



Cooperative Education Handbook
2011-2012

Philosophy & General Information

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It is the policy of Tri-County Regional Vocational Technical High School not to discriminate on the basis of sexual orientation, race, religion, color or national origin in its educational programs, activities, or employment policies as required by Title IX of 1972 Education Amendments and Chapter 622 of the Acts of 1971. Our policy is also in full compliance with the laws of the United States and Commonwealth of Massachusetts and all applicable regulations thereto with regard to special education and education of the handicapped {chapter 776, PL 94-142 and section 504 of the Rehabilitation Acts of 1973 and chapter 74, Vocational Education in Massachusetts.}



Statement of Philosophy and Goals

Successful education is an on-going, ever-changing learning process involving students, families, faculty, administrators and School Committee members, working together to provide a culture of excellence, responsibility, safety, and respect. This process fosters citizenship, social awareness, creativity, self-respect, and a desire to pursue further education.

Tri-County Regional Vocational Technical High School offers students opportunities for training and skill development that lead to rewarding employment, and provide a well-rounded education that inspires life-long learning. By developing students' abilities through diverse curricula, including a wide range of instructional settings, Tri-County strives to bring students to their highest potential in the attainment of academic and vocational-technical excellence.

Tri-County encourages students to engage in individual, group, and team activities by offering a variety of co-curricular and extra-curricular activities. In conjunction with the academic and vocational-technical curricula, these activities foster productive and responsible citizenship in today's technical society. To support this philosophy, Tri-County maintains the following goals:

- To ensure that students possess the ability to access information, demonstrate interpersonal skills, and use resources and technology
- To promote literacy, critical-thinking, intellectual curiosity and life-long learning
- To develop citizens who demonstrate social responsibility, responsible decision-making skills, a sound work ethic and a sense of community
- To prepare students for entry into the workforce and/or the pursuit of post-secondary education
- To encourage incoming students to explore various traditional and non-traditional areas
- To integrate learning between academic and vocational areas
- To provide a safe and cooperative learning environment for all students and staff
- To provide cooperative education programs, adult education and extra-curricular activities
- To promote parental involvement and communication
- To provide meaningful opportunities for professional and staff development
- To provide extensive student support services

COOPERATIVE EDUCATION

A DEFINITION*

Cooperative Education is a program of vocational technical education for students who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction, by the alternating of study in school with a job in the occupation field. Such instruction shall be planned and supervised by the school and the employer so that each contributes to the student's education and employability. Work periods will be on alternate weeks during the school year.

COOPERATIVE EDUCATION GOALS

- Orient and familiarize the student with an actual work situation
- Provide the student an opportunity to observe, experience, and analyze work which is directly related to his or her training
- Provide the student exposure to personnel, equipment, and procedures different from those experienced in the school setting
- Help the student bridge a gap between school and employment
- Provide employers the opportunity to enhance the training curriculum
- Offer suggestions to the instructor regarding ways to improve the program
- Bring industry, business, and education closer together in sharing the responsibilities for preparing Tri-County Regional Vocational Technical High School students to enter the world of work

***Commonwealth of Massachusetts**

General Laws-Chapter 74 (M.G.L.c.74, Section 1)
and the Vocational Technical Regulation (603 CMR 4.07; 4.10)

BENEFITS

Student

- Gaining technical knowledge and vocational skills from craftspersons working in the field on equipment reflecting current technology
- Increasing a more confident, mature, and career oriented student
- Promoting awareness of an adult life in the real workplace
- Creating a portfolio of on the job experience for resume reference and gaining an edge when applying for “experienced only” positions

School

- Receiving feedback regarding any technical changes within a given field, in order to keep courses of study current
- Providing a variety of equipment and skills to the students
- Opening and bridging the gap between the business community and Tri-County Regional Vocational Technical High School
- Benefiting the community through employment commitments

