

## **BEIT 571 Coordination Techniques for Cooperative Education and In-School Laboratories Syllabus**

**Course Description:** The course emphasizes practices and procedures in the operation of cooperative occupational education program and/or in-school laboratories with emphasis on program development and assessment.

**Course Objectives:** Upon completion of this course, the student will be able to:

1. Articulate a philosophy and a vision of cooperative education and in-school laboratories.
2. Develop and implement a plan for quality cooperative education that meets state requirements.
3. Develop and implement a plan for quality in-school laboratory that meets state requirements.
4. Establish a plan for initiating and/or revising cooperative education and in-school laboratories.
5. Identify legal aspects, reporting procedures and labor laws affecting students and employers.
6. Develop effective training stations and documents for the operation of the cooperative education plan.
7. Articulate the nature of the educational objectives that must be established for in-school laboratory programs, the relationship between job competencies in the workplace, and the performance objectives for vocational education.
8. Design specific instructional materials for the in-school laboratory.
9. Plan productive coordination visits.
10. Design student assessment procedures and program assessment procedures for cooperative education and in-school laboratories.
11. Prepare individualized training plans (IMP) for student learners.

### **Evaluation:**

In-School Laboratory Portfolio	300 points
Cooperative Education Portfolio	300 points
Online Discussion Facilitator	100 points
Participation	100 points
Final Examination	<u>100 points</u>
Total Points	900 points

### **Resources:**

Husted, S.E., Mason, R. E. & Adams, E. (2003). *Cooperative occupational education: Including internships, apprenticeships, and tech-prep*. Upper Saddle River, NJ: Prentice Hall.  
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