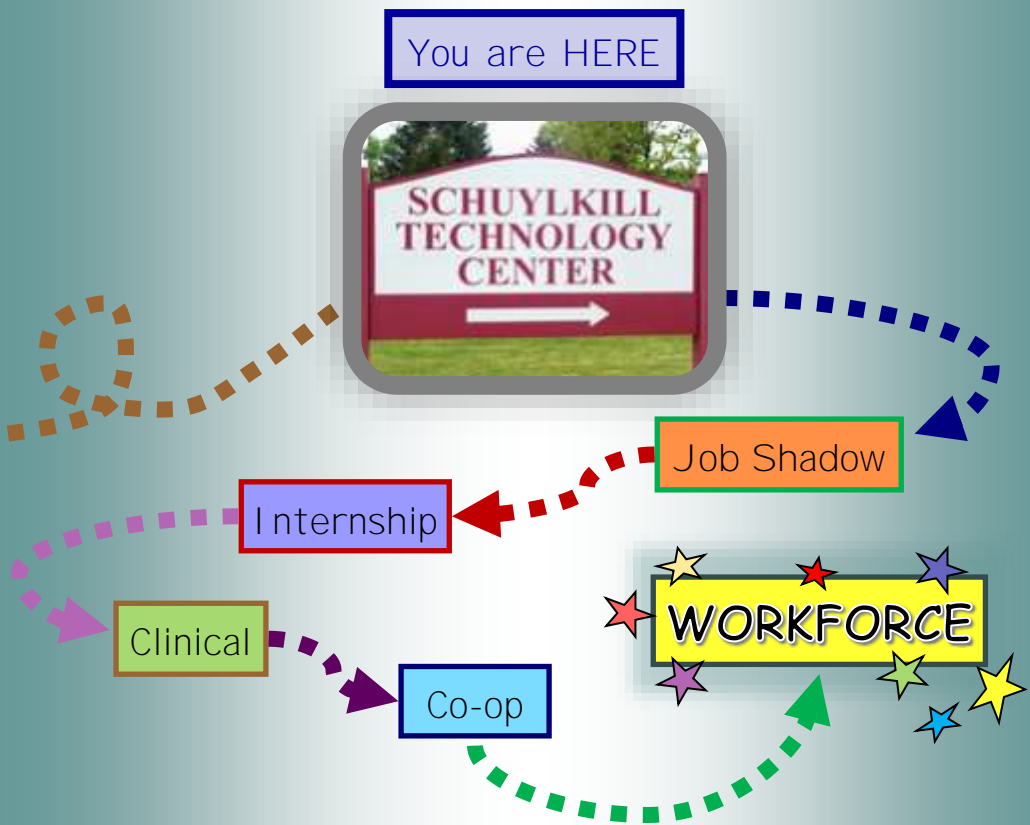




SCHUYLKILL TECHNOLOGY CENTER

**Job Shadow • Internship
Clinical • Capstone (Co-op)**



Descriptions and Guide to Cooperative Education Programs

Student

STC COOPERATIVE EDUCATION PROGRAM DESCRIPTIONS

1. **JOB SHADOW**: All STC Students may observe (shadow) an employee in a business, industrial, or professional job setting for one day (per POS job title). The job shadowing experience provides the student learner with specific information related to an occupation. This is non-paid program which is strictly an observation experience. Students are required to complete a daily log for each Job Shadow.
2. **INTERNSHIP (paid or unpaid)**: STC students are eligible for an internship experience pending their program of study tasks are up to date. This short term work based program provides direct hands-on training specific to the student's occupational area.
3. **CLINICAL**: Students in designated STC programs may be directed to participate in a clinical experience out in the workforce related to their occupational area. Clinical programs are supervised by certified staff. Clearances and physical tests may be required.
4. **COOPERATIVE EDUCATION (Capstone)**: Students cap off their formal in-school career and technical education with a related employment experience at a school approved, work-based learning site. Students must be recommended for a paid Capstone job experience by their instructor, home school, and STC staff. Capstone is recommended for grade 12 (Level 3) students who are competent and accountable for their work ethic and occupational skills. However, a student may be eligible for Capstone in 11th grade during the last 45 days of the semester if specific criteria is met (as prescribed by the instructor). Student progress on a "Capstone" cooperative education experience is monitored through job site visitations by the Co-op Coordinator, along with employer evaluations, and related theory class assignments.

The Schuylkill Intermediate Unit does not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. The Schuylkill Intermediate Unit's commitment to non-discriminatory practices extends to prospective students and employees, current students and employees, parents of students, community members, and representatives of outside agencies.

Schuylkill Intermediate Unit employees, community members, and agency representatives who have a complaint of harassment or discrimination or who seek information about accommodations for individuals with disabilities should contact Dr. Diane Niederriter, Executive Director and Equal Rights and Opportunities Director, at Schuylkill Intermediate Unit 29, P.O. Box 130, 17 Maple Avenue, Mar Lin, PA 17954 (Telephone number (570) 544-9131 – Fax number (570) 544-6412).

STUDENT CHECKLIST:

(Your next move!)

If you are motivated and have developed the self-confidence and necessary skills to be successful in a cooperative education program, here is a checklist of required items needed for participation:

- *Recommendations (STC & Home School)*
- *POS Task Listing: 50% completed for Internships*
- *POS Task Listing: 80% completed for Co-op (Capstone)*
- *Working Permit (if under the age of 18)*
- *Transportation - (PA Driver's License / Insurance Info.)*
- *Portfolio (up to date)*
- *Resume - go to (STC website > Cooperative Education > Resume Development)*
- *Necessary Tools & Equipment*
- *Appropriate Dress (for the workplace)*
- *Personal Protective Equipment (PPE)*



STC North - Frackville

The Cooperative Education office at the STC North Campus is located in the east wing. If Mr. McGinley is not available, please leave a message with Mrs. Holley at the front lobby.

Phone: (570) 874-1034 x4816
tpcm@stcenters.org

STC South - Mar Lin

The Cooperative Education office at the STC South Campus is located on the first floor main office. If Mr. McGinley is not available, please leave a message with Ms. Purcell at the front lobby.

Phone: (570) 544-4748 x3110
tpcm@stcenters.org



Pre-Engineering - CAPSTONE
Highwood USA - Hometown



Welding - CAPSTONE
Walco Manufacturing - Port Carbon



Diesel Tech - JOB SHADOW
R & J Transportation - Sch. Haven



Auto Tech - INTERNSHIP
Bob Weaver Chevrolet - Pottsville



Health Careers - CLINICAL
Manor Care - Pottsville



Res. & Ind. Electricity - CAPSTONE
Pleasant Valley Homes - Pine Grove