

**COMMUNITY CO-OP  
COURSE SYLLABUS  
2011-2012  
Mrs. Gallagher - Instructor**

**Course Description:** Community Co-Op is a Special Needs program for students who have been tested, evaluated, and recommended by a certified vocational evaluator, regardless of educational, economic, and/or physical disadvantage. The program comprises of classroom experiences at Trumbull Technical and Career Center and off-site on the job training opportunities at a local facility. Learning activities are concerned with the basic knowledge and skills needed for housekeeping, laundry, maintenance assistant, dessert and salad preparation, busing, dishwashing, and banquet set-up. The program is a one-year opportunity for students to prepare for entry-level jobs in the hospitality industry.

**Program Philosophy:** Students are required to take part in classroom instruction and on the job training experiences. Instruction is based on fundamental knowledge, abilities, values, attitudes and employability skills.

Students will acquire skills and knowledge to become more competent in their independence, bridge opportunities between education and work, explore employment opportunities and adapt to changes in their career choice.

Students will maintain self- respect, develop problem solving skills, and incorporate decision making skills through on-site program training opportunities as well as in the classroom.

Students will be expected to meet program and employer expectations. Students should maintain a minimum of 75% accuracy in all areas of learning.

**Course Goals:**

- Demonstrate professional and courteous customer service.
- Cooperate as a team.
- Gain knowledge and on-site training in housekeeping, laundry, kitchen prep, maintenance, table service and banquet set-up skills needed for work in the hotel industry.
- Apply safety and security procedures.
- Explore careers within the hospitality industry and gain job search skills.
- Gain the knowledge to provide a safe and clean workplace.
- Develop leadership and community responsibility through activities in the PALS student organization

**Major Course Projects and Assignments:**

**Math** –Focus will be placed on survival math skills. This includes identifying money values, counting money, making change, telling time, addition and subtraction and multiplication tables.

**English Communications:** Focus will be placed on effective communication skills; including oral reading, speaking, and listening skills. Students will practice handwriting skills through written activities. Students will maintain a reading log of daily reading activities.

**Government:** Students will be instructed to develop positive citizenship values and attitudes regarding their country, community and school.

**Related:** Students will maintain a notebook that coincides with lab. This notebook will explain entry level jobs in the hospitality field. Students will read, discuss and learn the various roles service staff performs.

**Lab:** Students will be required to explain and perform the role of housekeeper, laundry person, maintenance assistant, dessert and salad preparation, bus person, dishwasher, and banquet set-up person. Job rotations will be conducted for all students. Student's performance will be evaluated by instructor and facility staff.

**Assessment Plan:**

- 35% Daily grades (attendance and laboratory)
- 20% Test, quizzes, notebooks
- 35% On the job performance
- 10% Personal Development

**Grading Scale:**

A	100-92	Exceeds Expectations
B	91-83	Meets standards and expectations
C	82-74	Passing but does not meet some expectations
D	73-66	Passing, but only meets the minimum standards
F	65-0	Failing, does not meet the minimum standards