



**Center for Professional Development
in Career and Technical Education**

D.O. CAPS

Diversified Occupations Co-op Activity Packets

**Modules of Instruction
for the Diversified Occupations
Cooperative Education Programs
in Pennsylvania**

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Introduction

There are two major categories of cooperative education delivery systems that operate in Pennsylvania. One is Capstone and the other is Diversified Occupations.

In 1994 the Pennsylvania Department of Education, Bureau of Career and Technical Education funded a project that resulted in the publication of the Capstone Activity Projects (CAPS). These instructional materials were designed with the specific intent to serve the Capstone Cooperative Education Programs. The 37 instructional modules that comprise the CAPS materials have served as a valuable resource to Cooperative Education Coordinators since their publication. The CAPS instructional materials were revised and updated again in 2003.

Prior to now, there were no comparable instructional materials to serve the Distributive Occupations students. The Diversified Occupations Co-Op Activity Packets (D.O. CAPS) instructional materials have been developed to serve as an educational resource for Diversified Occupations students during the school-based component of their instruction. These instructional materials were based on the competencies identified for students to be successful in a Cooperative Diversified Occupations program as listed in the *Cooperative Education Guidelines for Administration*, (1994, PDE), and will serve as a parallel companion to the CAPS instructional materials. Further, it is likely that some of the D.O. CAPS instructional materials will also be able to serve the needs of the Capstone as well as the Diversified Occupations student.

The development of the D.O. CAPS instructional materials evolved over two stages. The first stage was initiated during the Fall 2002 Semester by the Temple University Center for Career and Technical Education with the support of two Cooperative Education Certification Program adjunct instructors, Mr. Frank Klasic and Dr. Rita Tatusko, and their graduate students. Much of the work generated through the efforts of Mr. Klasic and Dr. Tatusko's students served as a rough foundation to support the development of the proposal that was funded by the Pennsylvania Department of Education, Bureau of Career and Technical Education to advance the second stage of development of the D.O. CAPS instructional materials.

The second stage of development of the D.O. CAPS instructional materials was guided by a steering committee consisting of Dr. Chester P. Wichowski, Project Director, Dr. Mary Kisner, Project Coordinating Editor, and committee members, Dr. Lee Burket, Mr. Frank Klasic, Ms. Kim Letourneau, Ms. Cheryl Speakman, and Dr. Rita Tatusko. In addition to the steering committee, we are taking this opportunity to also acknowledge the 40 individuals who contributed to individual writing and editing efforts for the development of the D.O. CAPS instructional materials. Their names are listed in at the end of this introduction section.

Although based on the Cooperative Diversified Occupations program competencies listed in the PDE *Cooperative Education Guidelines for Administration*, the D.O. CAPS instructional materials were developed with a blend of selected competencies along with the introduction of new competencies. Overall, the D.O. CAPS instructional materials consist of 13 sections with a total of 68 modules. Due to content overlap, it should be noted that 20 of these modules were derived directly from the CAPS materials. Acknowledgement is made to The Pennsylvania State University, Center for Professional Development for granting permission to use selected modules of the most recent revision of the CAPS materials in the D.O. CAPS instructional materials.

Due to time and budget considerations, some of the original competencies listed in the PDE *Cooperative Education Guidelines for Administration* were not included in this edition of the D.O. CAPS instructional materials. It is, however, hoped that the D.O. CAPS will be recognized as a significant first step in providing instructional materials for meeting the needs of Diversified Occupations students and that they will be revised and updated as necessary in the years to come.

The format that was used to provide a framework during the development of the D.O. CAPS instructional materials was similar to that used by the CAPS materials. It consists of:

Title

Objectives

Information Sheet

Student Activities

Evaluation

We hope that the D.O. CAPS instructional materials will prove to be a valuable resource to the Diversified Occupations as well as the Capstone students in the Commonwealth.

For additional information on any aspect of Cooperative Education in Pennsylvania, please contact Dr. Lee Burket at the Pennsylvania Department of Education, Bureau of Career and Technical Education 717-783-9836. For questions or comments on the D.O. CAPS instructional materials, contact Dr. Chester P. Wichowski at the Temple University Center for Professional Development in Career and Technical Education 215-204-6249.

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Diversified Occupations Co-op Activity Packets (D.O. CAPS)

Table of Contents (Sources and Authors)

1	ORIENTATION TO CO-OP	Source	Author(s)
A	Identify co-op program goals, policies and procedures.	CAPS #1	Cook DeFranco
B	Describe program objectives.	New	?
C	Investigate the opportunities and benefits available through Career & Technical Student Organizations (CTSO).	New	Barto Wernet
2	CAREER DEVELOPMENT & PLANNING	Source	Author(s)
A	Investigate career choices and conduct your own career search.	New	Reichart
B	Compare careers in relation to job tasks, work environment, job availability and educational requirements.	New	DeBello
C	Construct a profile of personal interests, aptitudes, abilities and values.	New	Klasic
3	EMPLOYMENT ACQUISITION	Source	Author(s)
A	Develop a resume.	CAPS #32	DiPrinzio
B	Prepare a letter of application.	New	Brown
C	Complete a job application.	CAPS #37	Klasic
D	Demonstrate job interview techniques, from preparation to follow-up.	CAPS #33 (rev)	DiPrinzio Watson
E	Create a portfolio.	New	Lacey
F	Evaluate how to look good on the job.	New	Latourneau
G	Identify state and private employment agencies.	New	Latourneau
H	Prepare for pre-employment tests for drug screening, assessment and skills tests.	New	Lacey

