

**“WATT’S”  
YOUR  
LIGHTBULB  
MOMENT?**

**THE FUTURE LOOKS BRIGHT FOR  
COOPERATIVE EDUCATION!**

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Dear Employers, Parents/Guardians and Students:

Many students at Kellam High School choose to work part-time, in addition to being full-time students. Our Family & Consumer Sciences Department saw a need to incorporate a course to support students working in service related careers with a cooperative learning experience. The cooperative method of instruction uses a combination of class activities and work experience to better prepare students with the job skills needed for successful employment. In the Work & Family Studies Cooperative Education course the student earns two (2) credits, one for Classroom instruction and one for work experience/observations/evaluations. It is a collaborative relationship between the employer, student, parent/guardian, teacher and administrative team to create a "win-win" situation for all involved.

Here's how easily it works:

1. Students obtain employment in an area of interest for the duration of the academic year.
2. Cooperative education course paper work is reviewed and signed by all involved stakeholders.
3. Appointments for training agreement review, observations and evaluations are scheduled.
4. Supportive instructional activities and projects necessary for job and academic success are completed in the classroom.
5. Final grades are based on continued employment, observations, evaluations and classroom instructional activities.

I want to welcome everyone to one of the most worthwhile educational programs Virginia Beach City Public Schools has to offer. Together we will strive to support and encourage successful employees for the future!

Yours in partnership,

*Teresa L. Harrington*

Teresa L. Harrington  
Chair, Family & Consumer Sciences Department  
Coordinator, Work & Family Studies Cooperative Education

# "BRING TO LIGHT..."

## Letter of Introduction/ Welcome for all Stakeholders

## Contact information

## Purposes/Objectives of the Program of Work

## Outline of the Training Agreement

## Evaluation and Grading

# Cooperative Education Program Guidelines



The following Cooperative Education guidelines are extremely important. Please read them carefully.

1. The coordinator will assist the co-op student in obtaining employment when necessary; however the ultimate responsibility belongs to the student. Any job changes must be made with prior approval of the coordinator. AFTER receiving permission to change jobs, a student must give the training station a minimum of two weeks' notice (in writing). Failure to abide by these regulations may result in an "E" for the grading period, and/or dismissal from the program.
2. A cooperative education student has three weeks to find a job after the first day of school. Students unable to find employment within three weeks will be encouraged to enroll in another course. Those choosing to remain in co-op who do not find employment within three weeks after school starts will not receive co-op credit, this may negatively impact their grade for the first nine weeks.
3. A student who becomes unemployed has three weeks to locate another job. Unemployment for more than three weeks in any nine weeks grading period may result in the student receiving a failing grade for that nine weeks.
4. A student who is dismissed from the training station (job) due to negligence, insubordination, arrest, or any other illegal issue that occurs will be dropped from the program with a failing grade.
5. In order to receive the co-op credit, all students must work a minimum of 396 hours and show continual employment for the school year. Any student who does not have official documentation of working 99 hours for each grading period may be subject to receiving a failing grade for that period. Any student who does not have sufficient documentation of working a minimum of 198 hours by the end of the first semester will be encouraged to enroll in a semester course.
6. To show appreciation to the training sponsors for mentoring the students, students will conduct annual activities. All co-op students are required to attend these annual activities. The costs for these activities will be based upon the cost the activity and the number of participants. These costs may be covered by the students' participation in fund-raising activities and payment of club dues.
7. Students permitted to leave before the end of the school day will receive an early release card to be carried with them at all times. This pass will not allow any student back into the school once he or she leaves the building without written permission.
8. Students who do not follow guidelines outlined for the cooperative education program and School Board rules and regulations, may receive an "E" for the grading period and possible dismissal from the program.

To ensure the effectiveness of this program, each parent is encouraged to direct ALL questions or concerns through the student's coordinator and not directly to the training sponsor. The working relationship between the school and the community is VITAL to the success of this program.

I have read and understand these guidelines and agree to follow them as stated.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Coordinator Teresa L. Harrington Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

# "A GUIDING LIGHT..."

## Responsibilities

## Program Specifics

## Consequences

## Partnership of Stakeholders

## Signatures and Dates

## Archive

# Cooperative Education Training Agreement



Student's Name \_\_\_\_\_ Program Work + Family Studies Cooperative Education I + II

School Kellam High School, VBCPS

Training Station \_\_\_\_\_ Address \_\_\_\_\_

Student's Job Title \_\_\_\_\_ Training Sponsor \_\_\_\_\_

**PURPOSE:** The purpose of this agreement is to provide a way of recording the terms of the student's employment and to outline the responsibilities of all parties involved with that employment to comply with federal and state labor law requirements.