Employer

- Recruiting an employee in the most effective and least expensive way
- Receiving a worker already versed in the language, procedures and technology of the trade
- Establishing a method in the training of students
- Observing cooperative education students in action for potential employment after graduation
- Participating in the training of vocational and technical students in order to locate and hire the best qualified worker for their particular purposes
- Building a positive relationship with Tri-County Regional Vocational Technical High School

QUALIFICATIONS

Qualifications for a student to enter and remain in the Cooperative Program:

- Must be at least sixteen years of age
- Must have and continue to maintain a B average in shop, a C average in shop related, and a C average in each academic class
- Must have received a passing grade for the MCAS exam
- Must have received a passing grade for the Senior Project Research paper
- Must be eligible to apply for the Co-op program at the beginning of the senior year in September provided that they have been in their particular shop for a minimum of 1 ½ years. Seniors who are academically ineligible for the co-op program may reapply when report cards are issued following each quarter
- Must have and continue to maintain acceptable conduct and attendance (may not have 4 or more unexcused absences in a given quarter)
- Must have their vocational/technical shop skills deemed acceptable for co-op placement by their vocational/technical shop instructor
- Must visit the Director of Cooperative Education's office to complete an application package

Qualifications for an employer to sponsor a Cooperative Educational Program:

- Must be covered by Workers' Compensation Insurance and provide the school with a current copy of the Workers' Compensation Form that includes the policy number, effective date, and name of insurance company issuing the policy
- Must adhere to State and Federal Regulations relative to Child Labor
- Must provide work experiences that are productive in nature relative to the student's vocational/technical shop curriculum
- Must pay wages comparable to other persons doing similar work in the same establishment
- Must be in compliance with Chapter 622 of the Acts of 1971 and not discriminate in recruitment, hiring, or employment practices on account of race, color, sex, religion, or national origin
- Must employ a cooperative education student during the weeks when the student would normally attend shop (*During the alternate weeks, the student will be present at Tri-County RVTHS attending academic and related classes.*)
- Must be qualified in the particular trade or occupation being taught
- Must complete an employee evaluation form at the completion of each academic quarter
- Must complete and sign the co-op student employment records at the end of each work week (*Student has been notified that failure to return weekly co-op student employment records will result in the loss of co-op privileges for the next shop week.*)

RESPONSIBILITIES

The student is expected to:

- Abide by all company policies and regulations while participating in the Cooperative Education Program, and obtain a work permit when required
- Report an absence to the employer and Co-op Director's office prior to the start of work on the day of the absence
- Meet and maintain eligibility requirements
- Abide by all state and federal child labor laws and follow health and safety standards of all OSHA regulations
- Report to Director of Cooperative Education immediately any violations of the Cooperative Education Program
- Abide by school rules and policies (see Tri-County RVTHS Student Handbook)
- Return to Tri-County RVTHS if work load becomes less than 32 ½ hours in a given week
- Submit time cards weekly. Failure to submit these cards may result in the loss of co-op privileges for the next shop week
- Provide own transportation
- Conduct oneself in a professional manner that will always reflect well upon my school, trade, and town. Students will maintain proper grooming and appearance as required by the employer

The employer is expected to:

- Be familiar with each student's career competency plan
- Provide experienced supervision
- Follow worksite safety (OSHA) regulations
- Provide orientation including safety and emergency practices
- Evaluate student performance
- Pay wages according to law
- Ensure workers' compensation coverage
- Meet day and hour requirements
- Participate on the Tri-County Program Advisory Committee
- Comply with labor laws and time constraints
- Notify Cooperative Education Director of any serious problems
- Notify school when student is absent from work and keep records of the student's absences
- Notify Cooperative Education Director or school if student is injured or if police are called in relation to student's employment
- Abide by Equal Employment Opportunity Laws, regulations, and guidelines
- Cooperate with the Director of Cooperative Education in providing a work program which will utilize and expand the student's skills
- Understand and abide by the language of the Cooperative Program Agreement

The Cooperative Education Director is expected to:

