

**Baldwin County Board of Education  
Cooperative Education Application**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Do you have a driver's license? \_\_\_\_\_

Do you have transportation to work? \_\_\_\_\_

List all career/tech classes you have taken \_\_\_\_\_  
\_\_\_\_\_

List your Career Objective (Must reflect C/T classes) \_\_\_\_\_

Which diploma are you seeking?(Please Circle) Regular Advanced Occupational

Have you passed all parts of your graduation exam if required to take it? \_\_\_\_\_

If no, which sections have you not passed? \_\_\_\_\_

Do you currently have insurance? \_\_\_\_\_ Company Name \_\_\_\_\_

Policy # \_\_\_\_\_

Are you interested in summer employment? \_\_\_\_\_ Are you attending summer school? \_\_\_\_\_

Are you presently employed? Where? \_\_\_\_\_

If seeking employment, what types of jobs are you interested in working? \_\_\_\_\_  
\_\_\_\_\_

What towns/areas do you have transportation to for employment? \_\_\_\_\_  
\_\_\_\_\_

*Present and Previous Work Experience*

1. Name of Business \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

2. Name of Business \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

*Parent/Guardian Information*

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Business Telephone \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

***Cooperative Education Policies and Procedures***  
***Baldwin County Board of Education***

The purpose of the Cooperative Education Program is to provide planned learning experience in career related occupations. Your training sponsor (employer) has agreed to provide you with an average of 15 hours of work experience per week for which you will receive pay and school credit. A student must work a minimum of 270 hours during their school term to receive co-op credit for the term.

Cooperative Education is an important part of career-technical education. A job is more than a way of earning a living; it is a way of life. Knowing what your job is, being ready to work, and fitting into the company are the ways in which you become a valuable employee. If you give an honest share of yourself to your job, you will receive not only your salary, but also many valuable fringe benefits. You will gain personal satisfaction and pride in doing a good job, plus have a firm grip on your future career.

**In order to be accepted into the co-op program the following prerequisites and requirements must be met:**

Advanced: Students must take at least 2 C/T classes in the same subject area; have a specific career objective related to the C/T classes; and in-field placement related to career objective.

Structured: Students must take one or more C/T class in any occupational program area; Career cluster pathway; and in-field placement related to career cluster.

**Requirements for Co-op Participation:**

1. Meet standards on Essential Function List for Cooperative Education.
2. Must be at least 16 years old
3. Entering the 12<sup>th</sup> grade and passed the AHSGE if diploma requires
4. Permission of parents and/or guardians
5. Dependable transportation to job interviews and to and from work
6. Successfully completed career-technical classes with a “C” average or better. \*Students must also meet prerequisites for cooperative education.
7. Excellent attendance as per school records
8. Must have demonstrated excellent work habits/attitudes, as per school records and teacher recommendations. Students can not have any major discipline problems (ex. Fighting, harassment, stealing, etc.)
9. Honest in all school and work situations---see policies #4, #9, #10, #11
10. All financial obligations to school are paid (fees, fundraising money, lost books, club obligations, etc.)
11. Have accident insurance as required by school policy for students in career technical co-op programs.
12. Satisfactory completed Coordinated Studies and be recommended by the Coordinated Studies teacher and have the recommendation of your career-technical teacher(s).

## Co-op Rules & Policies

Your job success is in your hands. Only your right attitudes, proper habits of work and eagerness to learn will bring you advancement on the job and substantial earnings that accompany success. It all depends on **YOU**.

**As a co-op student-trainee, you must accept certain responsibilities to make this on-the-job training experience a successful one. Failure to adhere to co-op policies will result in removal from the co-op program and/or a failing grade.**

1. You will not accept a job unless you intend to keep it for the training period.
2. You are expected to report to work when scheduled by your training sponsor and remain at work until you are due to finish. If you find that you will be unavoidably detained or unable to show up for work, you will ALWAYS call your employer as soon as possible. You are to notify your co-op teacher-coordinator at the next class meeting of your absence or tardiness from work.
3. You are required to keep a weekly wage-hour report on your co-op hours. Failure to keep wage-hour reports up to date will affect your grade. Hours must be accurately documented and maintained before co-op credits will be given.
4. You will be honest in all dealings concerned with your work, money, merchandise, time, and effort. Failure to do so will result in a failing grade and permanent removal from the co-op program.
5. You may not quit your job. No job changes will be made without valid cause and the advance consultation and permission of the co-op teacher and your parents. Quitting your job may result in the loss of credit(s).
6. You will not be unnecessarily absent from your job or school. Your recreation and other personal activities will be scheduled at a time that will not interfere with your job. Being absent from work could cause you to be fired from your training station. School absences from your co-op class will be made up after the 2<sup>nd</sup> absence on a day to be determined by your co-op teacher. If a student is fired for failure to attend work, they can be removed from the co-op program. Excessive absence from school or work may result in dismissal from the co-op program. If a student is absent from school on a work day, they must contact the cooperative education coordinator for further instructions.
7. You may not be employed with two or more businesses unless you have the permission of the co-op teacher, your training sponsor, and parents.
8. You are responsible for your transportation to and from your training station (job). In order to be enrolled in the co-op program, you must have dependable transportation to work. Transportation problems do not justify absence from work or failure to apply for jobs.
9. Since training is the primary objective, a student is expected to remain with the training station to which he/she is assigned. Students may resign or change jobs only with the express written permission of the teacher-coordinator. A student changing a job without written permission is subject to being dropped from Cooperative Education and receiving a failing grade for the class.
10. If a student is fired or released from their job because of dishonesty, poor attitude, poor work habits, excessive absences, or improper work procedures, they may be removed permanently from the co-op program. **A failing grade for co-op will be given for being fired or quitting your job.** However, if a student is laid off or released from the job because of any unforeseen business problems and not a result of their work habits, the co-op teacher-coordinator will work with them in finding another training sponsor. **If a student is dismissed from a job, they are to immediately inform their co-op teacher-coordinator.** Failure to inform the co-op teacher about a dismissal or other problems at work will affect a student's grade.

