

**Lamar Career
and Technical
Center**
Cooperative Career Education



Training and Policy Manual

Lamar Career and Technical Center Instructional Management Plan for COOP

Dear Student,

Congratulations on choosing the COOP (or Cooperative Career Education Program / CCE) to help you prepare for your future. Some of the many benefits of the program are improved employee/employer relationships, opportunities for raises and promotions, broader job knowledge, and increased job satisfaction.

These activities are a part of your grade for the COOP credit you will earn. You are responsible for turning in all required documents, whether we are in school or not. They can be turned in on the Google Classroom. No COOP grade will be issued without the completed assignments, so if you lose or misplace your manual, you must immediately inform your instructor.

Thank you for your cooperation.

Mrs. Hill

Room V109

dhill@lamar.k12.mo.us

Job 1: Basic Facts About Employer	Due <u>Tuesday, September 1, 2020</u>
Job 2: List of my Duties	Due <u>Monday, September 21, 2020</u>
Job 3: Rules and Regulations	Due <u>Monday, October 5, 2020</u>
Job 4: Occupational Safety Basics	Due <u>Monday, October 19, 2020</u>
Job 5: Careers	Due <u>Monday, November 2, 2020</u>
Job 6: Narrowing Down Your Future	Due <u>Monday, November 16, 2020</u>
Job 7: Communications	Due <u>Monday, November 30, 2020</u>
Job 8: Human Relations	Due <u>Monday, December 14, 2020</u>
Job 9: Community Involvement/Technology	Due <u>Monday, January 11, 2021</u>
Job 10: Government Regulations	Due <u>Monday, January 25, 2021</u>
Job 11: Union-Management Regulations	Due <u>Monday, February 8, 2021</u>
Job 12: Work Environment	Due <u>Monday, February 22, 2021</u>
Job 13: Job Search	Due <u>Monday, March 22, 2021</u>
Job 14: Future Goals	Due <u>Monday, April 19, 2021</u>

In addition to completing these activities as assigned, you will be required to complete payroll information and a pay period log. These documents, along with copies of paycheck stubs will be kept in the classroom AT ALL TIMES.

Darrelle Hill

Business Teacher at LCTC

COOP/CCE Coordinator

BASIC INFO FOR COOP
Due ASAP (No later than September 1, 2020)

Your Name _____

Place of Employment _____

(Street Address)

(City) (State) (Zip Code)

(Phone)

Owner's/Manager's Name _____

How often do you get a paycheck? _____

How do you get paid (check, cash, direct deposit, etc.)? _____

When is your next payday? _____

Your Direct/Shift Supervisor's Name _____

Supervisor's Title _____

Supervisor's Day(s) off _____

If you have more than one supervisor, please fill out the following (these might be shift managers):

Supervisor's Name _____

Supervisor's Title _____

Supervisor's Day(s) off _____

Supervisor's Name _____

Supervisor's Title _____

Supervisor's Day(s) off _____

JOB 1: BASIC FACTS ABOUT MY EMPLOYER

Name of my department _____

The following people work in my department:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The store hours are: Weekday Opening time _____ Closing time _____

Weekend Opening time _____ Closing time _____

My working hours at the store are (I understand schedules change, just tell me about a normal week):

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

What opportunities has your store given you?

Special services offered for customers at my store are:

Supervisor Signature _____ **Date** _____

JOB 2: A LIST OF MY DUTIES

Make a complete and detailed list of things you do in connection with your job. Arrange them in chronological order, if possible. You will not be able to complete this list at one time since your duties will increase as you assume additional responsibilities. Carefully analyze your job and see that nothing is omitted.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____

Supervisor Signature _____ **Date** _____

JOB 3: RULES AND REGULATIONS OF MY EMPLOYER

Write a complete statement of your employer's rules covering the following headings. Add other rules that your employer requires but which are not listed. Don't assume that you know all of these, take time to ask your supervisor or the owner. They have a policy or unspoken rule covering all of these items so do not leave any blank.

Signing in (reporting for work)

Checking out (leaving before the end of your shift)

Leaving department/store for short periods during regular working hours

Lunch hours

Dress regulations

My employer does/does not allow piercing and/or tattoos. Explain

I leave my coat and valuables (purse, phone, etc.)

