***Requirements for Ottawa Township High School Co-Op Program***

1. **Students need to have employment within the school district (unless that type of work is not available in the district)**
2. **Students must have transportation to and from work. This is not an excused absence from work.**
3. **Students will not be permitted to be employed for an entity that deals in the distribution/consumption of alcohol**
4. **Students will need to have a 5 day a week position (mon-fri)**
5. **Students will need to have a minimum of 3 hours of work per day (15 hours per week)**
6. **Students will start their job at 12pm (they are let out of school at 11:30am)**
7. **Students will be responsible to attend their current employment during school breaks (the employer will set the hours and days during school off days)**
8. **2.0 GPA**
9. **Students can have a maximum of 5 absences per each semester. If they go over this number, they will be dropped from the program. (Exceptions for medical emergency)**
10. **if a student is fired from their current job they will be dropped from the program and fail the class**
11. **If a student is wanting to switch jobs, they have 1 week to secure a job. Not finding a job will result in being dropped from the program**
12. **2 strike rule will be instituted (first strike is a warning and student will have to create a report based on their actions of how to improve, second strike is removal from the program with a failing grade**
13. **If a student is suspended from school. This will result in missing work and is not an excused absence. This will result in removal from the co-op program.**

**Course Description: This course provides students an introductory opportunity to explore their interests, abilities, and career options. Students are placed in on-campus or community work sites. Classroom topics include developing a resume, finding a job opening, completing job applications, successful interviewing, good grooming, and positive attitude skills.**

**Students will be able to:**  
**1. Understand and follow the requirements of the Coop program.**  
**2. Understand the changing job market and what causes these changes.**  
**3. Recognize occupations and career areas of personal interest.**  
**4. Research careers formally and informally.**  
**5. Identify methods of preparing for interviews, including researching and rehearsing.**  
**6. Explain the anxiety of a new job and expectations.**  
**7. Identify the qualities that employers are looking for in an employee.**  
**8. Understand how to work with others and communicate on the job.**  
**9. Be aware of the importance of health and safety on the job.**  
**10.Identify laws that affect the workplace.**  
**11.Recognize and develop personal traits for getting along with others in the workplace**  
**12.Explain how teamwork benefits both team members and businesses.**  
**13.Describe and demonstrate listening, writing, and presenting skills needed for employment.**  
**14.Identify workplace problems and describe problem solving process.**  
**15.Explain how changing technology affects the workplace.**  
**16.Understand the importance of organization and time management.**  
**17.Understand how the economy works and a consumer and employee’s role.**  
**18.Have an understand**

**ing of money and know the importance of a successful money management plan.**  
**19.Be aware of purchasing power, writing, and endorsing checks and reconcile a bank statement.**  
**20.Be aware of different forms of credit available and how to apply for a loan.**  
**21.Understanding the income tax system and be able to fill out federal and state tax forms.**  
**22.Be aware of the different forms of insurance.**

