

COOPERATIVE EDUCATION MANAGEMENT GUIDE FOR TEACHER-COORDINATORS

“A Realistic Approach”

I'VE READ ALL
THIS STUFF . . .
NOW WHAT DO I
DO?





FUN WITH FORMS

TIP: Copy forms in different colors for easy identification.

Cooperative Education Training Agreement

What is it? An agreement that outlines the rules and responsibilities of the student, parents, employer, teacher-coordinator, and school administration.

How do I use it?

- ◆ Obtain signatures of all parties involved in cooperative education
- ◆ Obtain all signatures before end of schedule change period
- ◆ Require student to obtain signature of parent and employer to ensure that all parties are aware of their involvement in the program
- ◆ Give student and employer a copy for reference
- ◆ Keep the signed copy on file for teacher

TIP: Have school official sign the Training Agreement before you make copies.

Cooperative Education Training Plan

What is it? A list of competencies a cooperative education student is expected to demonstrate while in the workplace.

How do I use it?

- ◆ Obtain samples from local LEA for your subject area
- ◆ Develop a plan for each student
- ◆ Discuss with employer, make necessary adjustments, and obtain signature
- ◆ Discuss with student and obtain signature
- ◆ At end of grading period, have employer review plan, evaluate student, and update plan for next grading period



NOTE: Connecting activities may be used to create a training plan

Student Wage and Hour Record

What is it? Documentation of hours worked and wages earned on a monthly basis.

How do I use it?

- ◆ Require students to complete form on a monthly basis
- ◆ Maintain a running total of wages and hours throughout the year
- ◆ Use figures to complete the required VEIS-6 form provided by your LEA at the end of the school year
- ◆ File completed Wage and Hour Records in a secure place

TIP 1: Set a due date for the wage and hour form. Suggested date is no later than the 5th of each month.

TIP 2: Give a grade for completing the wage and hour form.

TIP 3: Verify continued student employment by employer signature on Wage and Hour Record, or by periodically checking students' pay stubs.

TIP 4: Simplify your job by maintaining wage and hour totals on Microsoft Excel or Works spreadsheet program.

Summer Wage and Hour Record

What is it? A record of wages earned and hours worked during the previous summer.

How do I use it?

- ◆ Require students to complete form at the beginning of the school year
- ◆ Use figures to complete the required VEIS-6 form provided by your LEA at the end of the school year
- ◆ File completed summer wage and hour reports in a secure place

Cumulative Wage and Hour Record

What is it? A form, used by cooperative education students, to record their wages and hours worked at their training site for the year on a monthly basis.

How do I use it?

- ◆ Require students to update form each month, prior to turning in wage and hour report, so as to monitor progress on completing the required hours
- ◆ Use as a check for accuracy against your cumulative Wage and Hour Records

Weekly Job Search Update/Interview Summary

What is it? Forms used by students to document job search activities while unemployed.

How do I use it?

- ◆ Monitor student progress in securing employment
- ◆ Documentation for removal from the program, if necessary
- ◆ File all job search forms in a secure place

Cooperative Education Contact Record

What is it? A record of individual student training station information and all contacts made with the training station regarding that student.

How do I use it?

- ◆ Keep in coordinator's notebook as a reference prior to making coordination visits
- ◆ Document use of coordination time

TIP: Keep notes on individual employers or training stations that may be helpful in the future.

Employer Evaluation

What is it? An evaluation of a student's job performance as well as general work habits and personal traits which is completed by the employer.

How do I use it?

- ◆ Meet with each employer during each grading period and have them complete the evaluation
- ◆ Review with student and discuss ways of improving job performance
- ◆ Incorporate into student grade for the grading period
- ◆ File completed evaluations in a secure place

TIP 1: Schedule appointments so that all evaluations will be completed and returned before the end of the grading period.
TIP 2: Take stamped, self-addressed envelopes to your appointments in case the employer prefers to complete evaluation at a later time.

Request for Job Change

What is it? A form completed by a student when he/she is considering a job change.

How do I use it?

- ◆ Make sure students are aware that the form must be completed prior to giving notice at current job
- ◆ Use in discussion with student and/or parent about potential job change

Cooperative Education Placement Report

What is it? A form that may be required by your LEA to document student placement.

How do I use it?

- ◆ Use contact record to help in completing the report
- ◆ Complete when requested by LEA (usually in mid-October)

Cooperative Education Coordination Record

What is it? A form that may be required by your school or LEA to document coordination activities.

How do I use it?

- ◆ Update on a daily basis as necessary
- ◆ Submit on a monthly basis
- ◆ Should correspond to Contact Record

Coordinator Sign-out Sheet

What is it? Notification and documentation of coordination-related absence from the school site.

How do I use it?

- ◆ Use if school does not currently have a sign-out process
- ◆ Fill out each time you leave the school site for coordination-related reasons

Mileage Report

What is it? Request for reimbursement of mileage accumulated in the performance of coordination and VSO activities.