- Supervise the Cooperative Education Program
- Develop policies and procedures affecting the Cooperative Education Program
- Provide leadership, assistance, and guidance in development and implementation of the Cooperative Education Program
- Revise, correct, or improve the Cooperative Education Program
- Provide necessary forms and general information pertaining to the Cooperative Education Program
- Provide assistance in handling emergency situations involving students on a Cooperative Education Program
- Place students in a Cooperative Education job site
- Evaluate students performance
- Make the employer and student aware of the purpose of the program responsibilities of all parties including the vocational/technical education plan of the students
- Visit co-op placement sites for observation, information gathering, and assistance

EMPLOYER REQUIREMENTS

Work Load

The co-op job is an extension of the school and specific trade area. Co-op will only take place during shop days. Fewer than thirty two and one half hours per week will not fulfill the requirements of the Cooperative Educational Program. If there is no work on the job site on a particular day of the shop week and the total number of hours for the week is less than thirty two and one half hours, the student must report to his or her shop at Tri-County RVTHS for the day.

Employer Grade Report

At the end of each term, the employer must complete an Employee Evaluation Form, which will be reviewed by the shop teacher and the Director of Cooperative Education.

Probation

Students will be put on probation for the following reasons:

- Progress report shows a D or below in any shop or academic subject
- Undesirable behavior at Tri-County RVTHS or at the Co-op work site

If the Director of Cooperative Education decides to place a student on probation, the following will occur:

- Parent will be notified by mail
- Students will be mandated to attend the Homework Center for the rest of the semester to improve his/her academic performance
- Employer will be notified regarding work status

THE CHILD LABOR LAWS
&
COOPERATIVE EDUCATION
Definitions

Cooperative Employment Permits

Minors who are sixteen and seventeen years old who are to be employed in cooperative education must obtain a COOPERATIVE EMPLOYMENT PERMIT. The superintendent of the school district where the student is enrolled in a Chapter 74-approved program that includes cooperative education issues this permit to students. Each superintendent has access to the permits through the Security Portal on the Department of Education's website. The minor signs the permit and it is valid only while the minor is enrolled in cooperative education for a particular employer and attends school as assigned. The permit is retained by the employer, but is returned to the minor when the employment ends. If the student works for two or more employers, the permit may be transferred from one employer to another, if so approved by the superintendent. When the permit expires, the student returns it to the superintendent from whom it was issued, or if the superintendent so directs, to the school official authorized by the superintendent to supervise the student's cooperative education course of study. (Reference M.G.L. c.149, Section 1)

**Exemptions to Child Labor Laws for Minors under Eighteen Enrolled in
Cooperative Education in Massachusetts**

In Massachusetts, students participating in cooperative education will always be at least 16 years of age because in no case may students participate in cooperative education earlier than midway through the junior year. Students who participate in cooperative education must be enrolled in a Chapter 74-approved program and have demonstrated those academic, technical and employability competencies associated with at least one and one half years of full time study in the Chapter 74-approved program that has the cooperative education component. Note that the Chapter 74-approved program and the cooperative education component must be the same occupational area. Massachusetts law (M.G.L. c. 149 section 62 and the Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1)) lists the type of work that minors under 18 must not perform. M.G.L. c. 149 section 62 A and the Child Labor Bulletin 101 – Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH – Revised March 2001 (see Appendix A for these documents) lists the type of work that minors under 18 may perform if they are enrolled in cooperative education that is part of a Chapter 74-approved program in MA and the work meets the following conditions:

- Employed under written agreements
- Performing work that is incidental to their training
- Performing work that is intermittent and for short periods of time
- Under the direct and close supervision of a qualified and experienced person
- Given safety instruction correlated by the employer with on-the-job training.

However, it must be emphasized that there are types of work that even students enrolled in cooperative education must not perform. Thus, the lists below identify the type of work that is not exempt (see **No Exemptions Summary** below) and the type of work that is exempt (see **Exemption Summary for Cooperative Education** below) for students enrolled in cooperative education in MA. Also below is the list of work that minors under 18 must not perform (see list of **Work that Minors under 18 Cannot Perform** below) and is provided because often cooperative education coordinators are involved in monitoring other work-based learning experience that are not exempt.

