

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

Cooperative Career Education Programs involve students enrolled in DESE-approved career education programs. The primary goal is authentic assessment of the application of academic and occupation skills. Programs must meet the common program standards established and approved by the Office of College and Career Readiness, Career Education Unit. The program incorporates real world work experience and learning into the student's academic experience.

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

1. Students must be enrolled in a DESE-approved career education program with classes which are concurrent with the off-campus experience. The related instruction may be less frequent than daily, but must comply with the approved program standards.
2. One-half unit of credit per semester may be awarded for 10-19 hours weekly of off-campus experience, or one unit of credit per semester for 20 or more hours weekly of off-campus experience. No more than two units of credit may be awarded during any school year for the off-campus experience.
3. The program must be under the supervision of a teacher certificated in the career education program area and who has completed coursework in supervision of cooperative education.
4. The teacher/coordinator's schedule must include 225 minutes per week for each 12-15 participating students for supervision of on-the-job training.
5. The teacher employment contracts should include an additional week beyond regular teacher contracts for each 12 to 15 students to provide counseling, placement, scheduling and training station development.
6. There must be a written instructional plan which sets forth specific learner objectives, an evaluation plan for student performance, and a training agreement signed by all parties involved.
7. Evaluation of students on the job must include occupationally specific skills as well as attitudinal criteria.
8. Students may or may not receive pay. The employment relationship must be established for off-campus experience as part of cooperative career education programs and must adhere to the Fair Labor Standards Act ([Fact Sheet #71](http://www.dol.gov/whd/regs/compliance/whdfs71.pdf) <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>).

### Core Data Course Code(s):

016780-Supervised Agricultural Experience, Cooperative Education

034380-Supervised Business Employment

040080-Supervised Marketing Employment

040081-Supervised COE Employment

096839-Family and Consumer Sciences Occupations, Cooperative Education

170080-Supervised CIE Employment