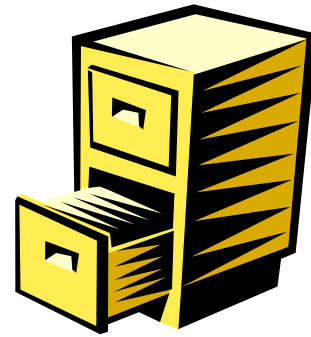
How do I use it?

- ◆ Obtain local LEA mileage form
- ◆ Obtain required signatures prior to submitting
- ◆ Submit in a timely manner based on LEA deadlines

TIP 1: Use trip odometer to track mileage.
TIP 2: Have form handy in car to record mileage daily.







COORDINATOR FILE MANAGEMENT







Individual Student Administrative Files

What do I do and why?

-  Set up one file per student
-  Put all co-op files together
-  Maintain secure place for forms, confidential records and other documentation
-  Meet state requirement of keeping files for five years




TIP: Use the filing system that works best for you. The most important thing is to be organized!

What should go in the files?

-  Monthly wage & hour forms
-  Past evaluations
-  Training agreement
-  Information or documents from training station









Coordinator's Notebook

What do I do and why?

-  Use dividers to create one section per student
-  Place completed student contact record in each student's section
-  All training station and student information will be at your fingertips

TIP 1: Never go on a coordination visit without your coordinator's notebook.
TIP 2: Record mileage and information about the visit before leaving the parking lot, so you don't have to try to remember everything later.

What should go in the notebook?

-  Contact record
-  Training agreement (optional)
-  Coordination record (if required)
-  Copy of mileage form (optional)
-  Grading period 1 Connecting Activity #1 - Orientation to the Workplace (optional)
-  Blank evaluation sheets
-  Self-addressed envelopes and a few stamps
-  Extra business cards











NOTE: Many coordinators will use both notebook and files. You can have information you need at a glance with the notebook while maintaining a secure place for confidential documents in files.

STUDENT FILE MANAGEMENT






What should I require?

-  Each student should maintain a notebook or folder designated for cooperative education materials.
-  The following documents should be kept in the notebook or folder:
 -  Wage and Hour Record for the current month
 -  Cumulative Wage and Hour Record
 -  Training agreement (copy)
 -  Training plan (copy)
 -  Sample employer evaluation
 -  Request for job change form

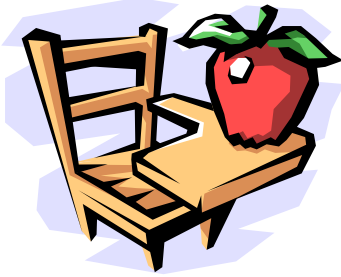
TIP: Keep a sufficient number of Wage and Hour Records readily available for student use.

Why?

-  Reinforces that cooperative education is a method of instruction and not just a part-time job
-  Allows student to track progress in his/her work-based learning experience
-  Serves as reference point for student regarding program requirements



NOTE: If using connecting activities, students should keep required forms in portfolio or connecting activity notebook.



STUDENT ORIENTATION

WHY? To ensure that all students enrolled in cooperative education understand the responsibilities and expectations of the program.

WHEN? As soon as possible after school begins, but prior to the end of the schedule change period.

Announce place and time of orientation meeting beginning on the first day of class.

TIP: If your coordination period is the last period of the day, this is an ideal time for orienting students, as most will also have that period free.
TIP 2: Schedule two different orientation times; require attendance at one.

WHAT DO I COVER?

Administrative

- ✓ Check attendance
- ✓ Have students list place of employment and job title

Purpose and Expectations of Cooperative Education Program

- ✓ Stress that job performance and behavior are both a reflection of the student as an individual, as well as the coordinator, program, school, and district
- ✓ Stress that this is not just a part-time job, but a learning situation for which students are held accountable
- ✓ Discuss what jobs are appropriate for your program area
- ✓ Inform students of appropriate times to discuss work-based issues with you, their coordinator
- ✓ Review school policy for cooperative education students remaining on campus during their release period

Training Agreement

- ✓ Cover all items under Student Responsibilities section
- ✓ Stress the number of hours required and the training plan to be completed to receive academic credit
- ✓ Stress consequences of dishonesty, being fired, quitting, class failure
- ✓ Stress importance of remaining with the original job placement and review Request for Job Change Form
- ✓ Explain signatures required and provide deadline for returning signed training agreement

TIP: Give student your business card to leave with employer when obtaining signature on Training Agreement.

Evaluation

- ✓ Explain grading system (what will be graded and by whom)
- ✓ Explain employer visits by coordinator
- ✓ Explain evaluation forms

TIP: Include attendance at orientation session in your grading system.