Procedure in case of tardiness

Procedure in case of absence

Shopping procedure (regulations governing my purchase from the store) and discounts, if any

Rules on personal telephone calls

Pay (how and when I receive my wages)

How and for what are pay raises given?

How and how often I am evaluated on my job

Lost and found

What I do if there is an accident

What I do if I believe someone is shoplifting

What I do if I detect a shoplifter _____

My employer's rules about cashing checks are

The bulletin board is located _____

The types of information found on the bulletin board are

Employee meetings are called (why and how)

Fellow employees are addressed by (first name, last name, nickname, title, etc.)

The use of tobacco ___is / ___is not permitted in the building (remember: if you're a minor YOU CANNOT use tobacco even if it is permitted).

The use of gum ___is / ___is not permitted in the building.

Visitation by friends ___is / ___is not permitted during working hours.

Eating ___is / ___is not permitted on the floor.

Other special facilities or benefits provided for employees (lounge, vacation, sick leave, insurance, etc.)

Explain the store's safety procedures

List any other rules not covered above

Supervisor Signature _____ **Date** _____

JOB 4- EMERGENCY PLANS

Draw an evacuation plan for your place of work.

A large rectangular area defined by a thick dashed black line, intended for drawing an evacuation plan for the workplace.

Supervisor Signature _____ Date _____

Interview Sheet #1

Name _____ Position _____

Years in Occupation _____

Educational Background

How many years of college is needed for your position? _____

What was the most important thing college taught or provided you?

Do you or did you have or need any special training?

What do you enjoy most and least about your position or occupation?

If you could change anything about your position, what would it be?

What is the salary range for a person in your position? _____

What information could you give a high school student who is thinking about entering this profession?

What were your goals as a high school/college student?

Supervisor Signature _____ **Date** _____

Interview Sheet #2

Name _____ Position _____

Years in Occupation _____

Educational Background

How many years of college is needed for your position? _____

What was the most important thing college taught or provided you?

Do you or did you have or need any special training?

What do you enjoy most and least about your position or occupation?

If you could change anything about your position, what would it be?

What is the salary range for a person in your position? _____

What information could you give a high school student who is thinking about entering this profession?

What were your goals as a high school/college student?

Supervisor Signature _____ **Date** _____

JOB 6: NARROWING DOWN YOUR FUTURE

Knowing what you DON'T want to do for a career for the rest of your life is just as important as knowing what you DO want to do.

Do a little online searching for job openings. These can be local or where you might want to live as an adult. Look around and see what kind of careers are out there.

Fill all the empty slots.

Job Opening/Opportunity	Location of Job	Would I Like To Do This? <small>Yes or No</small>
Sewer Cleaner	St. Louis	NO!

How it could be improved?

Form #3

How is it used?

How it could be improved?

Supervisor Signature _____ **Date** _____

JOB 8: HUMAN RELATIONS

It is important for a manager to recognize the accomplishments of his/her workers. This recognition lets them know that he/she cares and encourages them to work even harder. Develop a list of suggested methods of recognizing employee accomplishments. If there is any cost involved in the method of recognition, give an estimate of the cost. Do not use Pay Raise as a method of recognition; we expect to get pay raises.

Method of recognition

Description

Cost _____

Method of recognition

Description

Cost _____

Method of recognition

Description

Cost _____

Supervisor Signature _____ **Date** _____

JOB 9-1: COMMUNITY INVOLVEMENT

It is important for a manager to be involved in and with the community. Determine how your job site has been involved in community affairs. What is the company philosophy regarding community service? Give a specific example of how your employer is involved in community affairs and how involvement might be increased.

How my job site is involved in community affairs

Company policy regarding community service

Specific example of how employer is involved in community affairs

What do you believe your employer could do to become more involved in the community?

JOB 9-2 TECHNOLOGY

The purpose of this assignment is to discover what technology exists in your industry, either the industry you are currently working in or the career you plan to enter after completing your education and training. Arrange to spend 10 to 15 minutes with your employer asking questions and/or viewing equipment or other applications of technology. The following questions are a guide as to what to ask, but are only a minimum. Take the initiative to find out more about your industry. Technology is not limited to your individual job; seek information about the entire industry.

In your chosen career field, what technology exists today? _____

What technology do we employ every day in our work?

What are the reasons for not utilizing available technology?

Is the available technology necessary to compete in the market?

