

Cooperative Education (99.1000)

Standards and Competencies

Framework, Duties and Tasks:

1. Professional Attributes
 - a. Display high standards for attendance and punctuality.
 - b. Display appropriate behavior.
 - c. Work effectively as a team member.
 - d. Meet customer needs.
 - e. Self-assess performance.

2. Communications
 - a. Apply listening skills.
 - b. Apply speaking skills.
 - c. Apply reading skills.
 - d. Apply writing skills.
 - e. Apply presentation skills.

3. Critical/Creative Thinking
 - a. Locate and research information and data.
 - b. Analyze and evaluates information and data.
 - c. Display planning and organization skills.
 - d. Apply problem-solving skills.
 - e. Apply decision-making skills.
 - f. Apply creative thinking skills.
 - g. Perform general information management tasks.

4. Safety
 - a. Follow school/workplace safety procedures.
 - b. Use ergonomically correct work methods.
 - c. Follow emergency safety procedures.
 - d. Maintain safe work area.
 - e. Demonstrate understanding of the role of OSHA (Occupational Safety and Health Administration).

5. Career Research and Planning

- a. Identify career/occupational interests, aptitudes, and capabilities.
- b. Document personal profile information for school, work, and community activities.
- c. Describe career goals.
- d. Research career information to determine variety of occupations available within “ideal job” framework.
- e. Research qualifications for entry-level employment in occupational areas of interest.
- f. Identify suitable career/occupational targets.
- g. Analyze knowledge and skills transferable from one target occupational area to another.
- h. Research career paths in target occupational areas.
- i. Identify advantages and disadvantages of unions and union membership.
- j. Research wage/salary ranges associated with entry-, mid-, and top-level positions in target occupational area(s).
- k. Relate career/occupational interests to local work opportunities.

6. Job Preparation

- a. Design job-search plan.
- b. Locate specific employment opportunities in target occupational areas.
- c. Evaluate employment opportunities.
- d. Identify a variety of options for obtaining work experience.
- e. Complete job application materials.
- f. Prepare for mock/real job interview.
- g. Participate in mock/real job interview.
- h. Take pre-employment test(s).

7. Job Performance

- a. Verify job offer.
- b. Verify job performance expectations.
- c. Accept or negotiates terms of employment.
- d. Complete appropriate paperwork related to acceptance of employment.
- e. Demonstrate understanding of payment process.
- f. Demonstrate understanding of how to achieve top performance rankings based on company/organization values for employee work.

- g. Participate in company/organization orientation.

8. Life Skills and Citizenship

- a. Demonstrate basic understanding of payroll/income, personal property, and sales taxes.
- b. Demonstrate basic understanding of uses/benefits of federal and state tax systems.
- c. Demonstrate basic understanding of the Social Security system.
- d. Construct annual or monthly budget based on current income.
- e. Demonstrate ability to prepare federal and state tax forms.
- f. Demonstrate basic understanding of insurance.
- g. Research loan options.
- h. Demonstrate understanding of the credit industry.
- i. Demonstrate basic understanding of investment and savings instruments.
- j. Display personal banking skills.
- k. Display consumer skills.
- l. Display leadership skills.
- m. Lead meetings.
- n. Demonstrate basic understanding of the legal process.
- o. Explain basic rights and responsibilities of citizenship.
- p. Demonstrate ability to make ethical choices.
- q. Manage multiple tasks.
- r. Take responsibility for own future.
- s. Recognize when change, such as in employment or other environment, is necessary.
- t. Design and implement transition plan.

9. The Global Workforce: The Larger Picture

- a. Explain how a particular job/position contributes to the company as a whole.
- b. Explain opportunities and challenges of capitalism vs. other economic systems.
- c. Identify ways in which a US-owned company adapts to another nation's culture in order to produce or sell abroad.
- d. Describe implications of the global marketplace for a particular company and its workers.
- e. Describe influence of national politics on international trade.

10. Entrepreneurship

- a. Explain the basic types of business ownership.
- b. Describe the characteristics of a franchise.
- c. Explain economics of supply and demand in terms of a particular company.
- d. Explain the effects of competition on a particular company and the importance of customer service.
- e. Explain the need/rationale for a business plan.
- f. Describe production cycle for a particular company.
- g. Identify state and federal regulation of business in terms of constraints on a particular company.
- h. Identify basic federal protections against discrimination in hiring.
- i. Identify basic employer responsibilities under FLSA (Fair Labor Standards Act) and related Maine laws.
- j. Identify cultural values of a particular company in relation to its employees.
- k. Distinguish among advertising, marketing, and public relations as business strategies for a particular company.
- l. Explains relationship of company image to profitability.
- m. Analyze relationship of a particular company to local, regional, state, or national economy.