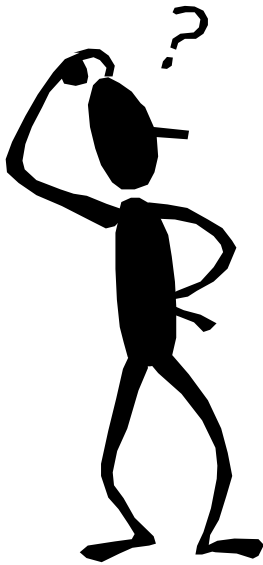
Wage and Hour Record

- ✓ Have students complete summer Wage and Hour Record
- ✓ Explain how to complete monthly Wage and Hour Record
- ✓ Explain due dates

Address Unemployed Students and Students with Inappropriate Placements

- ✓ Release students in appropriate placements
- ✓ Explain deadline for securing an appropriate position and consequences for not meeting deadline
- ✓ Explain job search process and required documentation (Weekly Job Search Update and Interview Summary)

FREQUENTLY ASKED QUESTIONS



After I work the required number of hours, can I quit working?

No. Remember, this is an educational experience designed to provide you with skills and competencies, not just work experience. The required number of hours is a minimum and serves as a guideline, not a limit. To receive credit, you must work continuously throughout the term and must record *all* hours worked on the Wage and Hour Record. This information is needed by the coordinator for their reports.

What happens on days with schedule changes due to testing, assemblies, or bad weather?

School and classes are always your first priority. You must attend your classes. Be sure to contact your employer as soon as you are aware of impending schedule changes and make necessary arrangements. You must report to work on holidays and school days canceled because of bad weather, according to the requirements of your employer.

I want to change jobs. What do I need to do?

Before you make any job changes, you must complete the Request for Job Change Form and talk to your coordinator. To avoid having your grade penalized, you must have your coordinator's permission before changing jobs. The cooperative education program is a learning experience, not just a part-time job. Changing jobs will limit the effectiveness of the experience.

EMPLOYER CONTACT

WHEN?

At the beginning of the school year

- ◆ Introduce yourself, establish rapport
- ◆ Review program expectations
- ◆ Discuss student progress to date
- ◆ Give a copy of school calendar
- ◆ Discuss ways for employer to be involved in your program (guest speaker, VSO judge, sponsor, etc.)
- ◆ Leave business card and copy of Training Agreement and Employer Evaluation

TIP: Make folder containing copy of documents and your business card to leave with employers.

A minimum of once per grading period

- ◆ Discuss student progress to date
- ◆ Obtain employer evaluation of student performance

HOW?

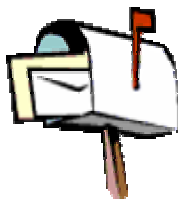


Personal Visits

- ◆ Visit at least once per quarter
- ◆ Always attempt to set appointment, stating reason for visit
- ◆ Keep length of visit to a minimum – employers are busy people!

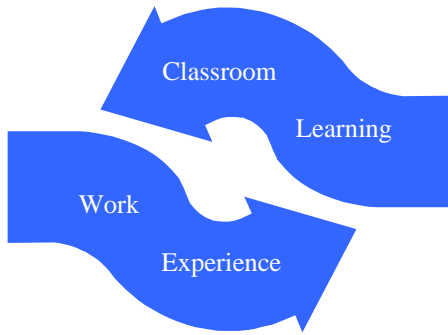
Phone Contact

- ◆ Use to set appointments
- ◆ Use for follow-up contact
- ◆ Use when personal visit is inconvenient for employer



Mail Contact

- ◆ Use to secure evaluation if employer cannot complete during visit
- ◆ Use to send greeting cards for public relations reasons



CONNECTING ACTIVITIES

Connecting activities are an alternative to the traditional training plan. These activities will challenge the student to apply basic concepts learned in class to their specific training station. A sample of connecting activities for first and second year marketing cooperative education students is included in this manual.

COMPONENTS OF CONNECTING ACTIVITIES

- ☑ Activities based directly on course competencies applicable to workplace
- ☑ Two activities per grading period (can be adjusted according to school calendar)
- ☑ Answer sheets for each activity
- ☑ Evaluation sheets for each activity

BENEFITS

- ☑ Direct application of course competencies
- ☑ Demonstrates relevance of curriculum to the workplace
- ☑ Promotes a closer working relationship between student and employer
- ☑ Promotes cooperative education program as a learning experience
- ☑ Provides strong basis for objective evaluation of student application of course competencies on the job
- ☑ Minimizes negative effect of supervisor turnover on coordination process
- ☑ Requires students to apply classroom learning to a realistic situation
- ☑ Requires students to explore different aspects of the training station
- ☑ Makes student aware of course requirements and evaluation criteria from the beginning
- ☑ Presents a format that is easy for both coordinators and students to follow and use

TIPS FOR EFFECTIVE USE OF CONNECTING ACTIVITIES

- ☑ Furnish students with the complete set of connecting activities in a 1” binder at the orientation meeting
- ☑ Put a label with student name on outside of notebook for easy identification
- ☑ Develop a calendar of due dates for the year
- ☑ Require students to turn in the entire notebook when connecting activities are due
- ☑ Offer help sessions to review and/or explain competencies that will be applied in the upcoming connecting activity
- ☑ Copy evaluation sheets in a different color for easy identification and as a divider between activities