**STUDENT-TRAINEES** agree to:

1. Attend school and work regularly. The student-trainee will notify the school and Training Sponsor by a designated time on any day absent. When a student is absent, he/she is **NOT** permitted to work that day unless advance permission has been given by the teacher-coordinator. Student trainees agree to work diligently with the assistance of the coordinator to obtain employment.
2. Perform training station responsibilities efficiently and continue employment throughout the entire school year.
3. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn at all times.
4. Conform to all rules and regulations while on the job, including all safety requirements of the training station, the school system, and state and federal laws.
5. Furnish the teacher-coordinator with necessary information about their training program and to complete promptly all necessary reports.
6. Consult the teacher-coordinator about any concerns arising at the training station or related to the training program. Any job changes must have approval of the coordinator.
7. Participate in the vocational student organization and other school activities required in connection with the cooperative technical and career education program.

**PARENTS/GUARDIANS** agree to:

1. Support the cooperative method of education and encourage competent participation of student-trainees.
2. Assume responsibility for the safety of students from the time they leave school until they report to the job or home and from the time they leave the job until they arrive at home.
3. Be responsible for transportation of students to and from the training station.
4. Cooperate with all rules and policies of the school and training station.
5. Be aware that students are not allowed to report to the training station on days they are absent.

## “ILLUMINATE THE TASKS...”

Training Station/Work Location

Student/Trainee Agreement Outline

Parent/Guardian Agreement Outline

Teacher/Instructor Agreement Outline

Signatures and Dates

Archive

Work & Family Studies Cooperative Education  
Coordination Record

Name \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_  
 Street \_\_\_\_\_ Zip \_\_\_\_\_ Neighborhood \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Student I.D.# \_\_\_\_\_ Grade Level \_\_\_\_  
 Contact Mom or Dad \_\_\_\_ Occupation \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Parent/Guardian \_\_\_\_\_  
 Extra-Curricular Activities \_\_\_\_\_ Counselor \_\_\_\_\_

Block	Subject	Teacher	Room	Grades/Absences			
				1	2	3	4
1A							
2A							
3A							
4A							
1B							
2B							
3B							
4B							

Training Station	Training Sponsor	Address/Email	Phone/Extension

**“IN LIGHT OF...”**

**Personal Information**

**Parent/Guardian**

**Contact Information**

**Class Schedule**

**Grades and Absences**

**ASSIST-Additional Student Study and Instructional Skills Time**

**Training Station Information**



Cooperative Education Wage and Hour Report

Student \_\_\_\_\_ Hourly Wage \_\_\_\_\_  
 Training \_\_\_\_\_  
 Sponsor \_\_\_\_\_ Supervisor \_\_\_\_\_

Directions: Record your work schedule (actual hours) for each day in the block provided

Month: \_\_\_\_\_

MON	TUES	WED	THURS	FRI	SAT	SUN	Total

Total Regular Hours \_\_\_\_\_ x Hourly Wage \$ \_\_\_\_\_ = Regular Wages \$ \_\_\_\_\_

Total Hours \_\_\_\_\_

1. Summarize tasks performed during this month. \_\_\_\_\_

2. Discuss one new work experience which occurred this month. \_\_\_\_\_

Student \_\_\_\_\_ Work Location \_\_\_\_\_

“LIGHTING THE WAY...”

Hours Worked

Wages Earned

Overtime/Tips

Summary of Completed Tasks

New Work

Experience/Skill Sets

Signatures

Work & Family Studies Cooperative Education  
Observation Checklist



Student: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_

Employer: \_\_\_\_\_

Location: \_\_\_\_\_

Observation #1 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes:

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Observation #2 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes:

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Observation #3 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes:

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Observation #4 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes:

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- Introduction Post Card      Date: \_\_\_\_\_
- Introduction Packet      Date: \_\_\_\_\_
- Winter Greeting      Date: \_\_\_\_\_
- Thank You Letter      Date: \_\_\_\_\_
- Certificate of Appreciation      Date: \_\_\_\_\_

“A BEACON OF  
OPPORTUNITY...”

Student Information

Manager/Supervisor  
Information

Observation Date/Time

Notes/Observations

Record of  
Correspondence

# Work & Family Studies Cooperative Education Employer Evaluation of Student



Student: \_\_\_\_\_ Work Location: \_\_\_\_\_ Date: \_\_\_\_\_

CHECK THE RATING MOST APPLICABLE	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY	NEEDS IMPROVEMENT	COMMENTS
1. Ability to work as a team member					
2. Oral communication					
3. Written communication					
4. Quality work					
5. Following directions					
6. Care of equipment and materials					
7. Follows safety practices					
8. Compliance with company policies					
9. Appearance/Appropriate dress					
10. Attendance/Punctuality					
11. Dependability					
12. Acceptance of criticism					
13. Enthusiasm					
14. Initiative					
15. Respect for others					
16. Desire to learn					
17. Self confidence					
18. Use of technology					

