

BUSINESS EDUCATION • WORK-BASED LEARNING



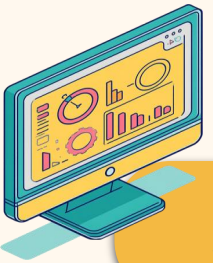
Making Work Count: Teaching Career-Ready Skills Through Business Co-Op



Tammy Askins || Daviess County High School



1. Building accountability
2. Encouraging skill development
3. Creating opportunities for reflection



Accountability • Development • Reflection



My Journey

My passion is helping students build the confidence and workplace skills they need for the to be achieve all of their personal & work goals!

Entered the workforce @ 15
Customer service, accountability,
work ethic, and strong leadership

Work ethic expanded
Marching Band & Mrs. Betty @
Hardees

Education
Murray State – BS
Advertising/Marketing
Dr. Lanier

Career
Retail Management
Entertainment Research & Database Marketing
Retail & Entertainment Marketing
Promotional Advertising & Event Planning
Teaching

Year 12...I think! 😊





Accountability

Keep your promise! “No late work!”

Development

Grade Like a Boss! “Mark mistakes.”

Reflection

Give Honest Feedback. “Appearance Matters!”

What your Employer is saying...

What habits does your employer appreciate most?

1. Works hard to get all tasks completed
2. Reliable & willing to work
3. Shows initiative, timeliness, self starter, quick learner
4. Ask questions & says they want to learn
5. Not looking at phone, good energy, happy to be at work
6. Knowledge of people skills
7. On time & completes work without being asked

Skills Lacking/Problem Areas

1. Discipline themselves
2. Desire to work! Effort!
3. Social skills
4. Not planning days off in advance.
5. Sneaking/hiding to use phone
6. Simple Math/Counting money
7. Following instructions
8. Self Motivation

Business Co-Op Schedule...

SIGN OUT @ THE START OF 4TH BLOCK DAILY
(except for wk #1)

“In Class Days” on Fridays

No Job....In class OR study hall.

Students secure employment.

First Contact

Inform Parent/Student

Rosters Available => Email to Parent and Students.

- First 'in-class' day
- Prerequisites
- Employment Verification Deadline

Hint Hint: "Start your job search!" 😊

Inform Parents & Students



Daviness County High School

4255 New Hartford Road
Owensboro, KY 42303

270.852.7300
270.852.7310 (fax)

davinessschools.org

Parents and Students,

You are receiving this message because you are currently enrolled in Business Co-op starting on January 5th, 2026.

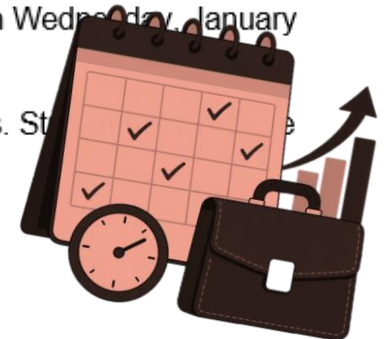
Welcome to **4th block Business Co-op – Spring 2026!**

Business Co-op students will be required to be in 4th block during class time Monday through Wednesday, January 5th to 7th to start the semester.

Listed below is general information regarding the first few days of the **Business Co-op** class. Stay tuned for more detailed information during classroom time.

First Days of Class

- Attend class on *Monday, Tuesday, and Wednesday.*
- Class will meet during 4th block in room 160 – Mrs. Tammy Askins



Day One: In Class Day!

Intro to class, Expectations, Verification.

1. Classroom & School Expectations
2. Course Requirements Verification Form on Paper
(Transcript)
3. Review Course Outline & Assignment Deadlines
4. Send home parent letter to be returned with signature.

Verification... Prereq. – Grades – Etc.

Print First & Last Name _____ Grade _____ Date _____

Business Co-op – First Day of Class Verification Form

Prerequisite Courses	Semester Completed <i>For example: Fall 2025</i>	Final Grade	Semester Scheduled to Take
Business And Marketing Essentials			
Introduction to Management			

Business courses completed.



Assignment Deadlines Course Outline

VI. ASSIGNMENTS & DUE DATES

Assignment

1. Work Based Learning Paperwork

Must be turned in by due date to remain in co-op class.

