

TRAINING AGREEMENT FOR COOPERATIVE EDUCATION PROGRAMS

Student's Name _____ Birthday _____ Age _____

Student's Address _____ Telephone _____

Student's Current Occupational Objective _____

Name of School: **North Baldwin Center for Technology (NBCT)** System: Baldwin County Public Schools

Name of Training Station _____ Telephone _____

Address of Training Station _____

Name and Job Title of Training Sponsor _____ E-mail: _____

Date Training Period Begins _____ Ends _____

This training agreement briefly outlines the responsibilities of the STUDENT, PARENTS, EMPLOYER and the TEACHER-COORDINATOR. Section II of this document is entitled "Instructional/Training Plan" and consists of tasks and competencies for the specific student's occupational objective.

PARENTS OR GUARDIAN

1. The parents approve and agree that the student-learner may participate in the Cooperative Education Program at the training station listed above.
2. The parents will encourage the student-learner to effectively carry out his/her duties and responsibilities both in the classroom and on-the-job.
3. The parents will be responsible for the conduct of their child.

STUDENTS

1. The student-learner will comply with the rules and regulations of the training station.
2. The student-learner is expected to observe the same regulations which apply to other employees of the firm.
3. The student-learner is expected to adhere to all policies and regulations as set forth by school administration and the program coordinator.

TEACHER-COORDINATOR

1. Classroom instruction will be closely correlated with on-the-job training, the ultimate objective being preparation of the student-learner for his/her chosen occupational objective.
2. The student's employment may be terminated by the teacher-coordinator and employer when it serves the best interest of the student-learner.
3. The teacher-coordinator will cooperate with the training station in an effort to plan classroom instruction which will correlate with the training plan prepared for the individual student-learner.
4. The teacher-coordinator will visit training stations once or more during each grading period to observe and evaluate student-learner's progress.

EMPLOYER

1. The employer recognizes that the student is enrolled in a cooperative education program designed to prepare him/her for a career.
2. The employer will provide a work schedule that enables the student to receive at least **140/280 hours per semester (8/16 hours week)**.
2. The employer will provide supervision and instruction in order to assist the student in acquiring those competencies necessary for success in his/her chosen occupational objective.
3. Student progress and advancement will be evaluated periodically by the employer or training sponsor.
4. The employer does not discriminate on grounds of race, color, handicap, sex, religion, creed, national origin, or age.
5. The employer will adhere to wage-and-hour, child labor; and all other laws pertaining to employment of a student.
6. The employer will not terminate the student without consultation with the school coordinator.

(Parent or Guardian)

(Employer)

(Student)

(Teacher-Coordinator)

(School Administrator)

(Date)