Training Sponsor: \_\_\_\_\_ Coordinator: Teresa L. Harrington

Position: \_\_\_\_\_ Phone: \_\_\_\_\_ School: Kellam High School

## “FLOODLIGHT OF FACTS...”

Student/Location Information

Outline of Skill Sets

Rating Categories

Comments

Signatures

Paper/Electronic Copies

Archive



## Work & Family Studies Cooperative Education I/II

2323 Holland Road  
Virginia Beach, Virginia 23453  
757-648-5400 (office)  
757-427-6265 (fax)

Floyd E. Kellam High School  
Family and Consumer Science Department  
Teresa L. Harrington, Coordinator

### Quarter One W&FSCE I Service Learning Contract...

Just as a manager must sometime “go the extra mile,” so will Work & Family Studies Cooperative Education students. You will contract for one test grade each quarter. Many of these projects will arise during the course and will be announced to the entire class. Other assignments will involve only one student, a few volunteers, or selected class representatives. Each student is responsible for earning ten (10) service learning points per quarter and must acquire appropriate signatures. Save this sheet and turn it in at the end of the quarter to receive your 100 test grade. Here are your choices for quarter one...

Activity...	Points...	Appropriate Signature...	Points Earned...
Volunteering to help a teacher or administrator with his/her school work	1 per hour of work		
Volunteering to help a school support staff member with his/her school work	1 per hour of work		
Participating in the “Dough for Dough” Cookie Dough sale	1 per bucket (3 required)		
Contributing to United Way campaign	1 per \$1		
Joining FCCLA as an affiliated member	5		
Participating in the Homecoming activities, the Parade or helping with a float or display	1 per hour of work		
Dressing for Spirit Week-must see Ms. H for points or send a “selfie”	1 per day		
Assisting with the showcase display team for October	1 per display		
Assisting with the showcase display team for November	1 per display		
Volunteering to help with Food Occupations lab or Catering lab clean up	1 per hour of work		
Creating a poster, flyer or handout to promote the Work & Family Studies course	1 per poster/flyer		
Visiting classes or study blocks to recruit for the Work & Family Studies Course	1 per class visit		
Donating time to a shelter or mission	1 per hour		
Alternate Service Learning Project (must be pre-approved by Ms. H)	negotiable		
<b>Due Date: Friday, October 30, 2015</b>			

W&FSCE I/II Student’s Name: \_\_\_\_\_ Block: \_\_\_\_\_

Quarter One Total Points: \_\_\_\_\_ Quarter One Service Learning Test Grade: \_\_\_\_\_

# “SWITCH IT ON...”

Quarterly Service Learning Contracts

Career and Technical Student Organization

Fundraising/Contributions

School and Community Service

Volunteerism

Sponsorships



## **Work & Family Studies Cooperative Education**

What do you learn in Work & Family Studies?

- Develop Communication and Interpersonal Skills at Home and Work
- Develop Employability Skills for the Home and Work Environments
- Analyze the Effects of Resource Management on Work and Family
- Form Healthy, Supportive Relationships With Family Members and Peers at Home and at Work
- Find Personal and Professional Balance

This awesome class is a must have for anyone who plans on working next year and would like to earn 2 credits!

See Mrs. Harrington  
IN ROOM C205 FOR MORE  
INFORMATION



# “SPOTLIGHT...”

Administrative Team

Partnerships/Guest  
Speakers

Cashola Night

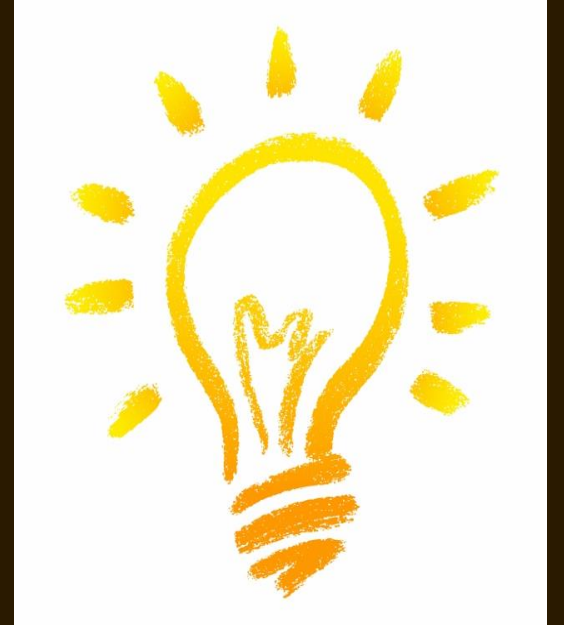
National Entrepreneurship  
Month-February

Student Recruitment

Publications/Posters/Flyers

Open House Table

SO "WATT"  
WILL YOUR  
LIGHTBULB  
MOMENT BE?





QUESTIONS THAT  
MAY HAVE COME  
TO LIGHT...