Post Date

First Day of Class

Due Date

January 9th

2. "It's My Job!" Employment Information Form

Resubmit if changing jobs. Due within one week of starting a new job.

First Day of Class

First Day of Class

3. Resume

Applied Digital & Google Doc

First Day of Class

January 16th (Friday)

4. Weekly Work Schedules

Google Form available in Google Classroom

Every Friday

Every Monday

5. Check Stub Worksheet (Monthly)

Check stubs are a required assignment and proof of employment.

Due Date

January Check stub
February Check stub
March Check stub
April Check stub

February 16th
March 16th
April 16th
May 16th

6. Employer Feedback Survey

Mid-Term

Employer will submit

7. Final Exam Project

Week Prior to Final Exam

Final Exam Day





Accountability

Day 2: In Class Day!

Intro to class, Expectations, Verification.

1. Return signed documents.
2. Discuss/distribute **WBL packet** to be signed by all stakeholders.
3. Complete **week #1 Work Schedule Assignment**.

Work Based Learning Agreement Packet

Student Name: _____

Updated 7/17/2026

Daviess County High School Business Department

Work-Based Learning Plan and Agreement

Students must have signed by all parties and return to Mrs. Askins by **Friday.**

The fundamental purpose of cooperative education is to provide opportunities for students to learn under real-life work conditions and to develop occupational competencies (attitudes, technical skills, and knowledge needed to be successful in their chosen career. Cooperative education also serves to reinforce the student's understanding of an industry and aspects of a particular career pathway.

In this program, the student agrees to be courteous and considerate of the employer, co-workers, and others while keeping the employer's best interest in mind. He/she should be punctual and dependable and notify the employer as soon as possible if unable to attend work. Students must conform to the policies, procedures and regulations of the employer and maintain a satisfactory performance level while on the job. Students are required to work a minimum of 15 hours per week throughout the class term to remain enrolled in the class.

Signatures From: Parent – Employer – Student – Teacher Coordinator
Keep Copies to: Parent/Student - Employer

Weekly Schedule Assignment Google Form



Weekly Work Schedule - Spring Term 3

Complete the form with all information requested EVERY WEEK.

Due: By SIGN OUT TIME every Monday (1:41 p.m.)

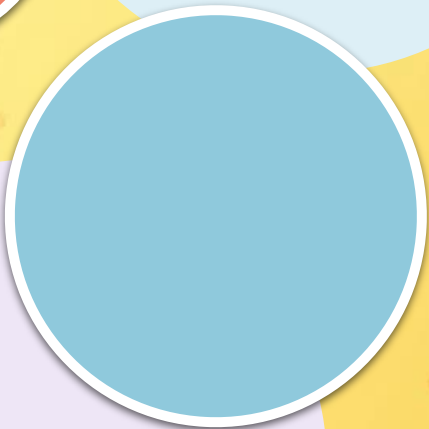
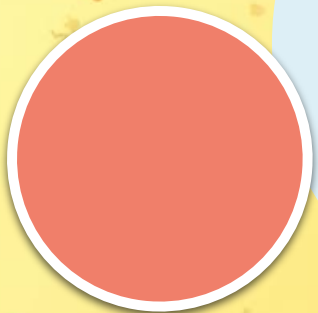
This form is automatically collecting emails from all respondents. [Change settings](#)

Post in GC on Friday...Due by Monday @ start of class.

Day 3: In Class Day

Start Building Career Readiness Skills

1. Review Assignment Post & Due Dates.
2. Begin Resume Assignment in class.



Create a Resume in Google Docs

By Applied Digital Skills

Published: Oct 4, 2022

45m



☆☆☆☆☆ (5)

GET STARTED >



Design, write, and format a professional resume that stands out.

