

SAMPLE COOPERATIVE EDUCATION AGREEMENT

Competency 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 Majestic 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: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Nature of Employer's Business: _____	Hours per co-op week: _____
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Hours per day: _____ Starting wage: _____

Salary increase policy: _____

Workers' Compensation Insurance Number: _____	Insurance Company: _____
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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 that students 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: Use effective problem solving processes
 Demonstrate effective writing skills
 Demonstrate effective listening skills
 Demonstrate effective speaking skills
 Demonstrate effective reading skills
 Apply appropriate phone skills

2. **Organizing and Analyzing Information:** The student gathers, organizes and evaluates the meaning of documents and information
Skills: Perform relevant math calculations
 Read industry-related material
 Use technology to gather, analyze and evaluate information
 Understand information presented graphically

3. **Problem Solving:** The student identifies problems, understands their context and develops solutions.
Skills: Work as part of a team
 Think critically and solve problems
 Identify, obtain and apply needed resources
 Visualize/conceptualize ideas and processes
 Perform effective industry and career research

4. **Using Technology:** The student identifies and applies appropriate technologies.
 Skills: Adapt to new technology
 Understand new technology-related vocabulary
 Use a computer

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

6. **Acting Professionally:** The student meets workplace standards on attendance, punctuality, dress code, confidentiality, flexibility and self-control.
 Skills: Meet company attendance/punctuality expectations
 Demonstrate effective self management skills
 Maintain constant professionalism
 Follow 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: Demonstrate effective negotiation skills
 Manage 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: Make appropriate career choices based on industry/career research
Work safely and follow company procedures
Understand the career ladder at the company and within the industry
Understand 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: Demonstrate the willingness to learn
Prioritize tasks and activities
Take initiative
Establish reasonable long and short term goals
Apply appropriate stress management techniques
Demonstrate 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. Follows safety rules and procedures at all times

2.

3.

4.

5.

6.

7.

8.

9.

10.

Our signatures certify that we have read and agree with the conditions outlined contained in this agreement.

Parent/Guardian

Date

Student

Date

Employer

Date

Cooperative Education Coordinator

Date

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.