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## PRESENTERS

Ronda Matthews, CTE Supervisor  
ASCENSION PUBLIC SCHOOLS

Monica Caillouet, CME/Internship Coordinator  
EAST ASCENSION HIGH SCHOOL

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# AGENDA

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- Welcome and Overview
- Benefits and Types of Work Based Learning Cooperative
- Education Teacher Characteristics and Requirements
- Cooperative Education Employers Cooperative Education Success
- Story Work Based Learning Documentation Q&A

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## OBJECTIVES

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- Understand the value of Work Based Learning
- Differentiate the types of Work Based Learning
- Explain the importance of student, teacher, and employer selection
- Recognize the documents needed in a Work Based Learning program



# ASCENSION PARISH

## TOP INDUSTRIES

1 CONSTRUCTION

2 HEALTHCARE

3 MANUFACTURING

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## WHAT DOES WORK BASED LEARNING ALLOW?

1

### REAL WORLD EXPERIENCE

- Applies academics to real world settings
- Students observe and experience

2

### GAIN EMPLOYMENT

- Job seeking skills
- Paid employment/experience

3

### EARN CREDIT

- Industry based certification opportunities
- Classroom learning & hands-on experience

4

### ACQUIRE SKILLS

- Gain knowledge in customer service/work ethic
- Enhance technical and soft skills



## BENEFITS TO STUDENTS

- Learn while earning
- Hands on experience
- Acquire workplace skills
- Earn industry based certifications
- Attend classes part of the day
- Participate in OJT part of the Day

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## BENEFITS TO EMPLOYERS

- Students are previously screened
- Students are closely monitored including Coordinator visiting training site four times a year
- Students receive classroom training related to workplace skills
- Students can earn industry based certifications Student's school grade includes an employer evaluation

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## BENEFITS TO SCHOOLS

- Strengthens relationship with business and industry
- Provides the opportunity to stay abreast of workforce needs
- Incentive for students to stay in school
- Positively affects accountability
- Increased number of job ready graduates

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# TYPES OF WORK BASED LEARNING

1

COOPERATIVE  
EDUCATION

2

INTERNSHIPS

3

APPRENTICESHIPS

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## TYPES OF WORK BASED LEARNING: COOPERATIVE EDUCATION

- Classroom Instruction - 5 hours each week
- On the job training - 15 hours minimum each week
- Teacher-coordinators shall be scheduled for classroom instruction and on-the-job supervision
- Teacher-coordinators shall be scheduled for one cooperative education preparatory/supervision period for up to 45 students

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## TYPES OF WORK BASED LEARNING: INTERNSHIPS

- The classroom instruction and on-the-job training phase shall be a minimum of 7,965 minutes for one Carnegie unit
- Classroom instruction - total of 26.5 hours
- On the job training – total of paid 106.2 hours
- Teacher-coordinators must be scheduled for classroom instruction and on-the-job supervision



## TYPES OF WORK BASED LEARNING: APPRENTICESHIPS

- The apprentice must receive full-time employment At least one journey worker must be present and supervising for every apprentice in the program at all times
- Only Registered Apprenticeships recognized by the Louisiana Workforce Commission (LWC) meet the requirements for structured on-the-job training

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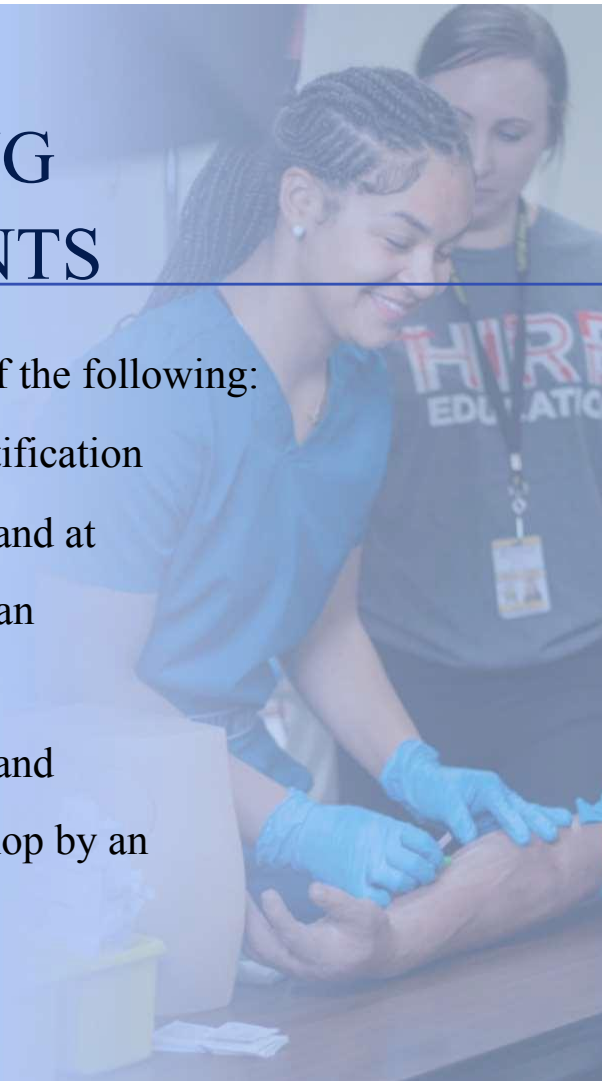
# WORK BASED LEARNING TEACHER REQUIREMENTS

