

Work-Based Learning Opportunities

Job Shadowing
Cooperative Education



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Work-Based Learning

What is work-based learning?

- Connects classroom learning to real jobs
- Provides career-related work experience

Opportunities

- Job Shadowing
- Cooperative Education

Transportation

- Students provide transportation
- Reliable transportation is required



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

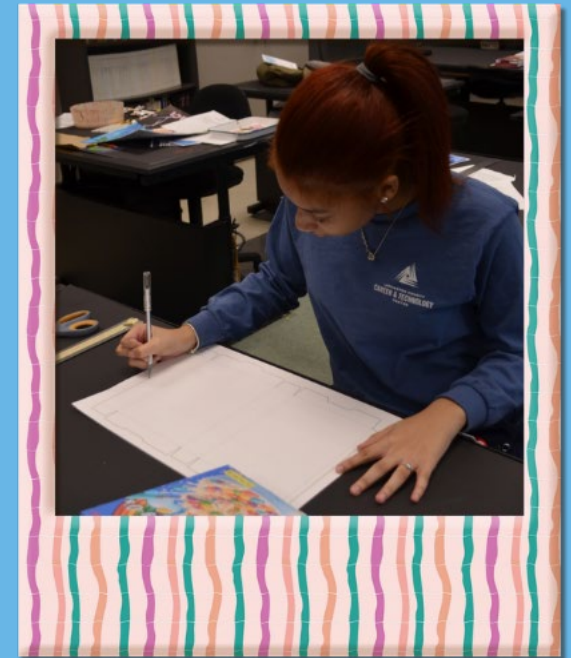
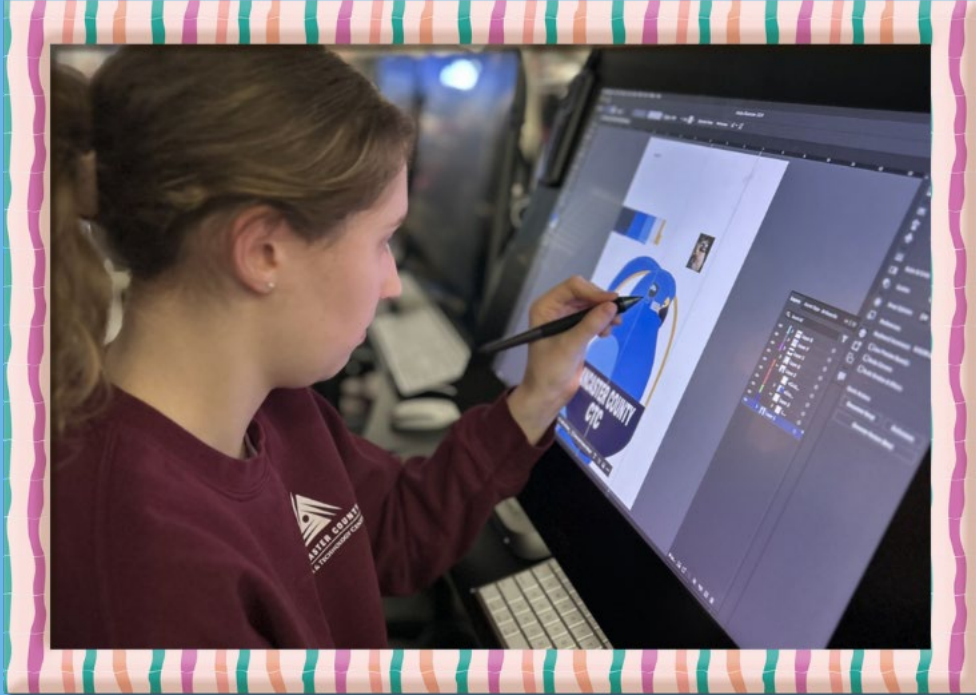
Job Shadowing

What is job shadowing?