Time to Complete

45—90 minutes

Audience

High School

Middle School

Digital Tools

 Docs

 Gmail

 Search

Skills

Collaboration

Communication

Document formatting

Resume writing

Applied Digital Skills

Day 4: Make Up - Catch Up - Coach



Start Building Career Readiness Skills

1. Review previous days information for those new adds to the class.
2. Coach students still searching for employment.

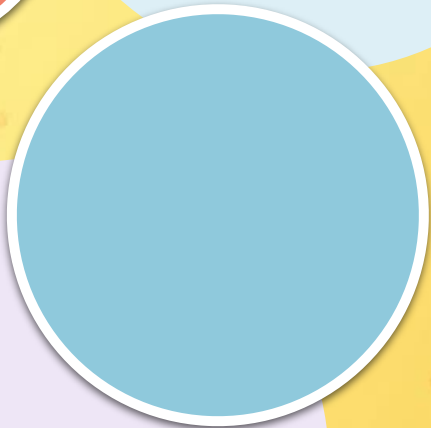
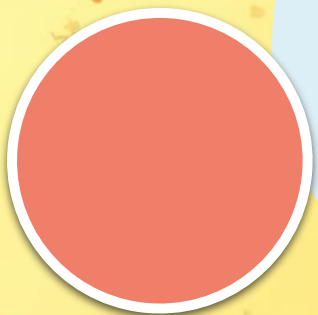
Sign out, if employed and caught up!



Day 5: “In class Friday”

Start Building Career Readiness Skills

1. Turn in all WBL signed to remain in class.
2. Employment Confirmation Deadline Next Fri.
3. Teach Monthly Paycheck Stub Assignment -
Aug or Jan. *Due on the 16th of each month.*



Name _____ Date _____ Block _____

Navigating **YOUR** Paycheck Stub On your own

Instructions: Write the information or dollar amount shown on **YOUR** paycheck stub in the SHADED areas below.

SAMPLE COMPANY NAME				EARNINGS STATEMENT			
SAMPLE COMPANY ADDRESS				SSN	EMPLOYEE ID	CHECK NO.	PAY PERIOD
EMPLOYEE NAME				1234	10412	00000000000000000000	PAY DATE
SAMPLE EMPLOYEE NAME				1234	10412	00000000000000000000	PAY DATE
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE	
GROSS WAGES	20.00	80.00	2,000.00	FICA MED TAX	20.00	500.00	
				FICA SS TAX	124.00	2,212.00	
				FED TAX	125.75	4,716.25	
TOTAL DEDUCTIONS				TOTAL PAY			
2,000.00				2,000.00			



Personal Information: *Your name, employee number, etc.*

Gross Income:

State Withholding Tax:

Federal Withholding Tax:

Deductions: *List each of the deductions from your check for this pay period.*

Monthly Paycheck Stub Assignment

Post 1st Due on 16th

Mid Term

Improvement & Success

Students deliver a letter/note to supervisors with a QR Code links to the Google Form “Survey”.

- General feedback
- Share w/ students
- Conference if any areas of concern OR scheduled visit w/ supervisor

Midterm Employer Feedback

QR Code on card links to Google Form.
Student Delivers.



We appreciate your willingness to help DCHS students grow into the best employees possible.

Please take 2-3 minutes to complete the survey regarding your experience with training and supervising student employees.

Business Co-op class students are required to remain employed throughout the semester. To verify employment for student grading purposes and provide helpful information to improve the class, please complete the form by Friday, March 20th.

Use the QR code below to quickly access the verification form.



Contact: Tammy Askins
Business Co-op Coordinator
Davies County High School
tammy.askins@daviess.kyschools.us
270-852-7300

Final Exam

Just a JOB or Career Experience?

Final Exam - Students give feedback and grade work experience.
*Questions vary by semester due to repeaters.

Final Exam

1. Student Rates Experience.
2. Short Essay Response.

If not turned in by Tuesday, MAY 12th, student is required to be in class during 4th block time.

Business Cooperative Education Experience

STUDENT'S EVALUATION OF EMPLOYMENT EXPERIENCE

Daviess County High School – Business Education Department

Instructions: Rate YOUR experience with your current employer using the rating scale listed. In other words, give your employers a 'grade'. Turn in this form to the Teacher/Coordinator at the end of the Co-op experience.

Final Exam – 50 Points Earned Upon Completion.

