

Cooperative Education (6162) Course Standards

The following table details the content standards for the classroom portion of the Cooperative Education course.

Domain 1	Career Exploration and Development
6162.D1.1	Assess personal skills, abilities, aptitudes, strengths, and weaknesses as they relate to career exploration and development.
6162.D1.2	Explore and research multiple career pathways related to a field of interest and set career goals.
6162.D1.3	Analyze personal characteristics, abilities, knowledge, and skills needed for career success in chosen career pathway.
6162.D1.4	Engage in a continuous learning process related to career goals while actively seeking out and participating in a work-, service-, or project-based learning experience.
6162.D1.5	Acquire occupational-related skills through work-, service-, or project-based learning experiences.
6162.D1.6	Evaluate how personal attitudes and values integrate into career choices.
Domain 2	Personal Qualities of Success
6162.D2.1	Understand and apply the personal qualities that affect success.
6162.D2.2	Continue to practice responsible and ethical decision-making affecting personal and professional relationships and consider the consequences of unethical decision-making.
6162.D2.3	Demonstrate integrity and self-control in work-, service-, or project-based learning experiences.
6162.D2.4	Complete tasks or activities with no prompting and minimal guidance.
6162.D2.5	Demonstrate perseverance through work-, service-, or project-based learning experiences.
6162.D2.6	Clarify goals, develop a timeline, and determine most effective strategies to complete goals on time.
6162.D2.7	Apply coping strategies to mitigate stressful change while continuing to meet expectations at home, school, and in workplace.
6162.D2.8	Demonstrate an eagerness to learn new responsibilities or improve in current responsibilities.
6162.D2.9	Demonstrate personal accountability and work productivity.
6162.D2.10	Exhibit initiative in learning new skills and improving workplace skills.
6162.D2.11	Examine personal, wellness, and stress management strategies.
6162.D2.12	Show professionalism by meeting expectations of promptness, attendance, being prepared, completing tasks, following policies, rules and regulations, and taking responsibility for creating a safe, positive work environment.
6162.D2.13	Exhibit leadership and responsibility in the professional setting.
6162.D2.14	Demonstrate confidence by taking risks to introduce new ideas or processes for work.
6162.D2.15	Evaluate feedback to improve job performance.
6162.D2.16	Demonstrate a positive customer/client attitude.
6162.D2.17	Utilize appropriate etiquette for various occasions.

Domain 3	Employability and Professional Skills
6162.D3.1	Utilize effective communication and interpersonal skills.
6162.D3.2	Write a well-organized document using supporting data to clarify complex ideas, raise relevant questions, or solve problems using varied media formats.
6162.D3.3	Apply effective speaking and listening to foster positive relationships and communicate key concepts to a variety of audiences.
6162.D3.4	Deliver oral presentations using technology and professional etiquette to a variety of audiences.
6162.D3.5	Demonstrate information, communications, and technology literacy.
6162.D3.6	Collaborate effectively with team members (classroom or the workplace).
6162.D3.7	Demonstrate critical thinking and problem solving in the professional setting.
6162.D3.8	Develop skills to give and receive constructive criticism.
6162.D3.9	Evaluate feedback to improve job performance and create professional work habits.
6162.D3.10	Generate solutions critiqued with reason, logic, and inferences about alternatives.
6162.D3.11	Analyze potential solutions with a set of criteria including the goal, previous knowledge and experience, diverse perspectives, and data.
Domain 4	Workplace Safety and Practices
6162.D4.1	Understand workplace safety and workplace practices.
6162.D4.2	Identify causes of accidents and apply safety procedures to prevent accidents.
6162.D4.3	Analyze discrimination and harassment laws and give examples of each.
6162.D4.4	Maintain confidentiality and integrity.
6162.D4.5	Summarize emergency preparedness plans for chosen career pathway.
6162.D4.6	Examine workplace regulations, health and safety guidelines, and inspections for chosen career pathway.
6162.D4.7	Analyze licensure requirements for facilities and employees in chosen career pathway.
Domain 5	Transitioning to Career
6162.D5.1	Develop strategies for effective transition from high school to career.
6162.D5.2	Explore and understand a variety of postsecondary education and training options, including transfer opportunities, and how they support future plans.
6162.D5.3	Re-evaluate career pathway plan to determine appropriate postsecondary educational options.
6162.D5.4	Demonstrate skills in revising and extending career plans to meet postsecondary goals.
6162.D5.5	Develop skills to assess career goals in terms of work conditions, benefits, and opportunities for advancement.
6162.D5.6	Prepare a formal search, application, and interview using the latest trends.
6162.D5.7	Understand the employment application and interviewing process and develop effective interviewing techniques.
6162.D5.8	Prepare and update a career portfolio based on a career pathway plan, which includes a resume, sample cover letters, letters of recommendation, examples of work and technical skills, internship or work experience summaries, validation of work/internship experience, industry certifications, documentation of extracurricular and community service activities, and awards.

6162.D5.9	Understand the importance of networking for enhancing achievement of education and career goals.
6162.D5.10	Understand and be able to complete employment documents – W2, proof of eligibility to work, benefits packages.
6162.D5.11	Research and evaluate options for covering the costs of education and training.
6162.D5.12	Create a comprehensive five-year career goal plan utilizing the skills developed in this course.
Domain 6	Personal Financial Responsibility
6162.D6.1	Develop understanding of relationship between income, benefits, and tax calculations on pay stub.
6162.D6.2	Planning and managing money – create a budget, system for keeping and using financial records.
6162.D6.3	Identify strategies and considerations for making purchasing decisions.
6162.D6.4	Identify and utilize best practices for managing credit and debt of personal accounting.
6162.D6.5	Explore and identify factors to consider when balancing risk management and insurance costs.
6162.D6.6	Identify and explore different avenues for saving and investing and how they impact short- and long-term income.