Instructor: Eleanor.Wilkey@rc255.net; 815-458-2166, ext. 3341
Credit: 3.0 credits per year
Length of course: Two semesters (18 weeks each)
Grade Placement: 12
Pre-requisite: Program Application and Acceptance; own transportation

In order to be considered, student must:
1. Have senior credit status: 21.00
2. Have cumulative 2.00 or higher GPA
3. Have no more than 12 absences in junior year
4. Maintain a good disciplinary record

Course Description:
Interrelated Cooperative Vocational Education class is for students who have career goals and objectives in a variety of occupations. The students will develop learning objectives cooperatively with their vocational certified Cooperative Education Instructor and with their employer. The student will attend 200 minutes of related classroom instruction and work at an approved work station in the community for a minimum of 15 hours per week. A written training agreement and training plan will be mutually agreed on by the student-learner, parent/guardian, employer, and teacher-coordinator. The student-learner, employer, and teacher-coordinator assume compliance with federal, state and local laws and regulations.

In the classroom portion of the Co-op class, the teacher-coordinator will design learning experiences to meet the needs of the individual student and his/her career goals at large. The course will include general and specific class instruction related to the world of work and succeeding in the work place. General instruction includes such areas as applying and interviewing for a job, employer-employee relationships, labor and wage laws, safety on the job, personal characteristics which contribute to job success, money management, taxes, and other general topics related to employment. Also included are problems the student faces on the job and exploration of varied careers. Throughout the year, speakers and variety of topics and projects will be part of the classroom setting. Students will create a culminating professional career portfolio at the end of the year for future use and evidence of career preparation and successful completion of the Co-op program.

In the worksite portion, the student will attend work at the designated worksite, follow all rules and regulations of the employer/supervisor, work at minimum of 15 hours but not more than 39 hours in any school week, return required employer evaluations and be evaluated by the employer/supervisor each nine weeks. In addition, the Co-op Coordinator will make worksite visits/phone conferences each nine weeks with the employer/supervisor.

Grading for Classroom Portion:
Accumulation of in-class work, attendance, discussions, projects and traditional classroom activities (assignments/tests) will be used to determine the classroom portion of the grade. Grades will be posted weekly.

Field Experience/Work Site Grade Portion:
Will be determined by employer evaluation each nine weeks and on-site visits by the Co-op Coordinator.