4	HUMAN RELATIONS	Source	Author(s)
A	Describe employer, employee, and co-worker responsibilities.	New	Granahan
B	Demonstrate positive working relationships.	CAPS #6	Verbeck Speakman
C	Identify methods to resolve conflicts.	CAPS #7	DiPrinzio
D	Distinguish between positive and negative feedback; define and give examples of constructive criticism.	CAPS #20	Richert
E	Compare the advantages and disadvantages of unions and other employee organizations.	New	Patrick Munn
F	Describe work ethics.	CAPS #3	Verbeck Speakman
G	Describe the importance of customer service.	New	Werst
H	Identify strategies to use with a difficult customer.	New	Barto
I	Describe racial, ethnic, and sex equity concerns.	New	Schlofer
J	Developing problem-solving skills in the workplace.	New	?
K	Identify teams in relation to the workplace.	New	?
5	HEALTH & SAFETY	Source	Author(s)
A	Describe general occupational safety practices and procedures.	New	Gialanella (Beaver)
B	Managing risk in the workplace.	New	Latourneau
C	Describe the role of government agencies in providing for a safe workplace.	CAPS #9	DiPrinzio
D	Describe the effect drug and alcohol abuse has on a job.	New	Werst
E	Describe diversity and/or harassment.	New	Watson

6	EMPLOYMENT RETENTION	Source	Author(s)
A	Describe characteristics of a responsible employee.	CAPS #5	Cook DeFranco
B	Evaluate job changes and promotions. (See 12E)	See 12E	(Moran) (Patrick)
C	Diagram the organizational structure of a company.	CAPS #15	Verbeck Speakman
D	Interpret a performance evaluation.	CAPS #16	Hunsicker- Muschko (DeBello)
E	Identify sources of employee information regarding company policies and procedures.	CAPS #17	Arnold
F	Identify proper procedures for job termination.	CAPS #18	Klasic
7	COMMUNICATIONS DEVELOPMENT	Source	Author(s)
A	Define the elements of communicating with co-workers, emphasizing appropriate group behavior on the job.	CAPS #23	Verbeck Speakman
B	Describe basic skills needed on the job.	New	Latourneau
C	Demonstrate non-verbal communication skills.	New	Clarke Schofler
D	Demonstrate effective telephone skills.	New	Wellman Granahan
E	Demonstrate basic uses of computer technology.	New	Roberts Zatek
8	LEGAL AWARENESS	Source	Author(s)
A	Describe Child labor laws (employment certificates, work sites, time, wages)	CAPS #29, #30	Graczyk Verbeck Speakman (+others)
B	Describe the benefits provided by Social Security, Worker's Compensation, Unemployment Compensation	New	Gialanella

9	PROFESSIONAL ORGANIZATIONS	Source	Author(s)
A	Describe good citizenship activities.	New	Moran
B	Define and discuss community service.	New	Williamson
C	List and explain the styles of leadership used by effective leaders.	New	Barto Munn Clarke
D	Define and describe public relations as a career.	New	Groller

10	CONSUMER SKILLS	Source	Author(s)
	Banking Services		
A	Describe how to open a checking account, balance a checkbook, and apply for a loan.	CAPS #27	Berger
	Credit		
B	Describe how to use credit wisely.	New	Brown (Gialanella) (Snell)
	Money Management		
C	Identify personal financial goals and prepare a budget.	CAPS #25	Evans
	Taxes		
D	Demonstrate ability to file Federal, state, and local tax forms.	CAPS #28	DiPrinzio
	Insurance		
E	Describe types and purposes of insurance.	New	Wellman Brown
	Consumer Protection		
F	Identify actions that can be taken for consumer protection.	New	Klasic
	Wages		
G	Identify types of earnings.	New	Latourneau (Williamson)
H	Describe forms of payroll deductions.	New	Wellman Lacey
	Fringe Benefits		
I	Describe the various fringe benefits.	New	Gialanella
11	ECONOMICS	Source	Author(s)
A	Describe types of business organizations	New	Latourneau
B	Describe the opportunities of entrepreneurship	New	Latourneau

12	FUTURE PLANNING	Source	Author(s)
A	Describe the impact of technological change in the workplace.	New	Watson
B	List the occupational opportunities at your present skill level.	New	Brown
C	List short and long-term career goals.	CAPS #35, #36	McCaffrey Sassaman
D	Identify different types of professional development.	New	Werst
E	Discuss changes in your job/career.	New	Gialanella (Patrick) (Moran)

13	TECHNICAL-RELATED INSTRUCTION	Source	Author(s)
A	Identify appropriate occupational safety practices and procedures.	CAPS #8	Klasic
B	List and define the specific vocabulary words that are specific to your job area or career.	New	Gialanella (Clarke)
C	Identify and list your occupational skills.	New	Munn
D	List the occupational requirements to maintain employment at your job site.	New	Granahan (Werst)
E	Describe the policies and procedures used by your cooperating employer. (See also 6E)	New	Granahan