A work-based learning teacher shall hold one of the following:

- Valid CTTIE certification or Agriculture certification
- Valid Level 2 Louisiana teaching certificate and at least three years of work experience other than classroom instruction
- Valid Level 2 Louisiana teaching certificate and completion of a work-based learning workshop by an approved provider

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## CLASSROOM INSTRUCTION

Career Exploration Financial  
Literacy Interpersonal Skills  
Problem Solving (Ex. ACT  
WorkKeys Prep)

Refining the application, interview, and resume processes Content related to  
Industry Based Certification (Ex. The Business of Retail, Customer Service and  
Sales, Certified Logistics Associate, Louisiana Microenterprise, etc.)

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# WHAT MAKES A WBL PROGRAM SUCCESSFUL?

1

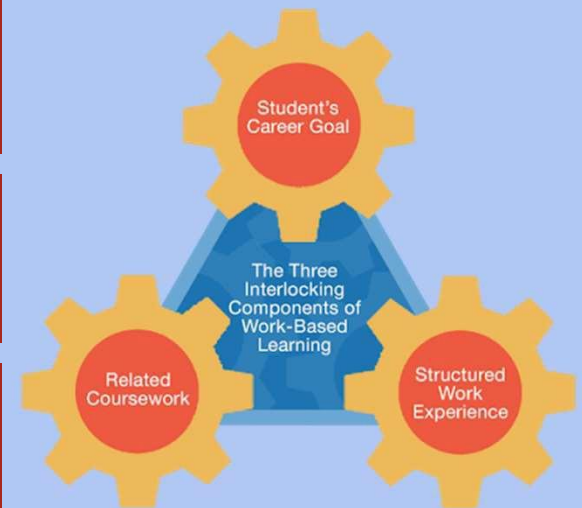
THE RIGHT  
TEACHER

2

THE RIGHT  
EMPLOYERS

3

ADMINISTRATIVE  
SUPPORT



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# CHARACTERISTICS OF THE IDEAL TEACHER

- Strong relationships with employers
- Effective communication
- Collaborative approach
- Real-world application focus
- Empathy and support
- Detail oriented

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# WHO IS THE IDEAL EMPLOYER?

The ideal employer provides:

- Structured learning opportunities
- Mentorship and supervision
- Open communication
- Commitment to development
- Positive work culture
- Variety of tasks

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## SUPPORT NEEDED

School and district administrative support that:

- Promotes WBL programs

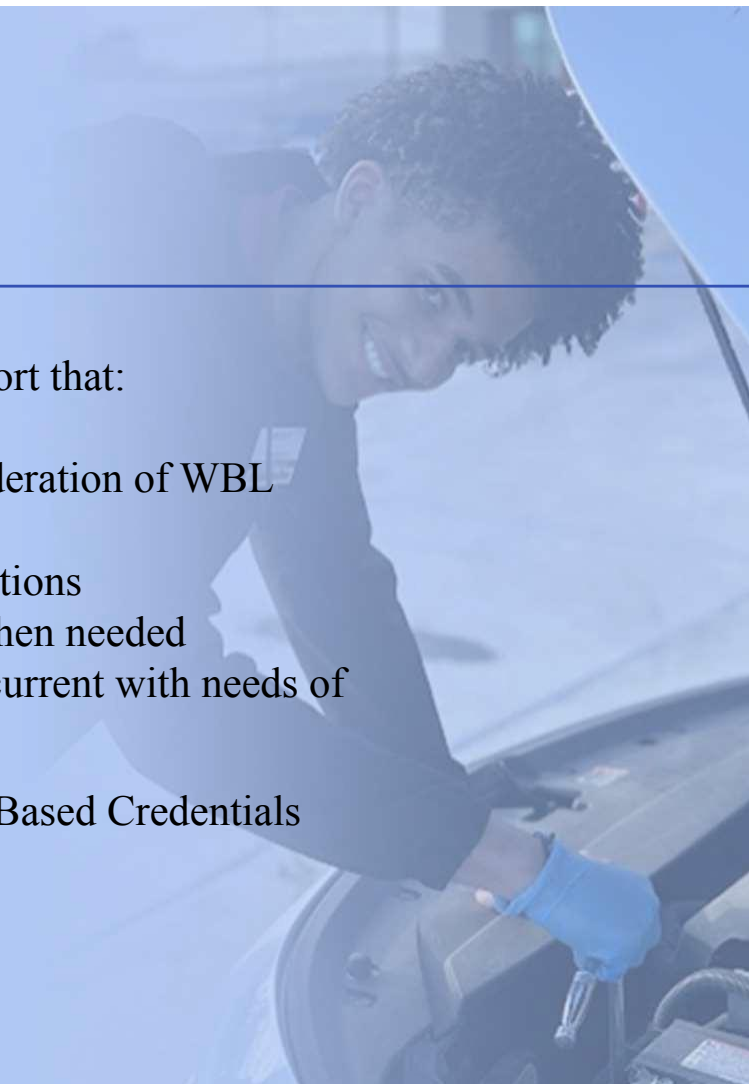
- Creates master schedule with consideration of WBL program times

