



# Cooperative Education

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## HACTC Cooperative Education ... A School and Industry Partnership "Training the Workforce of Tomorrow, Today!"

### What is the Cooperative Education Program?

The Cooperative Education (Co-op) Program allows students the opportunity to apply technical skills related to their HACTC program in the workplace.

HACTC Co-ops are designed to allow students to acquire on-the-job training and experience in a career or technically related field prior to entering the workforce. Co-op allows students to apply the skills learned in the classroom under actual employment conditions.

Co-op also gives students experience in searching for a job, being interviewed by an employer, working with adult employees, and developing interpersonal relationship skills necessary to succeed in the workplace.

Through the Co-op experience, students will come to appreciate the importance of good work habits, the ability to follow directions, and apply skills learned in their HACTC program. Although not the primary purpose of the program, a possible added benefit is that students may be paid for time spent on the job. Many students have continued to work for their Co-op employer full time after graduation.

- √ *Co-ops are designed around students and their needs and interests.*
- √ *Co-ops introduce students to the workplace in a supportive way.*
- √ *Co-ops extend students' program learning on a job site.*

### Program Opportunities:

#### Job Shadow (JS)

The job shadow is a short duration placement. It is designed for the student who is in the process of exploring careers. Job shadows allow students to see the skill applications taught in the classroom applied directly in the workplace. It is an observation-only placement for up to eight hours.

#### Career Work Experience (CWE)

The CWE program is a short-term placement offering hands-on experience that extends classroom learning and uses the business/industry as the training facility. Students may sample a variety of jobs within a career field or pick a specific job. CWE is a non-paid placement program.

#### Cooperative Technical Education (CTE)

The CTE is a placement in which the student is enrolled in a career or technical program and placed in a related job or industry for which they receive pay. This placement may take place during class time or after school hours.

#### Student Apprenticeship (SA)

Student Apprenticeship placements allow students the opportunity to gain entry level skills in a career interest area outside of their program. This program is administered by the Co-op Coordinator but is approved by the HACTC's Regional Advisory Board and the Department of Labor. The students are enrolled in only recognized student apprenticeship curriculum. This is a paid position. Successful completion of the program is hours based.

**Respect. Engage. Learn. Work. Serve. Grow.**