Student Name:	Place of Employment: (where you work):

Rating Scale: 1 - Poor 2 - Needs Improvement 3 - Average 4 - Good 5 - Excellent

	Learning Experience		Rating	
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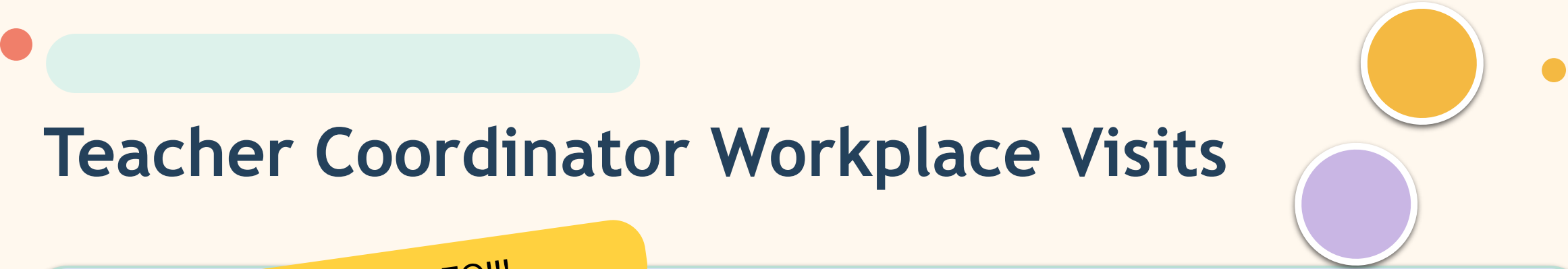
Business Cooperative Education Experience

EMPLOYER EXPERIENCE ESSAY

Daviess County High School – Business Education Department

Instructions: Write a 3-paragraph response to discuss your work experience this semester. Answer ALL QUESTIONS below within the response. Use the rating/grade from the **STUDENT'S EVALUATION OF EMPLOYMENT EXPERIENCE** you completed to support your essay responses.

1. What management habits or attributes does your supervisor display in the workplace that you appreciate the most?
2. What skills do you see lacking most in your immediate supervisor management style?
3. What skills were you missing that you feel your manager expected you to have when you started work? How did you adapt to meet these expectations? Or did you receive additional training?
4. How can you improve your knowledge or what did you learn from your current workplace?



Teacher Coordinator Workplace Visits

Employers are full of INFO!!!

Two visits are recommended.

Visit #1 - Intro/Thank Employer/Verify Employment.

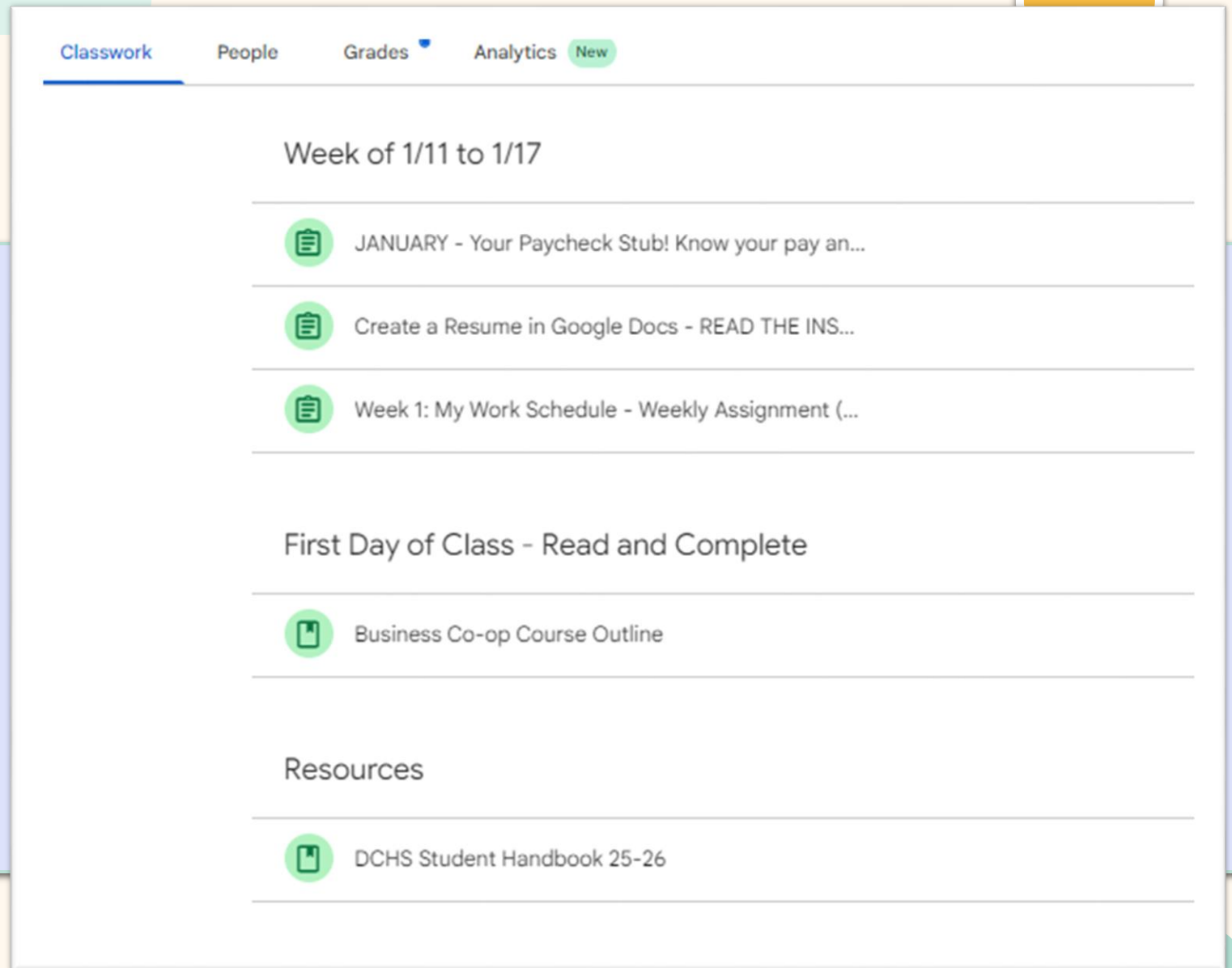
Visit #2 - Progress Inquiry - Experience w/ high school employees in general. Verify Employment.

