



Cooperative Education

Vicky Trombly, Cooperative Education Coordinator
tromblyv@hartfordschools.net 802-359-4729

HACTC Cooperative Education ... A School and Industry Partnership “Training the Workforce of Tomorrow, Today!”

What is the Cooperative Education Program?

The Cooperative Education (Co-op) Program allows students the opportunity to apply technical skills related to their HACTC program in the workplace.

HACTC Co-ops are designed to allow students to acquire on-the-job training and experience in a career or technically related field prior to entering the workforce. Co-op provides the opportunity to apply the skills learned in the classroom under actual employment conditions.

Co-op gives students experience in searching for a job, being interviewed by an employer, working with adult employees, and developing interpersonal relationship skills necessary to succeed in the workplace.

Through the Co-op experience, students will come to appreciate the importance of good work habits, the ability to follow directions, and apply skills learned in their HACTC program. Although not the primary purpose of the program, a possible added benefit is that students may be paid for time spent on the job. Many students have continued to work for their Co-op employer full time after graduation.

- √ *Co-ops are designed around students and their needs and interests.*
- √ *Co-ops introduce students to the workplace environment in a supportive way.*
- √ *Co-ops extend students' program learning on a job site.*

Program Opportunities:

Job Shadow (JS)

The job shadow is a short duration placement. It is designed for the student who is in the process of exploring careers. Job shadows allow students to see the skill applications taught in the classroom applied directly in the workplace. It is an observation-only placement for up to eight hours.

Career Work Experience (CWE)

The CWE is a short-term placement offering hands-on experience that extends students' classroom learning by using the business/industry as the training facility. Students may sample a variety of jobs within a career field or pick a specific job. CWE is a non-paid placement.

Cooperative Technical Education (CTE)

The CTE is a placement in which the student is enrolled in a career or technical program and placed in a related job or industry for which they receive pay. These placements are instructor recommended, and may take place during students' class time.

Student Apprenticeship (SA)

Student Apprenticeship placements allow students the opportunity to gain entry level skills in a career interest area outside of their program. This program is administered by the Co-op Coordinator but is approved by the HACTC's Regional Advisory Board and the Department of Labor. The students are enrolled in only recognized student apprenticeship curriculum. This is a paid position. Successful completion of the hours-based program occurs after high school is completed.

Respect. Engage. Learn. Work. Serve. Grow.