The following list contains the type of work that all minors under 18 must not do regardless of whether they are enrolled in cooperative education components of Chapter 74-approved programs. (Source: Massachusetts (M.G.L. c. 149 Section 62A MASSACHUSETTS LAW RESTRICTING MINORS UNDER 18 FROM CERTAIN OCCUPATIONS and Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1))

- Work involving plants or establishments manufacturing or storing explosives or articles containing explosive components (Federal)
- Work involving coalmine occupations (Federal)
- Work involving logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, or cooperage stock mill (Federal)
- Work involving exposure to radioactive substances and to ionizing radiations (Federal)
- Work involving operation of power-driven hoisting apparatus (MA & Federal) (State Director of Career and Technical Education’s note: this includes work operating automotive lifts (putting them up and down))
- Work involving mining, other than coal (Federal)
- Work involving operation of bakery machines (Federal)
- Work involving manufacture of brick, tile, and kindred production (Federal)
- Work involving wrecking, demolition, and ship breaking operations (Federal)
-

Exemptions Summary for Cooperative Education

The following list takes into account Massachusetts and federal law and regulations. It contains the type of work that minors under 18 are prohibited from doing unless they are enrolled in Chapter 74-approved cooperative education programs and the work meets the following conditions:

- Employed under written agreements
- Performing work that is incidental to their training
- Performing work that is intermittent and for short periods of time
- Under the direct and close supervision of a qualified and experienced person
- Given safety instruction correlated by the employer with on-the-job training.

(Source: Massachusetts (M.G.L. c. 149 Section 62A MASSACHUSETTS LAW RESTRICTING MINORS UNDER 18 FROM CERTAIN OCCUPATIONS, and the Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1) and the Child Labor Bulletin 101 – Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH – Revised March 2001)

- Work in or about blast furnaces. (MA) (State Director of Career and Technical Education’s note: this applies to students in Stationary Engineering Chapter 74-approved programs, only)
- Work in oiling or cleaning hazardous machinery in motion (MA)
- Work involving the operation or use of any polishing or buffing wheel (MA)
- Work in operating motor vehicles of any description, except golf carts on a golf course if the minor is licensed to operate a motor vehicle, and except in the course of employment in an automobile repair shop (MA) (State Director of Career and Technical Education’s note: this means that a student enrolled in a Chapter 74-approved cooperative education program may operate a motor vehicle off the roadway and if 17 or older on roadways subject to the conditions in **Department of Labor Employment Standards Administration Wage and Hour Division, WH-1330 (Revised March 2001)**)

Appendix A.

- Work in that part of any hotel, theatre, concert hall, place of amusement or other establishment where intoxicating liquors are sold (MA) (State Director of Career and Technical Education's note: provided that the students are not serving or handling liquor or liquor containers including glasses that hold liquor).
- Work in any room or other subdivision of a building at a height of more than thirty feet above the floor of such room or other subdivision, or in any other place at a height of more than thirty feet above the ground level or water level, as the case may be; in the operation or management of any type of elevator other than a self- service elevator, as defined in the regulations of the board of elevator regulations and duly filed with the office of the state secretary, or in the cleaning or repairing of any type of elevator.
- Occupations involved in the operation of power-driven woodworking machines (Federal #5)
- Occupations involved in the operations of power-driven metal forming, punching, and shearing machines (Federal # 8)
- Occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat packing or processing (Federal #10)
- Occupations involved in the operation of paper-products machines (Federal #12)
- Occupations involved in the operations of circular saws, band saws, and guillotine shears (Federal #14)
- Occupations in roofing operations (Federal #16)
- Occupations in excavation operations (Federal #17)

The following exemptions are not applicable because Massachusetts does not have any approved Chapter 74 programs related to this work:

