

LAWRENCE COUNTY CAREER & TECHNICAL CENTER COOPERATIVE EDUCATION PROGRAM

Student Information



Cooperative Education provides the bridge from school to work.

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What is Cooperative Education?

- Cooperative Education enables students that are **eligible**, to receive training from an employer in place of attending the Career Center.
 - Co-op combines academics with occupational experience enabling students to **learn and earn** on the job.
 - The Cooperative Education Coordinator works together with the student, their instructor, and the employer to set up a placement.
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How can I get into the Co-op Program?

Generally there are 3 ways eligible students earn a Co-op Placement.

1. A student is currently employed by a company and the job there is related to their Vocational Program and the company is willing to enter a training agreement with Lawrence County CTC.
 2. A student seeks out employers related to their program.
 3. Employers call the Career Center looking for a Co-op student.
 - a. The instructor, the Co-op Coordinator and the employer will select the candidate(s) that they believe are most qualified. The employer will make the final determination on who gets hired if more than one student is eligible and recommended.
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How do I know if I am eligible?

Eligible students must meet the guidelines for Lawrence County CTC and the State of Pennsylvania.

Turn the page and read on!

Lawrence County Career and Technical Center

Cooperative Education Program guidelines

Senior Year Program (at least 16 years old)

Transportation

- Must have access to a vehicle and/or a valid driver's license.

Student Profile

- Job placement must be directly related to the student's CTE program.
- **Graduation Progress:** Must be passing all required courses and have enough credits to graduate.
- Must have an average of a "C" or better in their CTE program.
- Must score 75% or better on the "Instructor Recommendation Form."
- Must be up to date with Senior Project requirements.
- Must obtain permission from the Principal
- **Attendance:** No more than 4 absences per nine week period.
(Medical conditions and special circumstances will be taken into consideration.)
- **Discipline:** no major violations at least 6 months prior to placement.

Personality Traits

- Able to use the skills learned to seek, gain, and maintain employment.
- Able to follow directions from a supervisor and accept constructive criticism.
- Able to balance the demands of:
 - School – Academics and Vocational Program
 - Work
 - Personal Life

Pennsylvania Department of Education

Cooperative Education Program guidelines

- Co-op positions must be directly related to a student's field of study.
- Co-op students are required to be paid a fair wage.
- The business must carry Workmen's Compensation insurance.
- Students are not eligible for unemployment insurance.
- Students must be scheduled to work a **minimum of six hours at a time**.
- Students must work at least 30 hours during their shop week.
- A training plan will be designed that includes specific details of what the student will accomplish and how their employment extends their education.
- All placements are subject to Federal and State labor laws and safety regulations.

Training Agreement

The training agreement is a contract between the student, their employer, the school, and their parents. It includes guidelines that have been developed to comply with the state and federal labor laws. Students can be removed from a coop placement if any one of them or their employer does not adhere to guidelines.

Training Plan

The training plan is a list of specific skills that the student will accomplish at their place of employment. It is designed with the help of the student's program instructor, their employer and the cooperative education teacher.

Labor Laws: (16 and 17-year olds)

School term hours

- 44 hours per work week*
- 28 hours per school week
- 8 hours per day, minimum of 3 hours
- Shift hours:
6 a.m. - midnight on weekdays.
6 a.m. - 1 a.m. on weekends.

Summer hours

- 44 hours per work week
- 8 hours per day
- no limit on night work

**Shop week can be considered work – week.*

- Anyone under 18 years old cannot work more than 6 days per week and must have a 30 minute meal break after 5 hours of work.

Cooperative Education Application Process

Pre-Application

1. Interested students need to review the “Cooperative Education Criteria for Enrollment” and then submit a Student Conference Request to the Cooperative Education coordinator, Ms. Tuminella.
2. The Coop Coordinator will meet with the student to review the Cooperative Education Program. If the student is eligible they will be given an application.
3. The student must complete the application and return it to the Cooperative Education Coordinator within 5 school days.
4. Once the application is received, the Cooperative Education Coordinator will verify the student’s potential Co-op placement and set up a meeting with the student’s CTE instructor.
5. The CTE instructor will complete an **Instructor Recommendation Form**.

Program Acceptance

1. After the application process is complete and all requirements have been met the Cooperative Education Coordinator will work with the CTE instructor, the employer, and the student to develop a **Training Agreement and Training Plan**.
2. The Cooperative Education Coordinator will visit the place of employment to meet with the student’s supervisor and to discuss the **Training Agreement and Plan**.
3. The Cooperative Education Coordinator will meet with the student to complete the **Training Agreement and Training Plan**.
4. The student will obtain employer and parental signatures and return **the Training Agreement and Plan** to the Cooperative Education Coordinator at least one week before they can officially start their CO-OP experience.

Cooperative Education Important Information

Cooperative Education Meetings

Coop students are required to attend cooperative education group meetings every two weeks for 90 minutes. This time will be used to discuss their coop experience and complete any other relevant activities. **These meetings are mandatory.** Students are to make arrangements with their employer well in advance to ensure that they are not scheduled to work during that time.

Attendance

Absenteeism is one of the main reasons that employees lose their jobs. Cooperative education students must inform their coop coordinator and employer as soon as possible if they are unable to attend work or school due to illness. Coop students are required to follow the same attendance procedures as if they were attending the career center on a daily basis. Doctor's appointments should be scheduled around working hours if possible, if your appointment cannot be scheduled around those hours, the coop coordinator and the employer should be informed as soon as possible. Do not wait until the morning of your appointment to call off.

Frequently Asked Questions

- ❖ *Does Co-op count toward my credits for graduation?* YES three elective credits.
- ❖ *Am I still a member of my program at LCCTC?* YES.
- ❖ *Do I need my Shop Instructor's approval for Co-op?* YES.
- ❖ *Do I need approval from the LCCTC Principal?* YES.
- ❖ *Will I still take NOCTI or NIMS testing?* YES.
- ❖ *Do I have to complete my Senior Project if I am on co-op?* YES.
- ❖ *Can I be removed from the Co-op program?* YES, by violating the criteria outlined in the training agreement.
- ❖ *How do I sign up?* Talk to your Shop Instructor or the Cooperative Education Coordinator.

Co-op Application Checklist

Required Items and Tasks

- Completed Co-op Application.
- Copy of Driver's License.
- Copy of Health Insurance Card
- Copy of Work Permit (if under 18).
- Set up a professional email account and send a test email to: (mjtuminella@lcvt.tec.pa.us)
 - i. Example (firstname.lastname@gmail.com)
- Obtain a copy of your last work schedule, if you are currently working.
- Complete all tasks listed above and submit to the Cooperative Education Coordinator.