

## CO-OP DEPARTMENT

The co-op program is a vocational educational program designed for students to develop basic occupational competencies for future employment in business and industrial occupations - to give students the skills, understanding, habits, and attitudes that will make them self-sufficient. The program is offered to qualified high school juniors and seniors who are at least 16 years of age and have completed **11 credits**.

Students are selected by the co-op coordinator based on application for the program, student's career pathway, and interview with the coordinator. Approved students attend school a minimum of four hours per day and work at a training station for the remainder of the school day. The student is supervised and trained by the employer in cooperation with the co-op coordinator.

### OCCUPATIONAL TRAINING AREA AVAILABLE

**MARKETING EDUCATION CO-OP            VO6763            GRADE 11 - 12            FULL YEAR**  
Includes any occupation in the areas of retailing, wholesale, marketing, and their related occupations.

**OFFICE EDUCATION CO-OP            VO6753            GRADE 11 - 12            FULL YEAR**  
Includes any occupation in the clerical, secretarial, or accounting areas such as general office clerk, typist, receptionist, accounting clerk, bank clerk, and other related occupations.

**TRADE & INDUSTRIAL EDUCATION CO-OP    VO6773    GRADE 11 - 12    FULL YEAR**  
Includes any occupation that requires special training skills for skilled occupations such as automotive repair, drafting, machine, nursing, and cosmetology.

If a student elects this program, the student must be self-disciplined and willing to assume the responsibility of having released time from school part of the day to work in the business or industrial world.

**STUDENTS CAN SIGN UP FOR THE CO-OP PROGRAM ONLY BY PERMISSION OF THE COORDINATOR.**

**CAREER INTERNSHIP            VO7001/VO7002            GRADE 12            FULL YEAR**  
The Career Internship Program is a structured opportunity for self-motivated seniors to associate with executives and professional personnel as special assistants for a full semester. The internship program consists of learning about organization and management, attending professional meetings, exploring various occupations, polishing skills in communications and interpersonal relation, doing research projects, and learning about the intricacies of the business or professional organization to which the intern is assigned.

### CANDIDATE SELECTION

1. Each candidate will complete an application form which is submitted to the Internship Coordinator.
2. The applicant will also have educator recommendation forms submitted by faculty members who will rate the candidate's qualifications for the program.

3. The Internship Coordinator, who then personally interviews each applicant for final approval, reviews this information, together with the candidate's test scores, grades, and attendance record.
4. Upon completion of this process, each selected internship candidate and his/her parents are invited to an evening orientation program designed to clarify program objectives and answer question anyone might have.

## RECOMMENDED RELATED COURSES FOR THE CO-OP PROGRAM

### CLIO HIGH SCHOOL

#### Marketing Education

Marketing I  
Marketing II  
Marketing Management

#### Office Education

Accounting I  
Advanced Accounting  
BMA II  
BMA III  
BMA IV

### GENESEE AREA SKILL CENTER

#### Business Development and Leadership

Entrepreneur I  
Financial Planning-Personal  
Current Issues in Business  
e-Commerce/International Business  
Office Professional

#### Emerging Technology

Computer Hardware Technician  
Network System Administrator  
Web Site Design & Programming  
Oracle Internet Technology  
Creative Design & Technical Illustration

#### Environmental Sciences

Environmental Science Academy I & II

#### Health Sciences and Medicine

Careers in Health I & II  
Fundamentals of Nursing I & II  
Accelerated Fundamentals of Nursing II  
Advanced Health Occupations  
Medical Assistant I & II

#### Hospitality & Food Services

Commercial Foods  
Restaurant Management

#### Manufacturing & Engineering Sciences

Engineering I & II (PLTW)  
Machine Technology & Metal Working I & II  
Manufacturing Technology Program I & II  
Engineering Graphics I & II  
Robotics I & II  
Welding

#### Personal Services

Cosmetology

#### Propulsion Technology

Automotive Technology I & II  
Diesel Fundamentals  
Heavy Equipment Maintenance & Operation  
Small Engine Mech I & II

#### Structural Technology

Building Maintenance I & II  
Building Trades I & II  
Engineering Architectural Graphics I & II  
Residential Wiring  
Commercial Wiring

#### Visual Communications

VISCOM I  
VISCOM II - Multimedia, Illustration & Design  
VISCOM II - Photography, Illustration & Design  
VISCOM II - Videography