- Work involving switch tending (MA)
- Work involving gate tending (MA)
- Work involving track repairing (MA)
- Work as a brakeman, fireman, engineer, motorman or conductor upon a railroad or railway (MA)
- Work as a fireman or engineer upon any boat or vessel (MA)
- Work involving the manufacture of white or yellow phosphorous or phosphorous matches (MA)
- Work in any distillery, brewery, or any other establishment where alcoholic beverages, as defined in section one of chapter one hundred and thirty-eight, are manufactured, packed, wrapped or bottled (MA)

Work that Minors under 18 Cannot Perform

This list is provided to ensure that users of this manual understand the Child Labor laws/regulations as they pertain to minors under 18 who are not enrolled in Chapter 74-approved cooperative education programs as often schools have other types of work-based learning experiences and they would not be exempt. The list takes into account Massachusetts and federal law and regulations. Note: Remember that some of the types of work below may be performed by students enrolled in cooperative education programs as listed above under Exemptions Summary for Cooperative Education.

Massachusetts General Law Chapter 149 Section 62A - MASSACHUSETTS LAW RESTRICTING MINORS UNDER 18 FROM CERTAIN OCCUPATIONS

- In or about blast furnaces
- In the operation or management of hoisting machines
- In oiling or cleaning hazardous machinery in motion
- In the operation or use of any polishing or buffing wheel
- At switch tending

- At gate tending
- At track repairing
- As a brakeman, fireman, engineer, motorman or conductor upon a railroad or railway
- As a fireman or engineer upon any boat or vessel
- In operating motor vehicles of any description, except golf carts on a golf course if the minor is licensed to operate a motor vehicle, and except in the course of employment in an automobile repair shop
- In or about establishments wherein gunpowder, nitroglycerine, dynamite or other high or dangerous explosive is manufactured or compounded
- In the manufacture of white or yellow phosphorous or phosphorous matches
- In any distillery, brewery, or any other establishment where alcoholic beverages, as defined in section one of chapter one hundred and thirty-eight, are manufactured, packed, wrapped or bottled
- In that part of any hotel, theatre, concert hall, place of amusement or other establishment where intoxicating liquors are sold

In any room or other subdivision of a building at a height of more than thirty feet above the floor of such room or other subdivision, or in any other place at a height of more than thirty feet above the ground level or water level, as the case may be; in the operation or management of any type of elevator other than a self-service elevator, as defined in the regulations of the board of elevator regulations and duly filed with the office of the state secretary, or in the cleaning or repairing of any type of elevator.

Code of Federal Regulations 29 Section 570.51- 570.68 - 17 OCCUPATIONS PARTICULARLY HAZARDOUS for the EMPLOYMENT of MINORS BETWEEN 16 and 18 YEARS OF AGE OR DETRIMENTAL TO THEIR HEALTH and WELL-BEING:

- Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components
- Occupations of motor-vehicle driver and outside helper *
- Coalmine occupations
- Logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, or cooperage stock mill
- Occupations involved in the operation of power-driven woodworking machines
- Exposure to radioactive substances and to ionizing radiations
- Occupations involved in the operation of power-driven hoisting apparatus
- Occupations involved in the operations of power-driven metal forming, punching, and shearing machines
- Occupations in connection with mining, other than coal
- Occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat packing or processing
- Occupations involved in the operation of bakery machines
- Occupations involved in the operation of paper-products machines
- Occupations involved in the manufacture of brick, tile, and kindred production
- Occupations involved in the operations of circular saws, band saws, and guillotine shears
- Occupations involved in wrecking, demolition, and ship breaking operations
- Occupations in roofing operations
- Occupations in excavation operations

**Limited Exemption for 17 year old employees*

Cooperative Program

Co-op programs allow 16 and 17 year-olds to be employed in an otherwise prohibited work setting under the close supervision of a qualified experienced person. Cooperative Education students may obtain waivers from the following Hazardous Orders: 5, 8, 10, 12, 14, 16, and 17 through 24. A graduate of a vocational/technical training program may be employed in an occupation for which training has been completed regardless of age. Each Cooperative Educational placement must be supported by a written agreement which provides that:

