

## E.L.S. (Educational Life Skills)

Educational Life Skills is designed for special needs students. It gradually increases a student's ability to adapt to a work situation and builds job-entry skills in an area compatible with ability and interest. It also helps a student move from a school-oriented situation to a community job or training experience.

Actual work experience is designed to build confidence and skill at a pace that best matches a student's interest and ability.

Classroom work is adapted to each student's job to help make the program meaningful and beneficial.

## Career Preparation 1 & 2

The general studies career preparation program offers sequential instruction and work experiences enabling students to secure and maintain employment. Classroom units include job safety, consumer information, interviewing techniques, communication skills, career options, and development of knowledge and skills required for employment. Individual vocational topics may be assigned based on the student's interest, aptitude, and need.

## Need more information?

For more specific information regarding any of these programs, contact a counselor or teacher-coordinator at the District 211 school nearest you.

**Palatine High School** ..... (847) 755-1600

**William Fremd High School** ..... (847) 755-2600

**James B. Conant High School** .... (847) 755-3600

**Schaumburg High School** ..... (847) 755-4600

**Hoffman Estates High School** ..... (847) 755-5600



## TOWNSHIP HIGH SCHOOL DISTRICT 211

*"Extraordinary opportunities. Innovative teaching.  
Exceptional learning."*

1750 South Roselle Road  
Palatine, Illinois 60067-7336  
Telephone: (847) 755-6600  
Website: [www.d211.org](http://www.d211.org)

 If you require assistance while visiting a District 211 school, please contact the principal's office.

For individuals who are deaf or hard of hearing, please access the following TTD/TTY telephone number: (847) 755-6654.

# Cooperative Education Programs

*A cooperative venture between school and community,  
providing students with meaningful education*



Within High School District 211's communities, a variety of career learning opportunities exist for high school students. By having these resources available, students develop abilities and interests, apply what they learn in classrooms, and adjust to the work world. Cooperative education programs provide such benefits.

On a daily basis, each program combines classroom instruction with three or more hours of work experience. Those experiences are matched with a student's ability, background, and interests. An individual training program is mutually agreed upon by the student, parents, teacher-coordinator, and employer. The main goal of a cooperative education program is to help students develop knowledge and skills enabling them to become productive members of their communities.



## TOWNSHIP HIGH SCHOOL DISTRICT 211

UNITED STATES DEPARTMENT OF EDUCATION  
BLUE RIBBON SCHOOLS OF EXCELLENCE

Cooperative education is divided into several categories, each emphasizing a different occupational area or student need. Main goals of each program include:

- helping students develop career skills, civic consciousness, social intelligence, and leadership ability
- providing opportunities for students to apply general education to practical situations
- helping prepare students to successfully compete in a chosen career field

---

## To Students

Through one of these programs, you gain first-hand experience not available at school. It is important that you have an idea of the type of training you want so that you, your teacher-coordinator, and your employer can plan appropriate learning experiences. Take advantage of this opportunity to earn money, develop career skills, earn two high school credits per year, and get a headstart on your career.

As a participant in a cooperative education program, you are responsible for your performance, an enthusiastic attitude, transportation to and from work, and regular attendance at both school and work.

---

## To Parents

Helping students gain marketable skills and good work attitudes while striving for excellence in academics are goals of cooperative education. Many students advance to full-time jobs with their employer after high school graduation with employers paying part or all of further education costs. Others use the experience to clarify career goals and earn money for further education. This program can help students develop good work habits, responsible attitudes, and a sense of accomplishment. It also can help provide them with enthusiasm for school and learning.

---

## To Employers

Participation in a cooperative education program benefits your business, students, and the community. For you, benefits include:

- ready access to motivated workers who receive additional school related training
- assistance from a teacher-coordinator in screening prospective trainees
- a good source of part-time and permanent employees with training and experience
- an opportunity for you to participate with schools and students in your community to provide educational and work experience

You will work with a teacher-coordinator to plan learning experiences, give instruction, and evaluate students. Students should work a minimum of 15 hours per week.

---

## Programs

High School District 211's cooperative education programs emphasize career development coursework and are taught by qualified instructors in specific curriculum areas. Students are encouraged to take additional courses related to their career goals.

### Related Occupations 1 & 2

*Related Occupations* is a general cooperative work program with paid work experience in any career or technology related field and the related classroom instruction. Appropriate training plans are developed and task lists are established based on prior experience and skill development. Students are supervised on-site by a qualified instructor/coordinator. It is a program that extends the realm of the classroom beyond the school setting into the world of careers. It will provide the student with an opportunity to become acquainted with the values important to become successful in the world of work. It provides on-the-job experience in semi-skilled and service occupations in career related and technology fields.

## HERO

### (High School Education for Related Occupations)

Open to juniors and seniors, *High School Education for Related Occupations* stresses career development training in personal and public services such as child care, health occupations, food service, fashion merchandising, interior design, and other service occupations. Students are given an opportunity to gain on-the-job training provided by local businesses.

Classroom activities are designed to assist students with career planning, job adjustment, employer-employee relations, and consumer related skills.

### Business Internship — Marketing Occupations

*Business Internship — Marketing Occupations* is designed for students with career interests in the fields of marketing and business management. Classroom activities focus on general marketing, career paths, and factors of career success. Students are given an opportunity to gain first-hand knowledge of marketing careers through on-the-job training provided in cooperation with local businesses. Those enrolled in the second-year course are given extensive exposure to entrepreneurial skills and knowledge.

### Business Technology Internship

Open to juniors and seniors, the *Business Technology Internship* program is planned along with business and community participants. Students attend a one-hour class and work in an office. Other business education courses such as computer literacy, computer applications, desktop publishing, computer presentations, recordkeeping, accounting, and integrated computer applications may be appropriate for students entering this program. Successful completion of the computer application course is a prerequisite.

Students may be trained in office positions such as filing clerk, receptionist, secretary, bookkeeper, and data processing clerk.

After high school graduation, many business technology interns keep jobs with the companies that helped train them.