

## Employer Quotes...

*“I would like to keep both of our COE students forever. They work hard, are self-starters and are extremely intelligent.”*

*“All of the students that we have are top quality candidates for employment with our company.”*



**Rebecca McGinnis**  
**COE/Business Internship Coordinator**  
**Washington High School**  
**2217 West Glendale Avenue**  
**Phoenix, AZ 85021**

Phone: 623-915-8460

Fax: 623-915-8462

Email: [rebecca.mcginis@guhsdaz.org](mailto:rebecca.mcginis@guhsdaz.org)

## Cooperative Office Education



**Your Business  
and  
Washington High  
School**

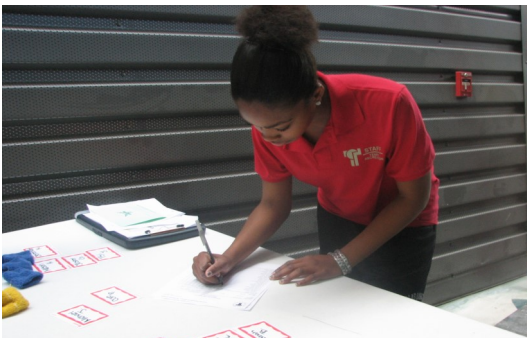
**Working Together  
to Make a Difference**

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## What is Cooperative Office Education?



Cooperative Office Education (COE) is a program designed to prepare senior students for entry-level office employment by developing abilities, attitudes, and skills needed in office occupations. Students participating in the COE Program receive school credit for released time, work a minimum of 10 hours per week, and they are paid by their employer at the usual rate of pay for the job performed.



## Employer Benefits

Part time employees are eager to learn because they have selected a business occupation as their career goal.

The employers interview applicants who have been screened and selected by a teacher/coordinator familiar with business requirements.

Students possess skills and work ethics needed for successful employment.

In-school instruction for your part-time employee is adapted to your business needs.

The employers provide appropriate compensation for the student trainee.

The employers have the opportunity to express ideas to school personnel concerning improvement of the curriculum.

The teacher/coordinator assists in periodic evaluation of your COE employee.

The employer has a steady source of well qualified workers for future full-time employment.

The employers receive recognition and publicity for their program participation.

## COE Highlights

Cooperative Office Education provides for the coordination of classroom study and on-the-job training, each complementing the other.

Senior students have their schedules arranged so that they attend classes part of the school day and are employed in an office the other part of the day.

The experience gained on the job is an extension of the instruction received in the classroom.

Graduation credit is granted upon completion of the Cooperative Office Education Program.

This program provides training for business careers through the cooperative education approach.

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