

# ***Cooperative Career Education***

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Cooperative Career Education is a balanced educational program involving academic and vocational instruction within the school, complemented by a supervised work experience in related business, industrial, and/or service work stations.

The Cooperative Career Educational programs are open to juniors and seniors who are 16 years-old and older. Typically, students attend school one-half day where they are enrolled in regular classes including physical education, required courses for graduation, and related cooperative career classes. The other half of the school day, students are working in supervised job training stations. Each student is paid a beginning wage for this form of employment and works from 15 to 20 hours per week. Specific District and State guidelines regulate working conditions and hours per week.

One high school credit is given for the supervised work experience and one credit is given for the related class instruction. Each segment (classroom and work) is an annual course. In order to receive one full credit for each segment, a student must complete each annual segment. An LTHS teacher serves as both coordinator and liaison among the school, student, and employer to maintain a rigorous, meaningful, and profitable educational training program for students.

The courses listed below appear twice in the Guide: once under Cooperative Career Education and once under each course’s related department. Career and Community Partnerships I & II are listed under the Family and Consumer Sciences Department (p. 79); Industrial and Related Occupations I & II (IRO) are listed under the Applied Technology Department (p. 48). Students and parents should carefully review course descriptions and consult their counselors and/or Cooperative Career Education coordinators for more information.

**North Campus 11-12**

Career and Community Partnerships I & II	
• classroom	• work experience

Industrial and Related Occupations (IRO) I & II	
• classroom	• work experience

**Cooperative Career Education Guidelines**

1. Students should seek employment in a career area that he/she is interested in pursuing after high school. Employment should be more than a “job” – but a career interest.
2. Students are required to stay at their employment for the entire school year, with few exceptions.
3. Students will need to provide employer with proper income tax information (ID, driver’s license, social security number) and identification (birth certificate/passport/documentation)
4. Students will need to seek employment within a reasonable distance from LTHS. Generally, employment should be in the western suburbs and within a 15-mile radius of La Grange. Transportation and parking arrangements are the responsibility of student and parent.
5. Students must be directly supervised by an adult on their job.
6. Students must be able, willing, and available for work Monday through Friday, early afternoon through evening. The majority of the work experience hours should be Monday through Friday. Weekend employment is subject to employment requirements.
7. Students need to be employed on a regular basis throughout the school year, averaging approximately 15 hours per week.
8. Students will be expected to have excellent attendance at school and at work.
9. Students may be dropped from the program for poor attendance at school.
10. All school rules apply to the students on the cooperative career education programs.



## CAREER AND COMMUNITY PARTNERSHIPS I & II

*This program is designed for students who wish to pursue an interest in the following career areas.*

<b>Food Areas</b>	Restaurant management, cook, assistant cook, baker, waiter, waitress, bus person, catering assistant, counter help in a fast-food restaurant/deli/bakery/bagel shop/ice cream shop, grocery store worker (deli/produce/bakery), dietary aide, kitchen-dish room help in cafeteria/hospital/nursing/retirement home
<b>Child Care</b>	Aide in a day care/nursery school, park district recreation program
<b>Health Occupations</b>	Dental/orthodontist assistant, nurse's aide, orderly in a hospital/nursing home
<b>Fashion/Clothing</b>	Stock/sales clerk at a clothing store, sales clerk at a fabric/craft store, dry cleaners clerk
<b>Housing/ Interior Design</b>	Stock/sales clerk at bath shop/furniture store/frame shop Stock/floor help at housing warehouse, assistant help for a decorator (interior design shop), floral design work, floral shop employee
<b>Hotel Management</b>	Front desk clerk

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## INDUSTRIAL AND RELATED OCCUPATIONS (IRO) I & II

*This program is designed for students who wish to pursue an interest in the technical and industrial career areas.*

<b>Auto Technology/ Mechanic Service</b>	Auto mechanic, technician, auto porter, body/fender auto detailing Service writer, auto parts clerk
<b>Building Trades/ Construction</b>	Carpentry, roofing, plumbing, electrician, glazier, tile installer, painter, masonry, cement/asphalt installer
<b>Electronics Service &amp; Repair</b>	Computer installation and repair, television/radio repair, audio system installation, industrial lighting, and service
<b>Metal Work/Fabrication</b>	Welding, machinist, sheet metal fabricator
<b>Building Maintenance</b>	Commercial/residential maintenance and repairs/HVAC
<b>Transportation/Distribution</b>	Shipping/receiving clerk, equipment repair
<b>Graphics/Design/Printing</b>	Printer, stripper, binder, design layout, photo lab technician
<b>Drafting/CAD</b>	CAD, architecture/machine drafting, blue print reader
<b>Landscaping</b>	Lawn/garden maintenance, tree installation, exterior grounds
<b>Cosmetology</b>	Shampoo person, hair stylist, cosmetology schooling
<b>Small Engines</b>	Repair and service
<b>Computers</b>	Programming and system installation, trouble shooting, graphic design