Write two of your own questions and answer them.

Supervisor Signature _____ **Date** _____

JOB 11: UNION-MANAGEMENT RELATIONS

Many managers deal with employees who belong to a union. Some workplaces/careers have mandatory unions. Answer the following general questions about unions. Do a little research!

Why do employees form or join unions?

How do unions aid employees?

How could unions harm employees?

What is arbitration?

What is the difference between a strike and a lockout?

Find an article that deals with or describe a strike then answer the following questions about the article.
Include the article

Article #1

Name of company involved _____

Name of union involved _____

Length of strike _____

Nature of the issue(s) on which negotiators could not agree

How issues were finally resolved?

How do you believe these issues could have been resolved without a strike?

JOB 12: WORK ENVIRONMENT

Diversity in Your Workplace

Objective: Apply knowledge of diversity to your training station/career.

Assignment: Interview your supervisor concerning diversity. Ask questions that will help you discover the diversity that exists in your work place. Write your answers on this paper using this form. Diverse groups are race, gender, and age. If possible, interview someone from one of these groups to find out what occupational barriers they may have faced. Write a summary about what you learned from that interview.

	<u>Males</u>	<u>Females</u>	<u>Total</u>
Under 21			
Over 21			
Caucasian			
African American			
Hispanic			
Asian			
Other			

Summary: _____

Supervisor Signature _____ **Date** _____

JOB 13: JOB SEARCH

1. Prepare a cover letter to a place of business in your chosen career field. Attach a copy to this manual.
2. Prepare a resume; attach a copy, which you could use in your job search after high school.

Signature of COOP Coordinator: _____ **Date** _____

JOB 14: FUTURE GOALS

Prepare a list of five short-term goals, five intermediate goals, and five long-term goals for after high school.

Signature of COOP Coordinator: _____ **Date** _____

COOP/CCE RULES AND POLICIES

I. TRAINING AND PAY RECORDS

- A. Student must have a job on or before the first day of the school year being after accepted into COOP/CCE. Failure to do so may result in termination from the CCE program.
- B. A pay record must be completed for each semester in order to receive a grade and credit for your COOP hours. This will be due at the end of the semester.
- C. Students will fill out a weekly/semi-monthly timesheet and work log on the first day of the week. All students will need to show pay stubs to Mrs. Hill for verification purposes of hours worked. These will be stapled to the weekly timesheet and kept in the student's files by the teacher.
- D. Students will receive ½ credit of elective credit if they work between 180-359 hours in one semester. Students who fail to work 180 hours in a semester will not receive the ½ credit for their one COOP hour. Students who have verifiable hours of 360 or more will receive 1 full credit for their COOP hour(s) per semester. No more than 2 units of credit may be awarded during any school year for a COOP experience.
- E. In the event school is not in session for an extended break (wellness break, quarantine, etc.), the student will still be responsible for working the required hours, turning in the required paperwork either through email or on Google Classroom, and completing and turning in the listed "jobs" by their due date.
- F. Credit in this class is entirely dependent on how many hours are worked. If your workplace reduces your hours or if the workplace is closed down for any length of time, please make sure your average hours worked in a month falls in the needed amount (40 hours per month for ½ credit and 80 hours per month for 1 full credit). If you feel you are going to fall below this number, please contact your teacher immediately.

II. JOB REGULATIONS

- A. The CCE coordinator, career center director, and/or high school counselor must approve all jobs before a student can be accepted into the COOP program. This will be based on the job classification as outlined in the state rules.
- B. Students will not work for their parents, unless under direct supervision of another employee, while enrolled in the CCE program unless granted special permission.
- C. Students are to remain on the job, that they entered the CCE program with, for the entire semester. If a student is going to change jobs, the COOP coordinator must be notified BEFORE the student does so. The student must also put in a 2 week notice before quitting any job.
- D. A student who loses a job will have one week to obtain another job; failure to do so will result in termination from the CCE program. Losing a job pertains to the following:
 - 1. Business closes down
 - 2. The business lays off workers
 - 3. Closed for sickness, quarantine, or other shutdowns
- E. Any student that is fired will be terminated from the COOP/CCE program.

III. ATTENDANCE

- A. Students will not miss more than five days of school during the semester; the sixth absence will result in the students being placed on an attendance contract and a 5% deduction in grade for each absence over five. This does not include medical absences after the first five. This will be deducted from your COOP hour grade.

