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| Criteria: The Student… | Description | Importance |
| …must be enrolled/planning to enroll in program | The student must be able to fit Cooperative Education in to their schedule, which means missing 7th and 8th hours to leave early for work. | Some students may need 7th and 8th hours to obtain the needed credits for graduation |
| …must be a senior | According to the LCHS class catalog, students participating in the Cooperative Education program must be a senior student. | The rigor of the class is fit more for senior students, who can handle the extra load of class work plus a part time job. |
| …should have a definite career objective | The prospective cooperative education student, with the guidance counselor and coordinator, should review career assessments, the student’s basic knowledge of the occupation in which he or she may have the greatest chance of success, and course performance records. | These procedures are necessary to guide students toward a placement facilitating the greatest chance for success. |
| … should have a satisfactory scholastic record | The applicant should have a satisfactory scholastic record. This does not mean that students who have A or B averages should be considered more desirable for cooperative education than other students. The student with consistent, average grades but who possesses desirable character traits and is ambitious may benefit most from the program. | Success on the job may depend heavily on basic skills, such as communication and math. The method of instruction used will require students to read and understand technical information related to their on-the-job experiences. Students who have failing grades should not be eliminated without an analysis of the causes of failure. |
| … possesses acceptable character traits | The coordinator should look for traits such as dependability, cheerfulness, ability to accept constructive criticism, courtesy, cooperativeness, independence, sincerity, and a willingness to work individually and as a team member. | Little progress will be made if the basic character of the individual is such that doubt exists as to whether he or she can secure a job and advance on it. |
| … must have the consent of parent or guardian | Parents must agree to their student’s participation in the program. | Because students leave school early and will be driving to their job site, parents need to agree to allow their student to participate.  |
| … should have a satisfactory attendance record | Students are only allowed to miss 10 days of school in the Cooperative Education Program.  | Chronic attendance issues will cause issues at worksites, as well as with their classwork. |
| … is punctual in class attendance | Students need to be on time to school and work. | Excessive tardiness, as well as frequent absences, will cause difficulty for the student at a training station. |
| … comes recommended by other staff members | Since the teacher coordinator normally has not had every applicant in class, it is important to get the opinions of other staff members. | Other staff members can give insight as to how a student has performed in other classrooms, including attitude, team work, assignment performance, etc...  |
| … needs to be able to work 15 hours each week | This is a requirement of the program. Working 15 hours a week gives excellent exposure to the given career field. | Students with several other extracurricular activities often have trouble working the minimum amount of hours each week, depending on their career area. |
| … should have dependable transportation | Having a dependable ride to work is an important part of job performance, attendance and tardiness. | Students who do not always have a dependable ride to work may not make it through the program successfully. Timeliness and attendance are important standards of the Cooperative Education program. |
| … has no major infractions on their discipline record | Students should not have major infractions (in-school detentions, suspensions, expulsions) on their discipline record. | As an extension of LCHS, Cooperative Education students are representing our school in the community, and need to do so with the utmost respect.  |