

## Description of Program

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Cooperative Education provides a work-experience program for juniors and seniors in the form of an instructional class and the option of an early-release work component. Credits may be earned for working a minimum number of hours at an approved job in a business that provides a meaningful learning experience in the area of the student's future career plans. Opportunities in retail, office, wholesale, and service industries may qualify. Early release from school is provided to fulfill employment obligations. Students enroll in the Cooperative Education Class in conjunction with the Cooperative Education Job portion, or they may select only the classroom experience.



### MISSION STATEMENT

The Agawam High School Community provides for all students a safe, technologically advanced learning environment that offers diverse, challenging learning opportunities and extensive extracurricular activities to foster academic, social, aesthetic, and civic growth.

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### COOPERATIVE EDUCATION PROGRAM

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## Cooperative Education Program

### Class and Job Components



"Business Education is education for life."

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# Q&A

## **Q: How do I get into the program?**

A: The program includes a one-year Cooperative Education Class Component along with the Cooperative Education Job Component. You must submit an application by April 1 and sign up for both the Class and the Job Components on the student's fall course sign-up sheet. You can start an initial application the spring semester of your sophomore year.

## **Q: What are the requirements?**

A: To be eligible, you must be a current sophomore or junior, in order to start the program for the next school year. The Cooperative Education Class Component can be taken at the same time as the Cooperative Education Job Component, or you can take the Class Component your junior year and the Job Component your senior year.

## **Q: How many periods can I leave to go to the job?**

A: As a junior or senior in the program, you can leave either 7<sup>th</sup> period only or both 6<sup>th</sup> and 7<sup>th</sup> periods.

## **Q: How many hours per week do I have to work?**

A: The minimum hours required is equivalent to the number of periods you're away from school. If leaving both 6<sup>th</sup> and 7<sup>th</sup> periods, a minimum of 10 hours is required. If leaving 7<sup>th</sup> period only, a minimum of 5 hours is required.

## **Q: How many credits for the program?**

A: You will receive one credit for the Class Component. You will also receive one credit for the Job Component if you leave 7<sup>th</sup> period, and two credits if you leave both 6<sup>th</sup> and 7<sup>th</sup> periods.

## **Q: What if I've never worked before or need help finding a job?**

A: It's not a problem, but you should ideally have a job by the start of the fall semester. The Career Center lists many part-time jobs. Local websites and newspapers can also be accessed to find employment.

## **Q: Do I need to relate my Cooperative Job Component to a possible career?**

A: The program requires that your Cooperative Job Component be closely related to your career interest. If you have any questions, talk with the Cooperative Education Coordinator.

## **Q: How are grades determined for the Cooperative Education Job Component?**

A: The grade is determined by a combination of the Work-Based Learning Plan evaluation and input from the work supervisor, weekly time sheets, and maintaining a weekly journal.

## **Q: What is a time sheet?**

A: A time sheet is a form that lists the hours you have worked for a week. It needs to be completed, signed by both you and your supervisor and given to the Program Coordinator no later than Friday of the following week you worked.

## **Q: What is a Work-Based Learning Plan evaluation?**

A: It is the Massachusetts Work-Based Learning Plan used as an assessment tool by the Coordinator each marking period. Input for the evaluation is from the workplace supervisor which is used to complete various areas of the form.

## **Q: What are the benefits of this program?**

A: Benefits include valid work experience prior to graduation, opportunities to acquire employable skills, transferable employment skills, time management skills, gaining hands-on work-related skills, and the possibility of the job becoming a full-time employment after high school. It also creates a positive work ethic, workplace relationships, diversity and communication skills, as well as a transition from high school to a career.

# Types of Employment

## Recent Examples

- ➔ General Office Work
- ➔ Food Industry
- ➔ Shift Supervisor
- ➔ Medical Field
  - Certified Nursing Assistant
  - Receptionist
- ➔ Building Maintenance
- ➔ Automotive Services
- ➔ Customer Service
- ➔ Equestrian Maintenance
- ➔ Animal Care
- ➔ Counselors
- ➔ Grocery store, various positions
- ➔ Country Club Employee

If you have further questions regarding the program, contact the Cooperative Education Coordinator.