

**SPECIFIC GUIDELINES
FOR
COOPERATIVE WORK EDUCATION/DIVERSIFIED OCCUPATIONS**

PURPOSE: The major goals of the Cooperative Work Education Program are to prepare students to make responsible career and personal life decisions, to set goals, and to develop plans to achieve these goals through a combination of classroom and paid on-the-job training.

ADVISORY COMMITTEE: An advisory committee whose members represent a cross section of community members is an optional but important component to a cooperative work education program.

ENROLLMENT: A standard full-time program should have an optimum of thirty pupils and a maximum of forty per coordinator. Full-time programs designed for at-risk, disadvantaged and students with special needs should have an optimum of fifteen and a maximum of twenty students.

GRADE LEVEL: Seniors should be given priority; but the program should be open to all high school students.

SELECTION OF STUDENTS: All students can benefit from participation in this program; we all need to prepare for future careers. Students must meet qualifications and be approved by the CWE/DO coordinator based upon program regulations and available training sites.

MINORS: Minors cannot work at hazardous tasks during their on-the-job training unless the CWE/DO program is approved by the State and the training station has been approved by the Labor Department.

EQUITY: All efforts should be made to eliminate sex bias and sex stereotyping from program operations and career and technical education materials. Equal access to the program will be provided to all.

INSTRUCTIONAL SCHEDULES: Students should meet with their teachers for a minimum of three to five times per week for the purpose of related classroom instruction.

Teachers should have no more than three classes and no additional duties to ensure adequate time for career counseling and training station visitations.

An eleven-month contract is necessary for an effective program.

FACILITIES: The basic coordinator's facilities should include adequate CWE/DO classroom with an office and telephone services.

WAGES: The students are paid at least minimum wage and state labor laws must be adhered to.

TRANSPORTATION: Transportation to and from the training site is the responsibility of the student and their parents.

SCHOOL CREDIT: Academic credit is awarded for successful completion of both the related class and on-the-job training work experience.

RELATED CAREER AND TECHNICAL EDUCATION INSTRUCTION: General related instruction factors common to all occupations and specific related instruction factors pertaining to individual student's on-the-job training, are required of all CWE/DO programs.

RELEASE TIME: Students are released from school for their on-the-job training.

ADMINISTRATION SUPPORT: The active support of the school administration is necessary to achieve the desired objectives of the CWE/DO programs.

SAFETY: All employees must be in compliance with appropriate local, state, federal and OSHA statutes.

LENGTH OF PROGRAM: The length of the program varies depending upon the occupational area of training, the specific job training station, the student's capabilities and the time required to learn the job. The student's hours will follow all labor laws.

PLACEMENT OF STUDENTS: The on-the-job training station will be selected according to the student's tentative career goals, interests and abilities. It is the responsibility of the teacher coordinator to assist with career placement upon graduation.

TRAINING STATION: Training stations should provide meaningful and appropriate learning experiences for the student. Only "bona fide" training with reputable firms that comply with safety and health regulations should be allowed. The training station should also provide adequate supervision and opportunities for advancement.

WORK-BASED LEARNING PLAN AND PARTERSHIP AGREEMENT: A work-based learning plan (training plan) should be developed jointly by the employer and the teacher-coordinator for each student. These plans should show a systematic schedule for the on-the-job tasks to be learned and evaluated. In addition, the Partnership agreement should be developed by the CWE coordinator and requires signatures by the student, parent, coordinator and employer.

SPECIFIC RELATED INSTRUCTION: Specific related instruction is primarily the responsibility of the employer; however, students are encouraged to enroll in career and technical education courses related to their on-the-job training.

SAFETY INSTRUCTION: Safety instruction is the responsibility of the employer and should be provided at the job training site. General safety practices should be reviewed by the coordinator during classroom instruction.

TEACHER CERTIFICATION: A CWE/DO coordinator must hold a valid Connecticut teaching certificate with an endorsement to teach CWE/DO.

The requirements for CWE/DO endorsement are:

For initial endorsement:

- a) Holds a bachelor's degree from an approved institution;
- b) Holds or is eligible for secondary-level certification in any subject or field
- c) Has completed one year of satisfactory non-teaching work experience;
- d) Has completed three semester hours of credit in principles and organization of cooperative work education;
- e) Has completed three semester hours of credit in each of the following:
 - 1) Foundations and principles of vocational education;
 - 2) Labor market analysis trends and job readiness; and
- f) A course of study in special education of not fewer than 36 clock hours.

There are additional requirements for a provisional and professional educator certificate.

CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATION: SkillsUSA (aka VICA) is the recognized youth group for CWE/DO programs. Programs must be state approved in order to form an active SkillsUSA chapter. SkillsUSA participation is strongly recommended.

PROGRAM MODEL: Related classes (General and Specification relation instruction)

Class I -15 students Min. 3-5 periods/wk
Class II -15 students Min. 3-5 periods/wk
Preparation Min. 3-5 periods/wk

Coordination (1/2 hr./student/week) or 15 hours for 30 students (45 minute periods)

Total -20 -20 periods per week
31 -35