

---

---

# Table of Contents

<b>Forward .....</b>	2
<b>Acknowledgments .....</b>	3
<b>Table of Contents .....</b>	5
<b>Introduction .....</b>	6
<b>Cooperative Career Education.....</b>	8
Rationale .....	8
Program Description.....	8
General Program Goals .....	9
Program Design .....	10
<b>Skill Initiatives .....</b>	13
SCANS Background.....	13
Show-Me Standards Background.....	14
21 <sup>st</sup> Century Skills.....	15
Workplace Readiness .....	16
<b>Instructional Strategies in the Classroom .....</b>	18
Project Based Learning .....	18
Simulation.....	20
Career and Technical Student Organizations .....	20
Community Service .....	21
<b>Other work based learning options.....</b>	22
School Based Enterprises .....	22
Job Shadowing.....	22
Short Term Internships.....	23
<b>Curriculum Standards and Indicators.....</b>	25
Summary of Sections .....	25
Academic Foundations for Careers.....	32
Applied Technology.....	43
Career Development and Employment .....	52
Entrepreneurship and Business Economics.....	66
Ethics and Social Responsibility.....	86
Leadership and Teamwork.....	96
Safety and Health.....	112
Technical Knowledge and Skills.....	122
<b>Appendix A – Glossary of Terms.....</b>	129
<b>Appendix B – Scans Competencies and Foundations .....</b>	141
<b>Appendix C – Missouri Show-Me Standards .....</b>	148
<b>Appendix D – Coop Policy .....</b>	153
<b>Appendix E – Off Campus .....</b>	154
<b>Appendix F – Bibliography.....</b>	161