

Cooperative Education

Course Syllabus

Mr. Waibel

Email: swaibel@lisle202.org

Phone: 493-8365

Course Description:

This course combines the efforts and resources of the employment community and Lisle High School. The purpose of Cooperative Education is to provide learning experiences that will assist in student development of entry-level job skills. Each student enrolled in the course **MUST** work a *minimum of 15 hours* and a maximum of 20 hours per week in training for an occupation in which they show a definite interest and probability for success. In addition to the work experience, students must successfully complete related class instruction to receive credit for the course. The related class instruction will provide students with career education, personal and/or on-the-job instruction, and occupational development.

Course Objectives:

This course is designed to provide students with a basic understanding of career education. Upon completion of this course, students will be able to:

- understand how to balance the demands of study and work
- understand job search strategies
- develop job application/interviewing skills
- develop their communication, leadership, and teamwork skills

Textbook and Materials:

- Textbook: Succeeding in the World of Work, Current Edition
- Pen/pencil, notebook, calculator, and 2-pocket folder or 3-ring binder

Grading Information:

Students will be graded using assignments, participation, quizzes, and tests as follows:

40% - Assignments	Includes all written class work, workbook assignments, homework, and computer assignments.
40% - Participation	Includes items such as: being punctual and prepared for class each day, contributing to class discussions, cooperating with classmates/teacher, washroom and locker pass abuse, etc.
20% - Quizzes/Tests	Includes quizzes given at the end of each chapter, and tests of cumulative material covered in class and text.

Grading scale:

93-100% = A 85-92% = B 76-84% = C 68-75% = D Below 68% = F

Cooperative Education

Course Syllabus

Mr. Waibel

Semester Grade:

40% 1st Quarter
40% 2nd Quarter
20% Final Exam
100%

Work Grade:

In addition to a classroom grade, Cooperative Education students will also receive a work grade. This work grade will be based on the student:

- working between 15 to 20 hours per week throughout the semester
- documenting such work on a timely basis
- receiving both formal and informal feedback from their employer regarding the quality of their work
- in order to receive a passing work grade, a student must earn a passing classroom grade

Class Rules:

- Good attendance is essential if you want to do well in this course. Also, a third tardy will result in the deduction of participation points and a classroom detention.
- Come to class prepared! This means bringing your textbook, notebook, pen/pencil, etc. to class every day. If you have to go to your locker for these items, participation points will be deducted.
- Keep your assignments up-to-date. If you are absent, it is YOUR responsibility to obtain missed assignments/notes.
- Courteousness and consideration should be practiced at all times during this class. This is in regards to fellow classmates, teachers, and guest speakers.
- Assignments, quizzes, and tests missed due to excused absence (illness, field trip, etc.) must be made up within a reasonable time after your return to school.
- Late work will be accepted for partial credit (minus 25% for one day late; minus 50% from over one day late until date of next test). Late work will NOT be accepted after this time.
- The student will forfeit all academic credit for any work assigned and/or due on the day of an unexcused absence.
- No hall or washroom passes (beyond two) will be issued during class without the loss of participation points.

Class Eligibility:

- It is the student's responsibility to find their own job. This job must comply with all State and Federal laws and regulations. If a student is unemployed for four or more weeks during the first semester, they will be ineligible to participate in the Cooperative Education Program during the second semester. They will also not receive a credit for the work portion of the program.

Cooperative Education Course Syllabus Mr. Waibel

- Just as good school attendance is essential to being a good student, good job attendance is essential to be a good employee. A student may not go to work in the afternoon or evening if they have not attended school that day. A student also may not go to work if they are suspended from school. Therefore, sick days, unexcused absences, and school suspensions will be counted as the student being unemployed for those days.
- If a student accumulates 11 unexcused absences, which includes school suspensions, they will be ineligible to participate in the Cooperative Education Program during the second semester.
- Also, any combination of sick days and unexcused absences totaling 20 or more days during a semester will make a student ineligible to participate in the Cooperative Education Program the following semester and not receive a work credit for the current semester.
- Finally, in order to remain enrolled in the Cooperative Education Program for the second semester, a student must earn a C or better the first semester or receive permission from the instructor.

Academic Honesty:

It is expected that all material submitted for this course is the actual work of the individual whose name appears on the material. Research information must be properly documented. Violations of academic honesty include, but are not limited to cheating, plagiarism, and receiving help on a test. Copying another person's assignment will result in both the copied assignment and the original assignment guilty of academic dishonesty. A student found guilty of academic dishonesty is subject to failure for the assignment in question and/or failure of the course.