

Cooperative Education Class
Class procedures and expectations

Student Name _____

Instructor: Mrs. Marble

Extra help: Rm, 33: Tuesdays or by appointment Monday-Thursday

Course length: Full year

Course credits: 1.0

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.

Field Trips: Teachers have the discretion of allowing students to go on field trips. A student going on a field trip must have the signed permission from every one of their classroom teachers.

Attendance: *Please refer to pages 5-10 in the Student Handbook. Attendance is a critical component of your classroom experience. Students not meeting the attendance criteria will lose credit regardless of the final grade. Students who pass the course are eligible to regain credit by successfully repeating the course in Summer School, if available.*

Course Description:

The Cooperative Education Class provides a comprehensive study for students entering today’s competitive work force. It focuses on the review of finding and applying for a job, the student relationship to employers and co-workers, legal issues regarding employment, employable skills, management and personal finance skills, and use of a career portfolio.

Required Materials (to be purchased by student):

- 3-ring binder with lined paper OR notebook WITH pockets
No exceptions: Organization is essential to academic success
- Pen/pencil/highlighter

Class Rules & Procedures:

We are all here to learn; distractions to this process will not be tolerated

Be in your assigned seat/prepared when the bell rings

Remain in your assigned seat at all times (I reserve the right to move your seat at ANY time without question)

Appropriate manners are expected

Adhere to the AHS student handbook

Respect of School Property: No gum, food, or beverages will be allowed in the classroom and computer areas. It will be the responsibility of each student to maintain proper conduct so as not to endanger the equipment in this class. Since talking is a privilege granted to all students who maintain their classwork, it is also the student’s responsibility to refrain from using degrading language or profanity. Violation of these standards may cause the student to lose classroom privileges or to be removed from the class. Students are expected to work to the best of their ability on classroom assignments, as requested by the instructor.

COMPUTERS: Students are responsible for their workstation, and are to let the instructor know immediately if there are any problems with the computer equipment. Teacher specified and course specific usage ONLY (NO games, IM, e-mail, internet, etc)

Failure to comply: 1st = warning; 2nd = 0 for the day; 3rd = no computer privileges for the day.

GRADING:

Notebook/Portfolio = 20%

All students will maintain a binder in chronological order with appropriate notes, accumulated work, and handouts given in class. This will be graded periodically. Students who miss class are responsible for securing missing work.

Participation/Preparation: 20%

This is earned on a daily basis (2 points per day) for each day of the term. To earn the full 2 points, the student must follow all rules and procedures for the ENTIRE class.

Homework/classwork = 20%

Quizzes/Notebook quizzes = 20%

Tests/projects = 20%. Projects will be graded using school-wide and specific rubrics

Development of Workplace Skills:

- Oral and written communication
- Decision making
- Critical thinking
- Problem Solving
- Math skills
- Money Management
- Material/facility resources management
- Reasoning
- Analyze/interpret information
- Understanding systems
- Computer skills
- Be aware of performance reviews
- Be aware of employment laws
- Understand importance of teamwork and team building in the workplace

Course Content

Review of finding and applying for a job
Student relationship to employers and co-workers
Employment legal issues
Developing money management skills
Office technology
Use of career portfolio

Resources

- Texts: Succeeding in the World of Work, Glencoe, 2006 (replacement cost \$54.99)
Your Rights in the Workplace, NOLO, 2002, 6th edition (replacement cost \$29.99)
Computer Applications—EXCEL, ACCESS, advances MSWord capabilities
- Teacher-prepared resources and handouts
- Checking account simulation