- Visit a workplace
- Observe professionals at work
- Learn about a career firsthand

Who should participate?

- Students exploring career options
- Students researching employers
- Students confirming career interests

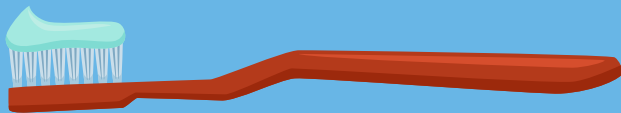




Job Shadowing

Job Shadowing Steps

- Choose a worksite
- Get instructor approval
 - Instructor verifies the site has clearances on file if the student is under age 18
- Contact a company and arrange date, time, and location
- Complete required paperwork
- Arrive on time
- Follow workplace rules
- Ask questions and observe
- Be professional
- Thank your host
- Complete any related assignments



Cooperative Education (Co-op)

What is co-op?

- Paid, supervised work experience
- Related to your CTC program



Important Dates

- Earliest start: October 26th
- Apply by: April 23rd

Co-op Responsibilities



Important

- Serious rule violations may remove students from co-op

Students must:

- Be dependable and professional
- Follow workplace rules
- Report problems to supervisor and cooperative education coordinator
- Attend school and work regularly
- Notify employer and instructor if absent
- Attend required school meetings
- Follow LCCTC policies



Co-op Eligibility Requirements

To participate all students must:

- ☐ Receive instructor verbal recommendation
- ☐ Maintain good attendance
 - ☐ No more than four unexcused absences and/or tardies per marking period, not to exceed ten for the year
 - ☐ Individual circumstances will be reviewed
- ☐ Maintain good behavior
 - ☐ No Level 3 or higher discipline referrals
 - ☐ No multiple referrals for the same behavior at lower levels
- ☐ Complete OSHA-10 and other program safety certifications
- ☐ Complete the Canvas orientation
- ☐ Complete Career Objective form
- ☐ Obtain work permit if under 18
- ☐ Complete LCCTC's co-op application process
- ☐ Complete employer hiring requirements, including drug screening if required
- ☐ Have reliable transportation



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Co-op Eligibility Before NOCTI

Required Grade

- Maintain a “B” average at LCCTC

Five-Day Work Eligibility

Students must:

- Start co-op before NOCTI
- Complete 85% of the task list
- Score competent or advanced on both the skills and written portion of NOCTI exam **OR** Score competent or advanced on the skills section and basic on the written

Start Date

- After the NOCTI exam in April



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Co-op Eligibility After NOCTI