- Allows time for site employer visitations

- Provides guidance and assistance when needed

- Ensures instructional materials are current with needs of Business and Industry

- Assists with attainment of Industry Based Credentials



# CAREER & COLLEGE EXPO



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## SUCCESS STORY

**Allee Melancon, Owner**

CHEF ALLEE'S MEAL PREP  
SERVICES



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## DOCUMENTATION AND FORMS

- Program Application
- Training Memorandum
- Application to Employ Minors
- Minor Work Certificate
- Students must have an official ID
- Copy of Social Security Card
- Beginning/Ending Year Report
- Payroll Earning Records Employer
- Evaluation Form





# PROMOTIONAL FLYER FOR COOPERATIVE MARKETING ED.

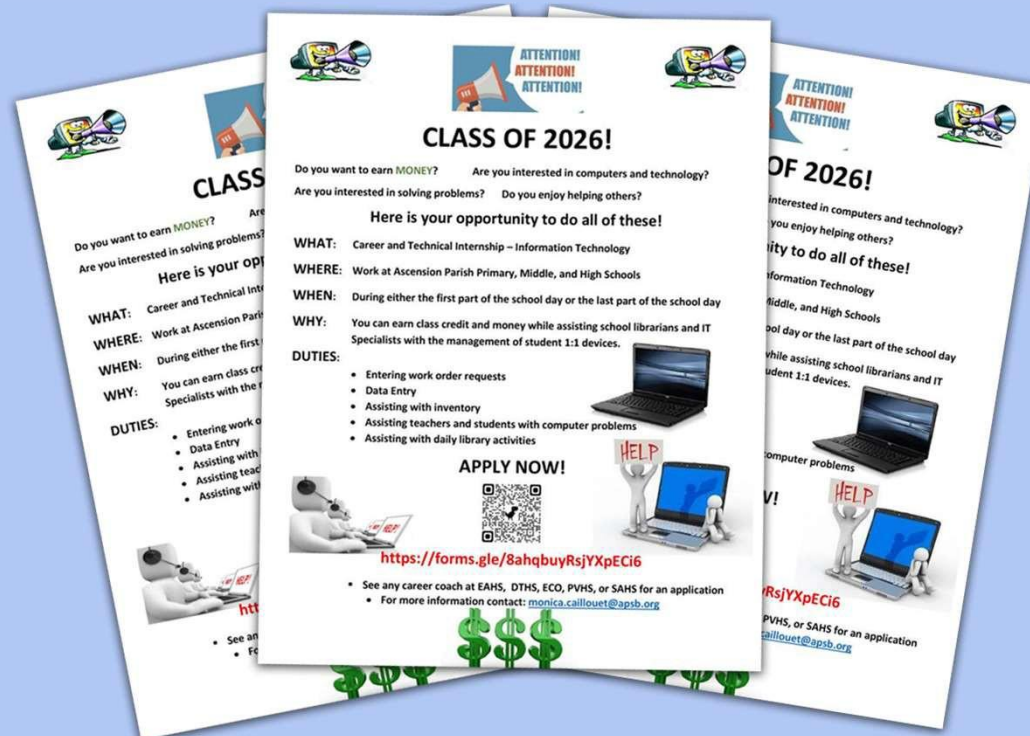
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# PROMOTIONAL FLYER FOR CTE IT INTERNSHIP

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# APPLICATION TO EMPLOY MINORS



## Application to Employ Minors Under Age 18 OFFICE OF WORKFORCE DEVELOPMENT

**NOTE: This form is not an Employment Certificate.**

The process for employing a minor, under the age of 18, involves a two-part process:

1. After the employer completes this application, the minor must have a parent sign the Parent's Consent Statement section below. Bring the form, along with proof of age (examples: birth certificate, driver's license, etc.) to an [authorized issuing location](#), typically the School Board or high school).
2. The authorized official will then issue an Employment Certificate, providing all conditions regarding hours, type of employment, etc. are in accordance with R.S. 23:151-234.

