

Ag Co-Op Course Syllabus

Instructor: Miss Sarah Quigg

Location: EHS Room 316/Co-op site

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Course Description

This course is designed to allow students who are interested in being employed in the agricultural field after graduation to explore possible careers by working with approved employers. Instead of reporting to class, students are dismissed from school and work at an approved site to gain hands on skills and knowledge as well as network in the industry. Students are required to keep SAE record books on their employment. They also must attend bi-monthly meetings with their instructor to review records and work on marking period projects. To be eligible for this class, students must have instructor approval and be current high school seniors.

Attendance

Students will report to their co-op assignments during the school day for assigned course periods. Twice a month they must stay for scheduled course meetings with their instructor (for more details, see meetings below). Students are responsible for providing their own transportation to and from work and must sign out at the attendance office every day prior to leaving school. If students are absent from school, they should not report to their co-op assignment that day.

Grading

Marking period grades:

$$\frac{\text{Points earned}}{\text{Possible points}} \times 100 = \text{Marking Period \%}$$

Final course grade:

There is no final exam for this course, so the final is an average of 3rd and 4th MP grades.

$$\frac{\text{MP3 \%} + \text{MP4 \%}}{500 \text{ points}} = \text{Course \%} = \text{Letter grade}$$

The grading scale aligns with the district's grading policy:

A 93-100 A- 90-92
B+ 88-89 B 83-87 B- 80-82
C+ 78-79 C 73-77 C- 70-72
D+ 68-69 D 63-67 D- 60-62
F 0-59

Assessments:

Employer Contract and Agreement

You, your employer, and your parent/guardian must read, sign, and submit the provided contract by January 29th. Failure to submit this document will result in suspension from co-op until it is completed. This assignment is worth 5 points. (MP3 only)

Meetings

This course will meet **approximately every other week one co-op period (45 minutes) to review SAE record books and work on the project for the current marking period. YOU MUST BRING YOUR RECORD BOOK WITH YOU.** Even if your records are fine, you still need to stay for at least 45 minutes until you have completed your project for the current marking period. You may also work on typing any handwritten records. Once your project is done however, you may elect to report to co-op immediately after your record book has been checked. If you would like to schedule additional meetings to work, please notify your employer and your instructor a week in advance. Co-op meetings can be used to count for SAE meetings, so you do not need to sign up for an additional meeting after school once a month. ☺

If for any reason your records are unacceptable at this meeting (diary not up to date, inappropriate/insufficient diary records, etc), your co-op will be temporarily suspended (you will not report to work that day or any other) until your records meet the requirements. Miss Quigg will be the final authority in determining whether or not your books are acceptable. If you are absent the scheduled date for a meeting, please bring your record book in the day you return for review.

Meetings are worth 5 points each. Scheduled meeting dates are as follows (please share provided calendar with employer):

January 20

February 3, 17

March 3, 31

April 14, 28

SAE Record Book

Record books will be graded once a marking period for 100 points. Records do not need to be electronic, but illegible entries will not be graded. See attached rubric for specific requirements. Late books will receive an automatic 25 point deduction.

Employer Evaluation

Employers must complete a written evaluation of students once per marking period. It is the student's responsibility to provide the employer with the form and make sure that it is submitted by the due date. Evaluations are worth 25 points each marking period.

Marking Period Project

Each marking period you are required to complete a project in addition to keeping records on your employment. Projects are designed to help increase your marketability and help you reflect on your co-op experience. Projects are as follows:

- Marking Period 3: Cover letter AND resume
 - Design your own resume to use for job interviews in the future
 - Create a cover letter introducing yourself to a prospective employer and inviting him/her to look at your resume
- Marking Period 4: Co-Op presentation to ag class
 - Create a PowerPoint presentation/poster to explain co-op project
 - Describe what skills and lessons you learned through employment
 - Give presentation to relating ag course
 - Set up appropriate presentation date with instructor

Course Evaluation:

You will provide your instructor with comments and suggestions relating to how the course was setup and run. Comments will be used to improve the co-op process in the future. Evaluation is worth 5 points and will be graded on completion(MP4 only).

Important Due Dates:

Marking period	Due Date	Assignment/Evaluation
3 rd	12 March	Employer evaluation submitted Record book submitted (up to date) Resume and cover letter submitted
4 th	21 May 28 May	Co-op presentation complete (earlier is better) Employer evaluation submitted Record book submitted (up to date)

Students will not be allowed to go to work until records are complete/up to date!