Required Grade

- Maintain a "C" average at LCCTC

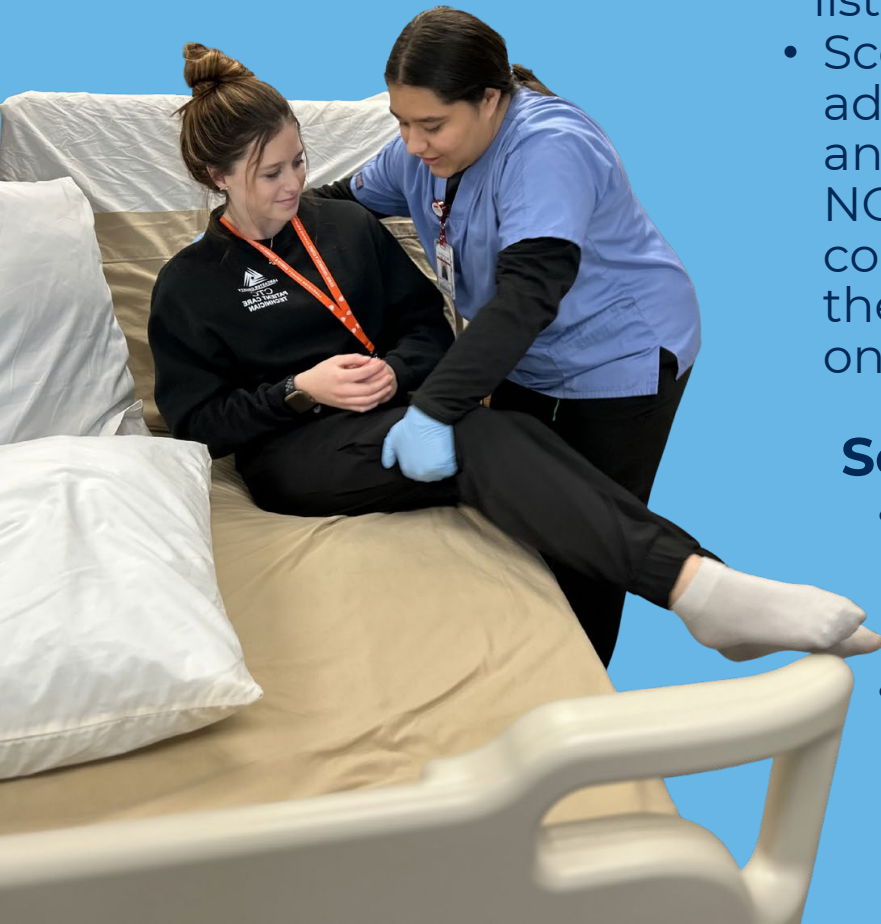
Additional Requirements

Students must:

- Complete 85% of the task list
- Score competent or advanced on both the skills and written portion of NOCTI exam **OR** Score competent or advanced on the skills section and basic on the written

Schedule

- Work up to four days per week
- Attend LCCTC minimum of 1 day per week



How to Apply for Co-op

- ❑ **Step 1:** Get a work permit from your high school (if under 18)
- ❑ **Step 2:** Talk with your instructor about your interest in co-op
- ❑ **Step 3:** Receive instructor's verbal recommendation
- ❑ **Step 4:** Search and apply for jobs
- ❑ **Step 5:** Interview and accept an offer
- ❑ **Step 6:** Complete LCCTC preliminary application (available in LCCTC main office)
- ❑ **Step 7:** Have instructor sign preliminary application
- ❑ **Step 8:** Submit application to LCCTC Assistant Principal along with copy of work permit (if under 18)
- ❑ **Step 9:** Electronically sign Training Agreement and Training Plan
- ❑ **Step 10:** Communicate to parent/guardian they will be receiving electronic paperwork to sign



ALL PETS
WELCOME

After You Start Co-op

Students must:

- Complete weekly JobReady work logs
- Submit paystub information
- Report absences to employer and instructor
- Give two weeks' notice before leaving a job
- Stay with the same employer during the school year

Important Note

- Ineligible for another work-based opportunity if terminated



Name _____ B003
Street Address _____
City, State, Zip Code _____

Mandatory Days Back

What are they?

- Required full-days of school at LCCTC for co-op students

Student Responsibility

- Inform your employer in advance

Missing a Day

- May affect co-op participation



Mandatory Days Back Dates



Dates

- December 16, 2026
- January 13, 2027
- March 17, 2027
- May 3, 2027
- May 17, 2027

Other Required Days

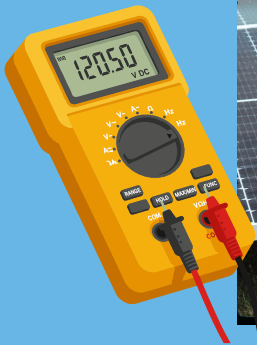
- NOCTI review sessions
- NOCTI testing
- Industry certification
- texting



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Financial Assistance

- **Need Tools for Work?**
 - The LCCTC Foundation may help cover costs
- **How to Apply**
 - Contact your LCCTC School Counselor



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Questions?



Contact

Dr. Susan L. Wienand
Work-Based Learning and Outreach Coordinator
swienand@lancasterctc.edu
Office: 717-859-5100 extension 5138
Cell: 717-847-4189

