Co-op is an academic program that allows students to connect classroom learning with the business world. Co-op expands learning experiences through paid employment in a supervised, educational work setting related to the student’s major field of study or career focus. Students enroll in Co-op and receive academic credit. Students are advised by Occupational and Technical Studies faculty and are provided hands-on experience making key connections to the business community. These experiences serve as an extension of the classroom and last for at least one semester. Co-op positions range from a minimum of 15 up to 40 hours of work a week.
THE WRITTEN PROJECT
OTS 367

1. What is the name and nature of the business?

2. Write an account of your store's background. Who were the original founders? When and where did the company begin? What are some of the interesting episodes in its growth?

3. Where is your firm's present headquarters?

4. Some firms are owned by larger corporations or have units operating under different names (Montgomery Ward was owned by Mobil Oil Corporation). What is the parent name of your company?

5. Is your firm a publicly owned corporation? If so, with what stock exchange is its stock listed.

6. If your store is part of a region or division, list the region or division your store belongs to. Also, list how many units are within your store's division.

7. Describe the major business operations of the organization where you work. Who are the firm's customers? Describe them.

8. Describe your department or place of business. What is its main functions.

9. How many people does your local place of employment employ?

10. Draw a store organization chart of your local place of employment. Label the blocks by position. Do not include the names of the individuals in the positions.

11. Does your firm have an employee appraisal system? If so, explain who rates whom, when are they rated, and how often are they rated. Include a copy of the appraisal rating form if possible.

12. How does your store recruit and select employees?

13. Does your firm have a procedure for employees to express their grievances? If so, describe it?

14. Does your firm have a procedure for disciplining its employees? Explain.

15. What kind of programs does your firm have for improving the job environment?

16. Describe the employee benefit package provided by your firm.

17. How does your firm train new employees? Explain where the training takes place, who does the training, how long the training takes place, and what topics are covered.

18. Is there a management training program? Describe it.
19. Complete a detailed job analysis of your job. Include the following:

a. Specific job analysis
   1. Name of the organization
   2. Address
   3. Job title
   4. Working hours
   5. Educational requirements
   6. Contacts within and without the company that are part of the job

b. Regular duties
   1. Before the business opens
   2. During business hours
   3. After business hours

c. Periodic and occasional duties
   1. Weekly or monthly
   2. Occasional duties

d. Job knowledge
   1. Policies and regulations that must be known
   2. Merchandise and service

e. Use of equipment
   1. Types of equipment
   2. Care and maintenance of equipment
   3. Safety

FINAL COMMENTS

20. What special characteristics of this store appealed to you?

21. How will you use what you have learned from this observation teaching marketing education, training workers for business and industry, or working in fashion merchandising?

22. List your sources of information.