### **Cooperative Work Experience**

**Bakken Area Skills Center**

**Coordinator: Melissa Meyer**

**BASC CTE Teachers: Kalsey Kronberg (Business/IT), Maria Bayla (FACS), Julie Dragseth (Health Sciences) Breanna Hosman & Sam Doneen (Agriculture), Corey Muechel (Building Trades), George Adams (HEO/CDL), Derrick Roemmich (Automation), Zach Bebee (Sports Medicine).**

**Burke Central Career Counselor: Whitney Rick**

BASC Director: Wayne Heckaman BASC Asst Director: Scott Wisness.

Watford City High School Principal: Jim Green

**Contact Info:**

Melissa Meyer – Regional Work Based Learning Coordinator

BASC

2112 Wolves Den Parkway

PO Box 589

Watford City, ND 58854

Email: melissa.r.meyer@k12.nd.us

Cell: (701) 770-5443

**BASC Mission**: The mission of the Bakken Area Skills Center is to empower individuals through career and technical education, fostering a skilled workforce that meets the evolving needs of our region. Together, we are cultivating strong partnerships with industry leaders, educational institutions, and our communities. Our goal is to provide accessible, high-quality education and training programs that fuel personal growth, economic development, creating a sustainable future for the Bakken region.

**Cooperative Work Experience**

**COURSE DESCRIPTION:**

This course provides students with a regularly scheduled, supervised employment opportunity related to one of the CTE program areas (agriculture, business, marketing, family & consumer science or health science) occupations in order to develop and improve work skills. The employment must be preceded by, or concurrent with, classroom instruction related to the work experience, consistent with the students’ occupational goals, and related to the CTE program area. There shall be a training agreement among all partners to the work experience (school, employer, student, and parents/guardians) outlining the expectations of each party. The instructor shall also develop a specific training plan with the employer for each student placed. The training plan shall include provisions for assessment of student progress and for on-site visits by the instructor during the student’s placement.

***NOTE: Students must be at least 16 years old and may be paid a wage by the employer*.**

**PROGRAM REQUIREMENTS**

**Criteria students must meet to participate in the program. Student must:**

* Be a junior or senior in credits.
* At least 16 years old.
* Taken at least 1 credit within a CTE program area.
* Complete a CWE application and submit a resume.
* Receive CTE departmental approval.
* Provide transportation to and from work.
* Receive parental approval.
* Agree to follow all policies and procedures as noted in the training agreement.

**PROCEDURES:**

**Student Grading**

The CWE Coordinator must set high standards for students and expect high-quality work. A *complete record of all grades earned must be maintained*. Grades for cooperative work experiences are determined by the CWE Coordinator through utilization of weekly journal entries, time sheets, other assignments and consultation with the employment supervisor. Written employment evaluations are given **at least once per grading period**, and at other times deemed appropriate. It is the responsibility of the CWE Coordinator to secure ratings from the employer on the student’s personal qualities, job performance and incorporate this information into the final grades for each student. Evaluations must be reflective of progress on skills, knowledge, and processes identified in the *Training Plan*.

**Student Attendance**

If it is necessary for a student to be absent from the job, the students ***must contact the employer and their supervising teacher prior to*** the absence to provide notification and/or secure permission.

**Weekly Reports and Assignments**

Compliance with all Federal and North Dakota Child Labor and minimum wage laws is required. Students may not work in a training station that would pay a lower training wage for hours worked. **Each student must keep a record of hours worked each day earned in a Cooperative Work Experience.**  These records are ***checked weekly by the CWE Coordinator (shared with CTE Teacher of the program area)*** and verified with the training station. The students will share their weekly hour report in their weekly journal (AET or Google Classroom). Journal reports and assignments are due by 10:00 a.m. Tuesday of every week.

