

Instructor Information

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Website: access from LH Website under 'Student Resources'

Overview

The Lake Holcombe Cooperative Education program allows students an opportunity to extend their education into the work-site, taking advantage of real life learning opportunities. Through flexible scheduling, students gain work experience under paid employment conditions, while continuing their academic studies to complete high school.

This program is designed for high school seniors who are in good standing and have earned a minimum of 20.5 credits prior to the beginning of their senior year. Students are responsible for securing the job and providing their own transportation to and from work. Co-op students usually work 5-15 hours per week, with a minimum requirement of 5 hours per week.

The student's first obligation is to his or her school work. This is a privilege that must be earned and maintained throughout the enrollment of the course. This privilege may be revoked by administration at any time and the student will return to a full day schedule. The student will be placed on probation should grades in any course fall below passing, for problems with attendance and/or tardiness, or with not meeting course requirements (including turning in assignments on time). Students on probation will have one week to correct these concerns before being dropped from the program and returning to school for a full day. While on probation, students are still required to meet all Cooperative Learning course objectives to maintain grade and credit status for this course.

Grading

A pass/fail grade will be based on work skills timesheets and employer evaluations. Co-op students will receive ½ credit per semester for satisfactorily completing requirements of the program.

Objectives

- Provides the student with real work experience in business or industry
- The student will gain knowledge of general employability skills
- Demonstrate responsibility and other work skills through Weekly Time Sheets and quarterly evaluations
- Student will receive credit and a "pass" grade for satisfactorily completing coop experience

Cooperative Education Responsibilities

Student:

1. Be of senior status, enrolled in a minimum of 6 additional credits while participating in Cooperative Education.
2. Secure a job within one of the cooperative education program areas prior to enrollment in the program; maintain employment for the duration of the semester.
3. Work a minimum of 5 hours per week.
4. Complete work skills time sheet each week and submit to the cooperating teacher within one week of the date listed on the timesheet. See Time Sheet Example and Guide for more information.
5. Insure quarterly work evaluation is submitted from your employer.
6. Maintain passing grades and comply with school attendance policy. Notify your employer immediately if placed on probation.
7. Inform the cooperating teacher immediately if your employment is terminated.

Teacher:

1. Teacher will incorporate coop learning objectives into related technical instruction whenever possible
2. Assess work skills timesheets and submit quarter and semester grades based on student performance and employer evaluation; grade will be pass/fail

Employer:

1. Interview, hire and provide training for student worker
2. Pay student worker a wage complying with state law
3. Evaluate and sign weekly time sheets
4. Complete quarterly progress evaluations and mail evaluations to cooperative teacher
5. Comply with child labor laws
6. Employer must understand school commitments come first; work hours cannot be scheduled during the time of student's scheduled classes
7. Inform the school if the student worker is dismissed from employment

Parent:

1. Assist the student worker in meeting the academic and attendance requirements of the program
2. Ensure transportation to and from the work site is provided

Procedure

1. Student will register for Cooperative Learning during scheduling
2. Prior to the beginning of the program, student will secure a job
3. Student will submit the following completed paperwork during the first week of the program:
 - Signed Student/Employer/Parent agreement
4. Student will submit weekly timesheets to their cooperative teacher. Each week's time sheet lists dates at the top, the time sheet must be turned in within one week of the listed end date.

If the student has not turned in time sheet by the required date, they will lose early release privileges for the rest of the week.

For example: if the date on the top of the time sheet is Monday, January 5 – Sunday, January 11, the student has one additional week to get the time sheet completed and turned in. If the time sheet is not complete or turned in by the end of the day on Monday, January 19, the student then loses early release privileges and will return to a full day schedule for the rest of the week.

During this time they will report to the cooperating teachers' room. If this is a persistent issue, occurring more than twice in a given quarter, the student will be dropped from the program and will return to a full day schedule.

5. Two weeks prior to the end of each quarter, the student will give their employer an evaluation form and stamped, addressed envelope. It is the student's responsibility to ensure that the employer receives this form in a timely manner and that it gets returned in the sealed envelope by the listed due date. The evaluation must be returned in order for student to receive quarter and semester grades.
6. Students who have met all required responsibilities will earn $\frac{1}{2}$ credit for per semester.

Probation

A student will be placed on probation if problems arise with attendance or grades. A student will be placed on probation if a grade in any of their scheduled courses falls below passing, or if attendance falls below 90% or the student becomes truant, as stated in the student handbook. The student will have one week to improve grades to passing. If the student does not bring the grades up to passing, the student will be dropped from the program and return to a full day of school. If the student is placed on probation due to attendance, the student must be present in school 10 consecutive days to regain the early release privilege.

If placed on probation, the student should immediately notify their employer, as the student's hours he or she is available for work may change if the grade or attendance concern is not addressed. If dropped from the program, the student will be expected in school from 8:00 am through 3:22 pm.

During probation the student will not be allowed to leave school early but must still follow course objectives of working minimum of 5 hours per week and completing Weekly Time Sheets as normal.

Change in Employment

Should the student worker be released from their job, by the employer or of their own choosing, the student will have one week to secure other employment. If no other employment is found, the student will be expected in school from 8:00 am through 3:08 pm for the remainder of the semester.