

CLASSROOM ACTIVITIES FOR FIRST TWO WEEKS OF SCHOOL

- A. Distribute student folders and monitor completion of Required Confidential Cooperative Education Forms. Samples of these required cooperative education forms can be found in the appendices.
 - 1. Explain each individual form.
 - 2. Cover completion of **JOB TRAINING ATTENDANCE RECORD, FM 5248, Rev. 10-98.**
- B. Call “No Show” students.
- C. Distribute interest survey.
- D. Job Interviews.
 - 1. Remind unemployed students to report to a designated location after their classes are over for the day.
 - 2. Arrange for unemployed students to have supervised volunteer activities during scheduled OJT time.
 - 3. Set up interviews with prospective employers. After the interview, follow-up calls should be made to prospective employers.
 - 4. Verification of job seeking activities should be recorded on the **Job Search Record, FM 5888, Rev. 10-98, (to be completed and submitted by the student).**
 - 5. **REMINDER** — Student Job Placement is the Cooperative Education Teacher’s Responsibility.
- B. Student Learning Activities.
 - 1. Distribute to students and discuss a prepared course overview that includes:
 - a. course objectives,
 - b. course description,
 - c. supplies needed/textbooks used,
 - d. evaluation techniques,
 - e. classroom policy,
 - f. club activities, where applicable,
 - g. on-the-job training policy,
 - h. attendance/OJT credit policy, and
 - i. grading scale.
 - 2. Evaluate students and job skills.