Google Classroom Set-up by Week!

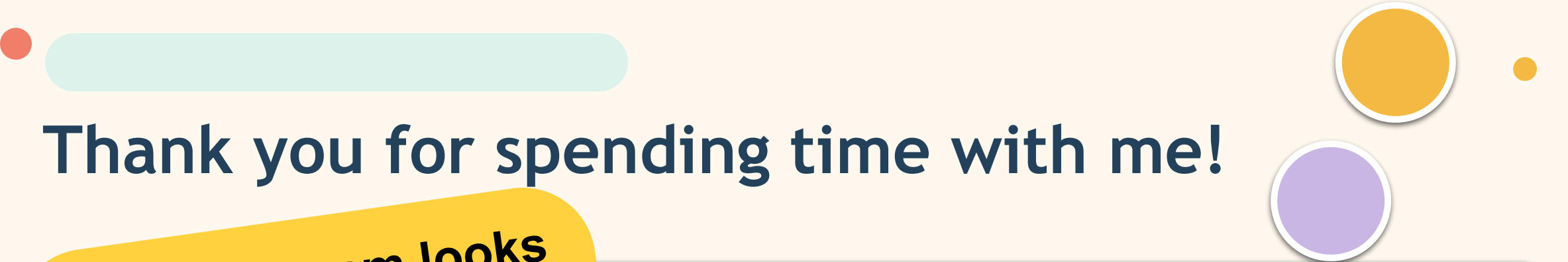
Remember:
My students sign out
and go most days!

Assignments under
CLASSWORK

Announcements
ONLY under
STREAM



The screenshot shows the Google Classroom interface. At the top, there are tabs for 'Classwork', 'People', 'Grades', 'Analytics', and 'New'. The 'Classwork' tab is selected. Below the tabs, the page is titled 'Week of 1/11 to 1/17'. Under this title, there are three assignments listed, each with a green icon of a document with a checkmark: 'JANUARY - Your Paycheck Stub! Know your pay an...', 'Create a Resume in Google Docs - READ THE INS...', and 'Week 1: My Work Schedule - Weekly Assignment (...)'. Below these assignments, there is a section titled 'First Day of Class - Read and Complete'. Under this title, there is one resource listed with a green icon of a document: 'Business Co-op Course Outline'. Below this resource, there is a section titled 'Resources'. Under this title, there is one resource listed with a green icon of a document: 'DCHS Student Handbook 25-26'.



Thank you for spending time with me!

**Every program looks
a little different!**

I would love to hear what is working in your classroom
and what challenges you are facing.

Discussion/Questions?

tammy.askins@daviess.kyschools.us



Scan to access files.

