

# TBA ISD Career-Tech Center

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## COOPERATIVE EDUCATION (paid)

### DEFINITION

Cooperative Education is an approach to learning that combines in-school classroom training with supervised, part-time employment related to a student's training and career goals.

### GOALS

Cooperative Education is designed to:

- ❖ Provide a capstone experience where students can practice skills developed in a career-technical education program.
- ❖ Allow students to make the transition from school to work in a supervised and controlled setting.
- ❖ Help students to develop interpersonal relationship skills, good work habits and attitudes, and proficiency in decision-making ability.

### EMPLOYER BENEFITS

- ❖ Student workers with entry-level skills, motivation, and a willingness to learn.
- ❖ CTC Placement Staff provide assistance and supervision to ensure successful work experiences.
- ❖ Co-op students receive job-related instruction in the career-technical classroom.
- ❖ No unemployment benefits need to be paid.
- ❖ An opportunity to assist in training today's youth.

### EMPLOYER RESPONSIBILITIES

- ❖ Provide supervised, part-time employment related to their training.
- ❖ Be involved in the training of the students to help him/her reach career goals.
- ❖ Evaluate the co-op student at intervals.
- ❖ Verify student work hours.

### PROGRAM FEATURES

- ❖ Co-op is an extension of the career-technical classroom.
- ❖ Co-op is conducted under a Training Agreement which is a legal work permit.
- ❖ Employer provides a meaningful and safe work environment.
- ❖ Co-op can take place during the regular scheduled class, after school hours, or on weekends.
- ❖ CTC Staff is responsible for coordinating and monitoring the experience.
- ❖ Co-op and placement can occur at any time during the school year.
- ❖ Employer will pay a fair and equitable wage in relation to the student's skill, ability and experience.
- ❖ Students must attend career-technical class (at least) one day a week during co-op experience.

Notice of Nondiscrimination Policy: In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Traverse Bay Area Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, age, height, weight, marital status, or lack of English proficiency be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding to policy should be directed to: Assistant Principal, TBA Career-Tech Center, 880 Parsons Road, Traverse City, MI 49686; 231.922.6273.