1. Parts of days will be added together to count for full days missed
 2. Each tardy will be considered as an hour absence added onto attendance records
- B. Students who are absent from school should not report to work, unless they have verification for a doctor's visit. If you are too sick to attend school, then you are too sick to work. Failure to follow this policy will result in termination from the program.

IV. DISCIPLINE

- A. Students must sign out with the office each day; failure to do so will result in a truancy write-up.
- B. Students who accumulate five significant write-ups overall in school during the semester may be terminated from the CCE program. Significant write-ups include issues such as disruption of class, defiant, obscenity, fighting, or any other offense designated by the principal, career center director, counselor, and/or COOP coordinator.
- C. Students who receive two suspensions in a semester may be terminated from the CCE program. Hours worked while suspended will not count toward the total hours needed to receive credit for the program.
- D. Any student who receives more than five days in ISS may be terminated from the CCE program at the discretion of the principal, career center director, counselor, and/or COOP coordinator.
- E. Students will try to maintain a C- average or above in all classes during the semester.

V. EVALUATIONS

- A. The instructor will informally evaluate students each mid-term (4 times each semester). This will be included in their COOP hour grades. "Informally evaluate" will require a visit to the student's workplace.
- B. Their employer will formally evaluate students each quarter. The employer will fill out a fourteen-category work evaluation sheet.

Lamar Career and Technical Center COOP / CCE Course Syllabus

Business Department
Course Title: COOP
Supervision Instructor: Mrs. Darrelle Hill

I. Course Description and Credit Hour

After completion of this course, students will be able to understand the basic principles of the workplace and work environment while receiving elective credit towards high school graduation.

II. Prerequisite: Senior Standing with all other required credits needed for graduation completed or in progress.

III. Objectives of the Course: At the end of the semester, students will be able to:

- A. Demonstrate workplace readiness
- B. Explain economics and entrepreneurship
- C. Identify and Utilize technology as it relates to the workplace
- D. Demonstrate understanding of interpersonal and leadership skills
- E. Demonstrate written and oral communication skills in the workplace
- F. Calculate work-related mathematical situations
- G. Identify safety issues related to the workplace
- H. Explain occupational competencies

IV. Expectations of students

- A. Read assignments in text and outside materials
- B. Attend all classes and participate in class discussion and activities
- C. Complete all assignments in a timely manner
- D. Take exams over class content
- E. Be properly prepared for daily lessons
- F. Attend work as assigned and complete all job requirements

V. Basis for student evaluation

Students will be graded according to Lamar High School's School District Policy.

Competencies

Academic Foundations for Careers links the workplace application of academic skills to the Show-Me Standards communication arts and math areas. Students will apply those academic skills in authentic workplace situations. Development of higher level skills will be supported by classroom instruction, employer evaluation, and teacher assessment of student mastery.

Applied Technology is a combination of SCANS skills and the Technology Foundation Standards for Students from the International Society for Technology in Education, and other sources. This section acquaints students with the broad application of technology in the workplace. The standards and indicators are not intended to develop specific software skills, but rather to build knowledge of how technology, including computers and software, can be applied at the workplace.

Career Development and Employment is a comprehensive section dealing with career awareness, career decision making, and the employment process. A career portfolio topic covers the basics of finding and applying for a job. Students will focus on the job seeking and application skills of the portfolio section.

Entrepreneurship and Business Economics includes the knowledge and skills associated with understanding economics, business concepts, and the requirements and processes of entrepreneurship. Students will better understand business and their role as an employee in contributing to the success of that business and explore their potential for an entrepreneurial career.

Ethics and Social Responsibility focuses on ethical behavior in the workplace. Legal and regulatory issues related to employment and the responsibility business has to the community and society as a whole is also part of this section.

Leadership and Teamwork identifies important processes and skills for developing leadership skills. These skills are very important for students as they pursue their careers and adult roles. Mastery of these skills will better prepare students to meet the challenges of the workplace and society.

Safety and Health includes knowledge and skills required to be safe at the workplace. This section also includes the contribution healthy living plays in career success.

Technical Knowledge and Skills is that area of the curriculum which provides for development of career specific knowledge and skills. Included in this section are the various processes required for successful completion of a cooperative education experience.