

Cooperative Education Comprehensive Plan

Mission Statement

The mission of the BCTC Comprehensive Education program is to provide students an authentic and supervised on the job work experience that relates to their educational and career training objectives. This experience will allow students to apply their academic and technical skills in a planned and evaluated work based learning environment. The Cooperative Education Program enables the college to build partnerships with business, industry, and community agencies to enhance the learning experience for students while developing a skilled workforce for the local labor market.

Cooperative Education participation is governed by a student's program curriculum. Students participating follow an individualized cooperative education plan with defined measurable outcomes outlined in the O-Net job profile and created by their principal instructor. The student signs a memorandum of agreement (MOA), as well as the employer and instructor. The MOA states expected behaviors and tasks that must be completed. Hours awarded are based on contact hours and vary from program to program. The following classes are used to award academic credit for Cooperative Education learning experience. Full course descriptions available at:

<https://bluegrass.kctcs.edu/education-training/class-schedules/course-catalog.aspx>

- EX196** This course is open only to transfer, non-degree and undecided students. 1-6 credits (40-240). Pass/Fail basis only. The work experience may be related to the student's major or may be exploratory in nature. Academic credit awarded and student may receive financial remuneration determining insurance coverage. Instructor consent required.
- COE199** For Associate in Applied Science Degree, Diplomas, and Certificate programs 1-8 hour's credit awarded and financial remuneration. Program specific examples: ACR299, CAR299, CAD299, CMM299. Students covered by employer's Worker's Comp Insurance. To participate, student must have completed at least 12 credit hours, minimum cumulative grade point average (GPA) of 2.0.
- COED198** For Associate of Science/Arts Degrees Practicum: 1-9 credits (45-405 contact hours). Practicum receives academic credit, but no financial remuneration. Students are covered by their own insurance and the institutions. Instructor consent required.
- COED199** For Associate of Science/Arts Degrees. One credit hour is awarded for successful completion of 60 hours of approved work and the student receives financial remuneration. Students are covered by employer's Workman's Comp Insurance. Instructor consent required.

Safety

It is recommended that all students participating take a safety course prior to beginning live work. For example: ISX100 or other safety training appropriate for placement. Basic CPR / First Aid is encouraged. Teachers will inform student of safety regulations as required by OSHA.

Students in Paid Cooperative Education Placements

Employer certifies that Worker's Compensation Insurance covers this student and that the policy is now in force and registered with the Department of Workers Claims in Frankfort, Kentucky as prescribed by law (KRS 324.630) or with the appropriate agency if outside Kentucky.

Students in Unpaid Practicum or Internship Placements

Students are covered by their own and the institutions insurance. Students participating in Cooperative or Exploratory Education must meet the requirements defined by the course curriculum and approved by the instructor.

Advisory

Program advisory committees serve to provide advisory mechanisms for the BCTC Cooperative Education Program through their twice annual meetings attended by the Cooperative Education and Placement Coordinator.

The student ***Cooperative Education Guide*** provides contacts, guidelines, expectations, MOA and an individualized cooperative education plan with O-NET job profile for students interested in participation in the program.

Employer Responsibilities:

Student Selection - The employer is responsible for reviewing all applications, interviewing candidates, and selecting student(s) they wish to participate or hire.

Supervision - Employers must provide a supervisor available to actively train, provide guidance, and adequately assess student progress on their agreed individualized cooperative education plan. They are responsible for completing an evaluation of student progress and program survey. In the event of difficulties and changes, it is necessary to contact the program teacher. In case of an accident, the program teacher or cooperative education coordinator are to be notified immediately.

Compliance - The employer is subject to the provisions of the Fair Labor Standards Act, Minimum Wage Laws, Workmen's Compensation, Americans with Disabilities Act, and the Civil Rights Act.

Instructors and Coordinators Responsibilities:

Individualized Training Plans – Teachers develop an individualized cooperative education plan for each student that includes technical and employability skills based on O-Net job profile. Students are assessed on their individualized cooperative education plan and provided feedback for their performance. Instructors or coordinators will also monitor student's placement by one contact a month through phone calls, e-mails, and a once a semester site visit.

