

Cooperative Education

I. Knowing the Content

The professional education program provides evidence that Cooperative Education certification candidates complete a program the same as the academic area content courses and required electives of a major in a bachelors' degree. The program shall require the candidates to demonstrate a knowledge of and competence in teaching students at the secondary level (7-12) including:

I.A . Coordination of in-school and employer instruction and training activities with the total school curriculum and philosophy including:

establishing program guidelines and ensuring understanding of rules and regulations,
appropriate strategies for recruiting students,
correlating related classroom instruction and on-the job training activities by developing a training agreement and a training plan,
selecting and assessing a training station based on safety of the environment, accessibility for students, matching career objectives, and appropriateness for future development,
appropriate documentation of wages, hours, and related on-the-job activities,
developing procedures for integrating school and training activities in areas such as academic and training activities, attire, and employer/school emergency needs

I.B. Locating and developing training stations including:

student, school, industry and business community surveys and advisory committees,
identifying the components of the training memorandum/agreement,
evaluating the training station supervisor and the training agreement

I.C. Related instruction including:

capstone and diversified occupations related instruction,
identifying information outlined in the state Scope of Instruction,
developing related technical materials for diversified occupations programs,
identifying vocational student organizations in cooperative education programs

I.D. Vocational Guidance including:

apptitude, interest, and ability assessment instruments,
identifying student characteristics that may affect performance,
external resources available to the coordinator to enhance student performance,
developing and using follow-up studies,
student/parent interviews

I.E. Public Relations including:

identifying the contents of program brochures for both students and employers,
identifying procedures and formats for handling news releases in newspapers, television,
and radio,
identifying speakers and/or components for a public presentation about the co-op
program to a service/civic group,
organizing an employer appreciation event

I.F. Special Needs including:

vocational components of an individualized education plan,
identifying and selecting appropriate material for students,
appropriate strategies/modifications for the development of training stations for
students,
identifying local agencies that can aid the vocational development of students
with special needs

II. Performances

The professional education program provides evidence of the candidates' participation in sequential and developmental field experiences and student teaching, under the supervision of college personnel and cooperating teachers who are well trained, have interpersonal skills and demonstrated competence in teaching. The program shall also provides evidence that the criteria and competencies for exit from the Cooperative Education certification program are assessed in coursework, field experiences and student teaching and require candidates to demonstrate their knowledge and competence in fostering student learning through:

II.A. Planning of instruction based upon knowledge of subject matter, students, the community and Pennsylvania Academic Standards which promote problem analysis, creativity and decision-making skills.

II.B. Managing the instructional environment in order to:
create a climate that promotes fairness,
establish and maintain rapport with students,
communicate challenging learning expectations to each student,
establish and maintain consistent standards of classroom behavior,
make the physical environment safe and conducive to learning

II.C. Implementing, adapting and assimilating effective instructional strategies, curriculum resources and technologies in collaboration with other educators

II.D. Selecting, analyzing and modifying instructional materials to meet the learning needs and reading levels of diverse learners

II.E. Monitoring students' understanding of content through a variety of means, providing feedback to students to assist learning, and adjusting instructional strategies

III. Professionalism

The professional education program provides evidence that each Cooperative Education certification candidate demonstrates knowledge and competencies that foster professionalism in school and community settings including:

III.A. Professional organizations, professional journals, conferences, and other resources for ongoing professional development

III.B. Integrity and ethical behavior, professional conduct as stated in Pennsylvania's Code of Professional Practice and Conduct for Educators; and local, state, and federal laws and regulations

III.C. Establishing and maintaining collaborative relationships with colleagues of the elementary, secondary and higher education levels to improve student learning

III.D. Communicating effectively with parents or guardians, other agencies and the community at large to support learning by all students