

## **Policies for Credit and Supervised Employment For Approved High School Cooperative Career Education Programs**

The following policies apply to the operation of cooperative education as part of DESE approved career education programs:

1. The teacher/coordinator must provide both in-class related instruction and supervision of students' on-the-job training.
2. Students must be enrolled in both the class and the supervised employment simultaneously.
3. Training stations must be appropriate for the occupational area for which the program is designed.
4. There must be a written Instructional management Plan (IMP) between the school and the training sponsor that identifies both in-class instruction and on-the-job training that the student will receive.
5. A current IMP must be on file for each student receiving cooperative education credit.
6. There must be a written training agreement between the school and the training sponsor which assures that students are employed and compensated in conformity with federal, state, and local laws and without regard to race, color, national origin, sex, or disability.
7. The credit awarded for on-the-job training should be 1 unit per school year for each 10 hours of employment per week. No more than 2 credits may be awarded for on-the-job training during a school year.
8. Teacher/coordinator employment contracts should include an additional week beyond regular teacher contracts for each 12 to 15 cooperative education students so that counseling, placement, scheduling and training station development can be conducted.
9. The teacher/coordinator's schedule must include 225 minutes per week for each 12-15 cooperative students for supervision of on-the-job training.
10. Evaluation of students on the job must include occupationally specific skills as well as attitudinal criteria.

The above policies apply to:

016 678	Supervised Agriculture Experience, Cooperative Education
034 380	Supervised Business Employment
040 080	Supervised Marketing Employment
040 081	Supervised COE Employment
096 839	Family and Consumer Sciences Occupations, Cooperative Education
170 080	Supervised CIE Employment