

# COOPERATIVE ED/OJT

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In Cooperative Education/OJT, students work part-time (on-the-job training) and attend an in-school course "related" to this work experience. Students in the Cooperative Education/OJT program are supervised by a teacher-coordinator who selects job sites reflecting students' career cluster goals.

A combination of classroom learning and on-the-job training enables students to gain new skills and to reinforce learning received in the school environment. The cooperative method of instruction is appropriate for students who are enrolled in a Career and Technical Education program.

## HANDBOOKS

Several handbooks/manuals have been developed to help those involved in Cooperative Education/OJT better understand the program requirements. They are as follows:

### [Volusia Cooperative Education: Handbook for Schools](#)

The Handbook for Schools is for coordinators, school administrators, Career Connection Facilitators and Guidance Counselors. Handbook sections include work-based learning descriptions, Career and Technical Education information, program guidelines, work hours and credit policy, Child Labor Law, and an appendices with visuals all state required forms.

### [Volusia Cooperative Education: Handbook for Employers](#)

The Handbook for Employers is for all employers involved in Cooperative Education. Handbook sections include work-based learning descriptions, Career and Technical Education information, program guidelines, work hours and credit policy, Child Labor Law, strategies for working with teens, and appendices with visuals all state required forms.

### [DOE Cooperative Education Manual](#)

The Cooperative Education Manual serves as a general guide for Florida's Cooperative Education Programs.

### [DOE Handbook/STEPS Manual](#)

A handbooks for students, teachers, employers, and parents regarding the implementation of cooperative education programs.

## TEACHER FORMS

Other school forms are used as needed by the Cooperative Education teacher-coordinator:

### [Business Partner Program Evaluation](#)

Used for continuous improvement of the Cooperative Education Program.

### [Checklist](#)

Completed by teacher-coordinator to ensure all state required and other program pieces are completed for students.

### Insurance and Emergency Information

Completed by students and parents as a precautionary measure.

### Parent Letter

Sent to the parents as an introduction to the Cooperative Education Program.

### Program Agreement

Identifies program guidelines. Completed and signed by the student and parent at the onset of the program.

### Quick Facts

Quick reference guide for the Cooperative Education Program.

### Record of Visitation

This document is used by the teacher-coordinator to record all important worksite visit information.

### Request For Absence

Initiated as needed by the student when a work absence is necessary and completed by the teacher-coordinator and employer.

### Request For Job Change

Completed as needed by the student and verified by the teacher-coordinator.

### Work Search Log

Completed weekly by unemployed students to verify work search efforts.

## **STATE REQUIRED FORMS**

There are four state-required forms that must be used for every student in the Cooperative Education/OJT Program. The required forms and an explanation of and how and when to use them are as follows:

### **Training Agreement**                      **PDF**              **Word Doc**

Completed and signed prior to work site placement by the teacher-coordinator, student, parent and employer.

### **Training Plan**                              **PDF**              **Word Doc**

Completed and signed prior to work site placement by the teacher-coordinator, student, parent, and employer.

### **Time Card**                                      **PDF**              **Word Doc**

Completed and signed weekly by students and employers and turned in weekly to teacher-coordinators.

### **Report Card**                                      **PDF**              **Word Doc**

Completed and signed by the employer at the end of each school grading period.