



Cooperative Vocational Education (CVE)

2006/2007
Carterville High School

What is CVE?

The Cooperative Vocational Education (CVE) program gives students the opportunity to gain hands-on experience in a career field of their choice. Students are allowed to work during half of the school day their senior year of high school. Students should find a job that matches their skills and interests. The student will complete related coursework that reinforces good work habits, professionalism, and consumer economics topics. The related coursework is designed to make students better employees and consumers. The coursework will also reinforce skills gained during the on-the-job training.

The CVE coordinator will communicate with the cooperating employer in order to track the progress and performance of the student workers. Students will receive a grade for the on-the-job training experience that directly relates to the employer's evaluation. Students will also receive a grade for the related coursework.

Meetings

We will have group meetings on Thursdays at 7:45 a.m. and at 3:15 p.m. in Mrs. Banovz's room. You **must** attend one of these meetings. A portion of your bookwork grade will be for attendance. Points will be deducted for tardiness.

The dates for the 1st quarter meetings are:

- ◆ September 7
- ◆ September 21
- ◆ October 5

On **Thursday, October 12** you will take a test over the 1st quarter material. Dates for the other quarterly tests will be provided as we near those times.

Who Should Take CVE?

- ◆ Students who want to explore a particular career area.
- ◆ Students who would like to work in a particular field while completing their college education.
- ◆ Students who want to be more employable after completing their college education.
- ◆ Students who may enter the workforce on a full-time basis after high school.

*If you aren't fired with enthusiasm,
you will be fired with enthusiasm.
~Vince Lombardi*

Contacting Me

I am at the High School from 7:30 am to 11:00 am. The CHS phone number is 618-985-2940. From 11:00 am to 3:15 pm, I am at the Intermediate School. The phone number to CIS is 618-985-6411.

If you cannot reach me, contact Mrs. Hawkins or Mrs. Shaefer-Robinson for assistance.

IMPORTANT NOTE:

Students who miss class for any reason are **not allowed** to go to work the day they miss (unless special permission is granted by Mrs. Banovz, **PRIOR** to going to work). Students who disobey this rule will have their evaluation grade reduced, face disciplinary action, and may be removed from the program.

You must notify Mrs. Banovz if you are absent from school or work. Prior arrangements should be made for absences other than illness.

Expectations

CVE is a training experience lasting one school year. Therefore, students should remain working in their CVE job throughout the entire year. (There are only a few cases where a CVE job change would be allowed. This is to be determined by Mrs. Banovz.

- ◆ Students should **never** quit a job without first talking to me. Quitting a job without my approval could result in removal from the program
- ◆ Getting fired from a job, especially for illegal, unethical, or immoral behavior could result in removal from the program
- ◆ Students are required to follow all rules and expectations listed in the Training Agreement

Grading

Your grade will be calculated using the following:

30% – Employer Evaluation

30% – Weekly Work Reports – These reports are due each Monday. If we do not have school on Monday, the reports must be turned in on Tuesday to earn the full grade. For each day the report is late, your grade will be deducted using the following scale:

Turned in on Monday (on Tuesday if we do not have school on Monday) – 100%

Turned in on Tuesday – 95%

Turned in on Wednesday – 90%

Turned in on Thursday – 80%

Turned in on Friday – 70%

Turned in on Monday (1 week late) – 60%

Turned in on Tuesday (1 week and 1 day late) – 50%

After that – 0%

Remember: You must work 15 hours per week, 3 hours per day for each school day, during school time. You might not have the full 15 hours each week during the first 2 weeks of school.

30% – Quarterly Bookwork and Meeting Attendance & Punctuality

10% – Quarterly Tests

*Very often a change of self
is needed more than a
change of scene.
~Arthur Christopher Benson*

Reminders:

- ** If you have any questions or concerns at work, please come see me!
- ** Be sure to find out if your employer expects you to work on days we don't have class.
- ** Make sure that you let your employer know ahead of time when there are special activities at school (such as semester exams).