




COOPERATIVE EDUCATION

Mr. Robert D. Eggleston III, M.Ed.

reggleston@ects.org



FOUR KEY TERMS

- SCHOLARSHIP
 - SHADOWING
 - INTERNING
 - CO-OP
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Co-Operative Education


“We’re ready to work!”

- Co-operative Education connects classroom learning with work-based learning experiences. Students on “co-op” continue their technical training by working for employers during the period they are scheduled for their school programs. The Erie County Technical School teams up with businesses to develop appropriate training plans and monitor student performance. Co-Op is a combined effort that makes young people proficient and productive in the workplace.



Co-op is serious business!

- ▶ Cooperative Education is an important program at the Erie County Technical School. This work-based experience is valuable as it insures a successful transition from school into the workplace.
- ▶ The Co-op Program is reserved for those individuals who are considered to be the most likely to succeed on the job. Students on Co-op are establishing reputations and records that will follow them beyond graduation.
- ▶ Co-op students are representatives of the Erie County Technical School in their workplaces. Because of this important responsibility, there are qualifications to insure that only conscientious students go out on co-op.



Although your Instructor has final say if you are approved, a few things are taken into account before being approved for Co-op:

➤ **B.A.G.:**

- Behavior at your sending school and ECTS. We know issues arise, but positive behavior is important at school and work.
- Attendance and tardiness at your sending school and ECTS. We know issues arise, but attendance and promptness are important issues for school and work.
- Grades at your sending school and ECTS. We know issues arise, but adequate grades are important at school. Co-op is a privilege, but you are a student first and employee second.




Finding a job

- ▶ You may obtain employment in many ways:
 - Are you currently working in your career field? If not, do you have any employer(s) in mind that you would like to consider talking with about opportunities?
 - If you have an after-school job that you would like considered for Co-op, your coordinator will visit your employer to make sure it is an appropriate site, aligned with your career goals and that the employer will commit to furthering your studies through relevant work.
 - Occasionally, employers call ECTS with job openings, so you should periodically check with the Co-op Office for possibilities.
 - If you do not have employment, your Instructor and the Coordinator will assist you in your job search. Resumes, cover letters and telephone contacts will be required. We will help prepare you for job interviews and advise you on follow-up.



You do NOT need to be signed up for Co-op to be hired in the workforce.

- ▶ You may only work during ECTS hours with completed and approved Co-op paperwork. Your job tasks must be aligned to your individual lab's POS (Program of Study).
- ▶ You may be hired, and work outside of school hours until approved for Co-op.



What do I need to apply for Co-op?

- ▶ To apply for Co-op, after your Instructor approves you, email Mr. Eggleston to set up a time to talk, reggleston@ects.org. You may also visit the HS office to fill out a memo for Mr. Eggleston.
- ▶ Include the following in email/text/memo/etc.:
 - Student's first and last names
 - Student's Lab
 - Current Employer/Employer you want to work for
 - Employer contact first and last name, email and number
 - **ANY other pertinent details**




Qualifications for Co-op

- ▶ Students must receive their instructors' recommendations to qualify for Co-op.
- ▶ Instructors will look at such factors as professionalism, maturity, work ethic, time on task, skills, knowledge, safety and discipline records. We want students to be successful on the job, and the way we measure potential for success is through past performance.
- ▶ Co-op placements must align with career or occupational objectives of the student.
- ▶ You must meet behavior, attendance and grade requirements both at your sending school and ECTS to be eligible for Co-op.
- ▶ You must be up to date, or ahead, on your course work. Required projects must be completed and competencies must be demonstrated.
- ▶ Senior portfolio if required by Instructor.
- ▶ Your portfolio must be up to date. It should be neat and organized with all required contents.
- ▶ If you meet the above requirements, you are invited to apply for Co-op. Visit the Co-op office and pick up the paperwork. The Coordinator will then work with you to complete the process.




What paperwork is required to go on Co-op?

- ▶ Instructor Recommendation
- ▶ Copy of Driver's License, Learner's Permit, Birth Certificate, State ID OR Passport
- ▶ Copy of resume
- ▶ Copy of WIN Gold Certificate
- ▶ Copy of WIN Soft Skills Certificate
- ▶ Occupational Objective Form completed
- ▶ Emergency Card handed in
- ▶ Student Learner Contract
- ▶ Training Agreement
- ▶ Individualized Training Plan
- ▶ Federal Unemployment Exemption



Additional items required to go on Co-op if you are under 18:

- ▶ Copy of Work Permit (visit your school office)
- ▶ Employer working papers 5-day Notification (<18 Years Old)
- ▶ Employer Clearances (<18 Years Old)
 - ACT 114 FINGERPRINT (OR SIGNED 10-YEAR PA RESIDENT DISCLOSURE)
 - ACT 34 PA CRIMINAL HISTORY
 - ACT 151 CHILD ABUSE
- ▶ PA under 16 parent/guardian acknowledgement



What are your responsibilities while on Co-op?

- ▶ Attendance at home school. On the days that you miss school, you are not permitted to work.
- ▶ Participating at Co-op seminars or meetings with your program instructor and completing all assignments.
- ▶ Compiling and submitting time sheets and records.
- ▶ Taking the NOCTI test in the spring.
- ▶ Continuing to work on your senior portfolio/project if required by your Instructor.
- ▶ Returning to school in the event of a layoff or lack of work.
- ▶ You must work at least 15 hours/wk to receive release time for a five school work week. However, you may be required to report to school on specific weekdays.
- ▶ Notifying your Co-op coordinator if you encounter difficulties at work or at home school.



Co-Op Success

- ▶ Following are comments from participants in the Co-op Program:
 - Students say . . .
 - ▶ -All of my supervisors are responsible and caring. They ask how I am every day and help me to do the best job possible.
 - ▶ -My co-op experience is great because I learn something new every day.
 - Companies say . . .
 - ▶ -I was impressed with the student's knowledge and ability to perform the work.
 - ▶ -The Co-op Program has been very successful for us. We look forward to continuing our great working relationship in the future!




FAQ (Frequently Asked Questions...

- ▶ How many hours a week do I have to work? 15 minimum.
- ▶ How many hours a week am I allowed to work? State/Federal Laws
- ▶ May I try different employers?



Benefits:

- Get paid!
 - Don't have to report to ECTS if 15 hours a week met.
 - More individualized training.
 - Co-op goes on transcript.
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Q and A...





Disclaimer

- ▶ The Erie County Technical School does not discriminate on the basis of race, color, national or ethnic origin, sex or handicap in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to the Title IX Coordinator at the Erie County Technical School.