- The work of the student-learner in the occupation declared particularly hazardous must be incidental to the training
- The work must be intermittent and for short periods of time, and under the direct and close supervision of the qualified and experienced person
- The safety instruction must be given in school and integrated with on-the-job training
- The schedule of organized and progressive work process to be performed on the job must be prepared and provided by the employer

Minimum wage laws must be complied with, and the employer must be covered by Workers Compensation. Each Cooperative Educational placement must be supported by a written agreement containing the name of the employer and school coordinator, parent and student. Copies should be kept on file by both the school and the employer. The agreement may be revoked in any situation where reasonable precautions for the safety of the minors employed are not being observed. In general, all of the above programs are seen as expanding the educational opportunity and experience of the students. They are not designed to provide economic benefit to participating employers, nor can they interfere with the regular employees.

COMMON LABOR LAW QUESTIONS

How many hours can students under the age of 18 work and are there time restrictions?

Students under 18 cannot work more than 8 hours per day or more than 48 hours a week. Also, he/she cannot work between 10:00 PM and 6:00 AM. (Except until 12 midnight in restaurants, preceding a non school day)

Are there occupational restrictions regarding Co-op students?

The Department of Labor has determined that certain occupations are hazardous to students less than 18 years of age. The most common of these that affect co-op employers are:

- Students cannot drive a motor vehicle off company property
- Students cannot work at any occupation over thirty feet above the ground or floor
- Students cannot operate power-driven hoisting apparatus
- Students cannot operate power-driven bakery machines

What are the common labor law exemptions for Co-op students?

Supervised Co-op students working under a co-op working permit can use the following equipment based on labor law exemptions:

- Power-driven woodworking machines
- Power-driven metal forming, punching, and shearing apparatus
- Power-driven paper product machines. Power-driven circular saws, band saws, guillotine shears
- Metalworking machine or machine tools such as milling, turning, grinding, planing, and boring machines



Tri-County Regional Vocational Technical High School

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COOPERATIVE EDUCATION AGREEMENT

M.G.L. Chapter 74 and 603 CMR 4.03 (7)

The is an agreement between an Equal Opportunity Employer and the Tri-County Regional Vocational Technical School to provide a student who is enrolled in a state-approved (Chapter 74-approved) vocational technical education program with an organized, progressive and diversified paid employment experience that will provide him/her with employability and technical skills that are not acquirable in a school-based setting.

Student's Name: _____

Grade Level: _____

Student's Program of Study: _____

Age: _____

Name of Employer: _____

Address: Street and Number: _____

City/Town: _____

State: _____

Zip Code: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Nature of Employer's Business: _____

Hours per co-op week: _____

Hours per day: _____

Starting wage: _____

Salary increase policy: _____

Workers' Compensation Insurance Number: _____

Insurance Company: _____

Workers' Compensation Form must be attached to this agreement _____

Number of qualified and experienced workers now employed by this company in the student's program area: _____

School and employer agree that a person holding a Vocational Technical Cooperative Education Coordinator license or Vocational Technical Teacher license in the cooperative education course area will supervise the course for this student.

School stipulates that this student is enrolled in a Chapter 74-approved vocational technical education program and that he/she has demonstrated those academic, technical and employability skills associated with at least one and one half years of full time study in the program area of this placement, and is at least midway through the junior year.

School stipulates that the course will only be provided during time not scheduled for academic classes.

School ensures that the course will provide students the opportunity to develop academic, technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.

School ensures that the course will provide competency-based assessment of student work.

The employer ensures that students will be provided with continuous supervision by a qualified and experienced employer/employee.

School stipulates that the student will be eligible for vocational technical education program credit.

School and employer stipulate that the student has already, or will be provided with a safety and health orientation specific to the work site prior to commencing work.

The employer stipulates that the work environment meets health and safety standards that maximize employee protection in compliance with Occupational Safety and Health Administration regulations

Employer agrees to provide sufficient supervisory visit time between the student, employer and the school's cooperative education coordinator or appropriate technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the technical teacher. The school's cooperative education coordinator or technical teacher shall conduct regular supervisory activities at the work site to ensure that the agreement is being followed and to update the student's Competency Attainment List.