### - Applicant Information -

Name of minor	Age	Sex	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physical address: city, state and zip code		Telephone number	
<input type="text"/>		<input type="text"/>	
Number of work hours per day		Number of days per week	
<input type="text"/>		<input type="text"/>	
Prior to school days		Time shift begins and ends during June 1 – Labor Day	
Time shift begins	Time shift ends	Minors ages 14 and 15 only:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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# MINOR EMPLOYMENT CERTIFICATE

State of Louisiana  
Workforce Commission  
Office of Workforce Development  
Minor Division

Employment Certificate

Issued under the provisions of Act 301 of 1908 As Amended

\* This Certificate does not authorize  
employment contrary to the provisions  
of any Federal law.

Date of Issue:

1. Name of Minor:  First  MI  Last

Physical Address:

City:

State:  Zip:

2. Date of Birth:  3. Age at issue:

4. Sex:

7. Name of Employer:

Physical Address:

City:

State:  Zip:

Telephone:

8. Industry:

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# BEGINNING/END OF YEAR REPORT

Beginning of the Year Due Date: October 3, 2022

End of the Year Due Date: May 9, 2023

STATE OF LOUISIANA  
DEPARTMENT OF EDUCATION

Work-Based Learning Report  
Class Organization Report 2022-2023

**INSTRUCTIONS:** Complete this form for each Work-Based Learning Class and scan/email the signed original to Ronda Matthews. Alphabetize by school first, then by student's last name. Add additional lines if necessary. **The Industry Type must be put in Column 5** Select the most appropriate from the list provided. Do not put job title. **Do not fill in last two columns until May 2023.**

(Column 1)	(Column 2)	(Column 3)	(Column 4)	(Column 5)	(Column 6)	(Column 7)	(Column 8)
Name Of Student (Last Name, First Name)	Home School	Sex M F	Employer Address Contact Name Telephone	Industry Type (Select 1) 1. Ag, Food & Nat. Resources 2. Arch & Const. 3. Arts, A/V Tech 4. Bus Mgmt. & Admin 5. Educ & Training 6. Health Science 7. Hosp. & Tourism 8. Human Services 9. Info. Tech 10. Law, Public Safety, Corrections, and Security 11. Manufacturing 12. Science, Tech, Eng, Math 13. Transportation, Dist., & Logistics	Beginning Hourly Wage (if paid)	Total Hours Worked	Gross Income
Example: Jumper, Johnny	John Doe High School	X	A Basket Case 500 Highway 30 Gonzales, LA 70737 Joey Kangaroo 225.644.1230	Marketing and Sales Management	6.25	783	4873.95

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# PAYROLL EARNING RECORD

## SAMPLE

Name Jane Doe

Employer XYZ Corporation

Pay Period		Hourly Rate	Hours Worked	Aggregate Hours Worked	Gross Pay	Gross Pay to Date
From	To					
8/1/2024	8/30/2024	\$7.25	75	75	\$ 543.75	\$ 543.75
9/1/2024	9/30/2024	\$7.25	60	135	\$ 435.00	978.75
10/1/2024	10/31/2024	\$7.25	75	210	\$ 543.75	1,522.50
11/1/2024	11/30/2024	\$7.25	60	270	\$ 435.00	1,957.50

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## EMPLOYER EVALUATION

### Rating:

4 = Excellent

3 = Good

2 = Average

1 = Poor/Unsatisfactory

CTE JUMPSTART INTERNSHIP EVALUATION	4	3	2	1
Does your student intern:				
1. Appear neat, clean, and appropriate				
2. Arrive and leaves site on time				
3. Follow directions well				
4. Kind and respects the rights/property of others				
5. Complete all tasks requested in a timely, courteous fashion				
6. Exhibit a positive attitude and enthusiasm				
7. Get along well with everyone				
8. Show respect for rules and safety				
9. Take criticism constructively – without holding resentment				

**Overall:** What do you believe the student intern's final grade should be for this course? (A, B, C, D, or F)

### Comments:

Please use the area below to make any comments about your intern (include strengths and weaknesses, as well as, suggestions for improvement):

### Attendance:

Please provide the number of days the intern has missed this period. \_\_\_\_\_

Did the intern call you on the days he/she was absent? \_\_\_\_\_

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## QUESTION & ANSWER



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