**Grading Breakdown**

**GRADING SCALE:**

* A = 90-100
* B = 80-89
* C = 70-79
* D = 60-69
* F = 59 & Below

**Employer Evaluations:**

50: A+ all 4’s 42: B 2.9-2.8 36: C- 1.9-1.8

47: A 3.9-3.6 40: B- 2.7-2.6 34: D+ 1.7-1.6

45: A- 3.5-3.3 39: C+ 2.5-2.3 33: D 1.5-1.3

44: B+ 3.2-3 38: C 2.2-2 31: D- 1.2-1

**10 Points Weekly Journals**

10: A 1st day, on time

8.3: B 1-3 days late

7.3: C 4-6 days late

6.3: D 7-9 days late

0: F never turned in

Weekly Journal Reports 10%

|  |  |
| --- | --- |
| \_\_/ 3 | Used Proper Grammar & Sentence Structure |
| \_\_/ 3 | Complete- Paragraph form (at least 3-4 sentences) |
| \_\_/ 4 | Answered Weekly Question or Assignment |

\_\_\_\_\_\_\_ / 10 Weekly Journal Score / Assignment

**10 Points Weekly Timesheets**

10: A 1st day, on time

8.3: B 1-3 days late

7.3: C 4-6 days late

6.3: D 7-9 days late

0: F never turned in

As Outlined in the Training Agreement-

**Student agrees to:**

1. Show up on time to work every school day for assigned periods (at least 90 minutes on a regular school day) and put in an honest day’s work.
2. Remember that the employer is in charge and must be respected.
3. Must submit weekly journal reports and assignments to their CTE teacher as assigned on Moodle.
4. Sign out in the high school office every day and leave through the front door.
5. Give a minimum of **1 day** notice to the employer and instructor of a work absence. If gone from work, the student must get a pass from the CWE Coordinator and present it to their supervisor upon returning to work.
6. Keep in mind that your work ethic reflects directly on you, but also Burke Central School, BASC and CTE programs (Agriculture, Business, Family & Consumer Sciences, or Health Careers).
7. Keep work business confidential because it is in the best interest of the student and employee.
8. Follow all requirements listed in your training plan and if deemed necessary by employer & CWE Coordinator, will follow improvement/intervention plan requirements.
9. Follow all school policies while at work since it is still a class (no tobacco, drinking, vaping, etc.).
10. Communicate with your CWE coordinator about concerns or problems you have with your placement station and then communicate with your supervisor. If not resolved, it can then be brought to school counselors and administration.

**Employer agrees too:**

1. Provide students with clear instruction of what their job entails, responsibilities and times they are to be at work. Include this information in the training agreement and communicate with CTE teachers if changes occur.
2. Educate students in the best way to benefit them for the future workforce.
3. Communicate with students and instructors about work evaluations as well as other situations that
4. may arise. Complete quarterly evaluation forms for the student.
5. Avoid putting students in harm's way on the job site.
6. Notify school immediately in case of an accident, other serious problems or if the student is to be fired. By agreeing to be a supervisor, you are signed on for 1 semester for this student.
7. Refuse a student to work on a day that they were gone from school and require them to be at work every school day (communicate with CWE Coordinator if they don’t show up or can’t for various reasons).
8. Consult with the CWE Coordinator if any concerns, issues, etc. arise. If deemed necessary, students will be placed on an improvement/intervention plan and may be required to “take a break” from work to complete online Edgenuity courses in the area identified.

**CWE Coordinator agrees to:**

1. Give instruction to student, parent and employer of clear duties and responsibilities of all parties. Students will gain instruction on “Career Ready'' and “Soft Skills” needed to enter the workforce.
2. Develop a training plan for each student that includes learning targets for each quarter relevant to the position, consistent with the student’s occupational goals, and related to the CTE program area.
3. Make supervised trips to a student's work to ensure that students are working and that employers are satisfied.
4. Provide clear communications with students, parents, CTE teachers and employers to ensure a smooth experience takes place for everyone.
5. Enter grades for students based on supervisor evaluations and students’ journal entries.

**CTE Teacher agrees to:**

1. Develop coursework required including a plan of study to prepare students for the CWE.
2. Communicate with each student within their program area to provide guidance and instruction on technical skills to be successful in the workplace.
3. Communicate with the CWE Coordinator regularly on program development.