Student Responsibilities:

Conduct – Students are to follow the colleges, as well as the employer's code of conduct. They are to be punctual, dependable, and loyal. The behavior includes being courteous and considerate of employer and coworkers. Students are responsible to notify their employers immediately if unable to attend a work site. Students that quit or are discharged from a job will result in loss of education credit.

Students are not to resign or discontinue a job until they discuss it with their instructor or coordinator. Students are to complete an individual cooperative education plan requirements and assignments as well as an experience survey.

BCTC supports a comprehensive array of nonpaid and paid educational partnerships and activities that meet state and federal guidelines:

Carl D. Perkins Vocational and Technical Education Act contact:

William (Mike) Franklin
859-246-6771
william.franklin@kctcs.edu

Disability Support Services (DSS) – Students who have need of DSS should contact their office at the link below. DSS goals are to ensure equal access and full participation for persons with disabilities in post-secondary education as outlined by Section 504 of the Rehabilitation Act of 1973.

<https://bluegrass.kctcs.edu/about/student-life/accessibility-services/index.aspx>

International Student Participation questions contact:

Brian Schanding, Ed.D.
Asst. Director of International Student Services 859-246-4647
brian.schanding@kctcs.edu

Documentation of the Cooperative Education Program

Documentation is accomplished through the student application, memorandum of agreement, individual cooperative education training plans, class assignments, employer safety and progress visits, employer and student surveys.

Individual Training Plans are designed to develop skills and abilities in the O-Net job profile. The following are a suggested list by major. The principal instructor will choose the appropriate code.

MAJOR	O_NET CODE
Air Conditioning Technology	49-9021.01
Architectural Technology	17-3011.01
Automotive Technology	49-3023.00
Biotechnology	43-9111.01
Business Administrative Systems	11-3011.00
Civil Engineering Technology	17-3011.02
Computer- Aided Drafting & Design	17-3013.00
Computer Information Technologies	15-1199.09
Computerized Manufacturing & Machining	51-4011.00
Construction Technology	47-2031.01
Cosmetology	39-5012.00
Criminal Justice	33-3021.03
Education Teacher Preparation	25-9041.00
Electrical Technology	47-2111.00
Energy Technology	13-1199.01
Engineering & Electronics Technology	17-3023.01
Environmental Science Technology	19-4091.00
Equine Studies/NARA	39-2011.00
Film Studies	27-2012.02
Fire Rescue Science	33-2011.00
Human Services	21-1021.00
Industrial Maintenance Technology	49-9041.00
Information Management & Design	27-1024.00
Integrated Engineering Technology	17-3026.00

MAJOR	O_NET CODE
Interdisciplinary Early Childhood Education	25-2011.00
Library Information Technology	25-4031.00
Medical Information Technology	29-2071.00
Office Systems Technology	43-6014.00
Real Estate	41-9022.00
Theater	27-2012.00
Welding	51-4121.00
Dental Hygiene	Clinical program placed
Medical Assisting	Clinical program placed
Nursing	Clinical program placed
Radiography	Clinical program placed
Respiratory Care	Clinical program placed
Surgical Technology	Clinical program placed
Pharmacy Technology	Clinical program placed

O-NET plan based on placement and program learning objectives. Additional codes and information at <http://www.onetonline.org/find/>

The Cooperative Education Program is measured against all the same key performance indicators as any other Career and Technical Education Program (CTE). These include **CTE Program Metrics:**

- Increased academic, technical and employability skills
- Increased awareness of career options and pathways
- Increased career and college retention rates
- Increased job placement
- Increased earnings

CTE Student Skill Metrics

- Academic skills-core academic grades and standardized test
- Technical skills-course grades and annual skills assessment
- Employability skills-fundamental, social, problem solving, computer

Questions About the Cooperative Education Program contact:

Laura Lynch
Assistant Dean Workforce Solutions
Bluegrass Community and Technical College
859-246-6583 (office)
laura.lynych@kctcs.edu