Employer is an equal opportunity employer who does not discriminate against any applicant because of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.

IMPORTANT NOTICE: Several trades for which cooperative education is applicable have been declared "Hazardous Occupations" for persons under 18 years of age and are regulated by Federal and/or State statute (whichever is the most stringent standard). In all such trades the work of the student-learner shall be incidental to his or her training, shall be intermittent and for short periods of time, shall be under the direct and close supervision of a qualified and experienced person, and shall include safety instruction by the employer as part of the training.

The following is an outline of the skills that will be evaluated as part of the student's cooperative education.

- A. Employability Skills (from Vocational Technical Education Curriculum Frameworks)
1. Communication and Literacy: The student demonstrates the ability to speak, listen, read, and write to function successfully.
Skills: Uses effective problem solving processes
Demonstrates effective writing skills
Demonstrates effective listening skills
Demonstrates effective speaking skills
Demonstrates effective reading skills
Applies appropriate phone skills
 2. Organizing and Analyzing Information: The student gathers, organizes and evaluates the meaning of documents and information
Skills: Performs relevant math calculations
Reads industry-related material
Uses technology to gather, analyze and evaluate information
Understands information presented graphically

3. **Problem Solving:** The student identifies problems, understands their context and develops solutions.
Skills: Works as part of a team
 Thinks critically and solve problems
 Identifies, obtain and apply needed resources
 Visualizes/conceptualizes ideas and processes
 Performs effective industry and career research

4. **Using Technology:** The student identifies and applies appropriate technologies.
Skills: Adapts to new technology
 Understands new technology-related vocabulary
 Uses a computer

5. **Completing Entire Activities:** The student participates fully in a task or project from initiation to completion, using time management skills.
Skills: Takes the initiative to complete a project independently
 Demonstrates effective time management skills
 Demonstrates reliability in completing projects/tasks

6. **Acting Professionally:** The student meets workplace standards on attendance, punctuality, dress code, confidentiality, flexibility and self-control.
Skills: Meets company attendance/punctuality expectations
 Demonstrates effective self management skills
 Maintains constant professionalism
 Follows workplace protocol (etiquette)

7. **Interacting with Others:** The student works professionally and respectfully with a diversity of co-workers, supervisors and customers, resolving conflicts in a constructive manner.
Skills: Demonstrates effective negotiation skills
 Manages conflict with management/co-workers/others

8. **Understanding All Aspects of the Industry:** The student understands the structure and dynamics of the entire organization, health and safety issues in the industry and the role of the business within the larger community.
Skills: Makes appropriate career choices based on industry/career research
 Works safely and follows company procedures
 Understands the career ladder at the company and within the industry
 Understands the role of the company and industry in the local, national, and global arenas

9. **Taking Responsibility for Career and Life Choice:** The student balances demands of work, school and personal life and takes responsibility for developing his or her own personal and professional growth.
Skills: Demonstrates the willingness to learn
 Prioritizes tasks and activities
 Takes initiative
 Establishes reasonable long and short term goals
 Applies appropriate stress management techniques
 Demonstrates the ability to perform an effective job search

10. Character: Displays loyalty, honesty, dependability, initiative, self-discipline, and self-responsibility.

B. Technical Skills (Enter from the Vocational Technical Education Curriculum Frameworks)

1. See attached VTE Frameworks pertaining to chapter 74 Vocational Program listed on line stated: Students Program Of Study.

<i>Our signatures certify that we have read and agree with the conditions outlined in this agreement.</i>	
_____ Parent/Guardian	_____ <i>Date</i>
_____ Student	_____ <i>Date</i>
_____ Employer	_____ <i>Date</i>
_____ Cooperative Education Director	_____ <i>Date</i>

The school, employer, student, parent/guardian may terminate this agreement at any time with appropriate notice to the other parties. Otherwise, this agreement expires upon high school graduation of the student.