grades in high school subjects.
7. Perform assign tasks as listed in the training plan.
8. Return to R.D. Anderson on scheduled dates and at other times as requested by instructor (field trips, contests, exams, honors day, etc.).
9. Call R.D. Anderson and employer when absent.

### **Parent/Guardian**

1. Sign training agreement.
2. Provide insurance coverage.
3. Contact student's employer thru co-op coordinator.
4. Support their son's/ daughter's on-the-job effort.