11. You are to obey all policies set by both the school and training sponsor during your on-the-job training experience.
12. Students losing their training stations due to any action deemed unacceptable by the school and teacher-coordinator will be dropped from the program with a loss of all credit.
13. Grading on-the-job will be done by the training sponsor and/or co-op teacher-coordinator. Your coordinator will make periodic visits to your training station to discuss your progress on the job. Each term your training sponsor will complete a written evaluation of your work performance. You will have an opportunity to review your evaluation with your training sponsor and/or teacher. This evaluation is made to help you become a better employee--- all comments, suggestions, etc. are to be accepted in a mature fashion. This evaluation will be used in determining your co-op grade as outlined in the course syllabus.
14. Co-op students are to leave the high school immediately following their last class. They will not be allowed to remain on campus during co-op hours. Parents assume responsibility of their child at dismissal time for co-op students.
15. Students are required to work with the teacher-coordinator in finding employment. Students who do not put forth effort in trying to find employment (examples: not putting in the required number of applications and job contacts each week, failure to follow up on job leads from the teacher coordinator or job coach, not going to interviews, etc.) will be removed from the co-op program. Every effort will be made to place a student who is willing and wants to work as demonstrated by their actions. If a student is unable to be placed (for whatever cause) after a reasonable amount of time, the student may be transferred out of the co-op program. Students must be employed to take part in the co-op program.
16. Because students must be employed to take part in the co-op program, students may not quit a job after working the minimum amount of hours for co-op credit (270 hours per term) while they are enrolled in the co-op program.
17. Co-op students should not be satisfied to perform the job just well enough to get by, but should strive to do the best job possible.
18. You will not waste time visiting with friends or others you may contact while at work (either by phone or in person).
19. If you satisfactorily finish all work assigned to you, you are to immediately inquire as to what work should be done next. If you are not able to contact your supervisor, you will industriously seek out a task that should be done and which you are capable of doing satisfactorily.
20. Regardless of the type of job you are performing, you will conduct yourself in a polite and proper manner.
21. Co-op students are expected to follow the school board adopted dress code while on school campus. When on the job, they will abide by their training station dress code. No exceptions. Students are to present as neat an appearance as possible and follow good personal hygiene and grooming practices.
22. You will not perform tasks not related to your work while on the job without the explicit permission from your training sponsor. (Example: homework, reading, polishing nails, etc.)
23. All cooperative education students must pay any fees or school related expenses within the first two weeks of school. Failure to do so will prevent a student from participating in the co-op program until their financial obligations are met.

24. Co-op students are required to have school insurance or appropriate hospital coverage as required by the school policy for career-technical students. Students who do not have insurance will be required to purchase either the 24 hours school day insurance plan offered through their respective high school offices or gain coverage through individual or parent's coverage. This must be done within the first two weeks of school.
25. All co-op forms (training agreements, training plans, policies, etc.) must be signed and returned within two weeks of getting documents. Co-op students must obtain a work permit from their high school office and furnish their employer and the co-op teacher-coordinator with a copy of the permit.
26. Student acknowledges that the primary purpose of work-based learning is educational and, therefore, agrees to abide by the policies of the Cooperative Education program and decisions of the teacher-coordinator, including those regarding specific job placements and assignments made without regard to specific pay rate, schedule, or similar variables.
27. Student acknowledges that the school, through the teacher-coordinator, is acting as an intermediary between employer and student and that the teacher-coordinator has a legitimate right to know and a significant role in determining the outcome of any employment issues including placement, termination, scheduling, assignments, and all other aspects of employment.
28. Parents should understand the student's responsibility to the training station and not interfere with the performance of his/her duties.
29. When you are on the job your work should come first. If you feel that your studies, family, physical health, or moral well-being are jeopardized because of your job, you will consult your parents, teacher-coordinator, and training sponsor in order to find a solution or remedy for the situation. Only your teacher-coordinator or training sponsor may remove you from your training station if it is determined to be in your best interest (see policy #5).

*I understand that failure to adhere to the Baldwin County Board of Education co-op and work policies will affect my grade and/or continued participation in the co-op program. I understand that if any problems occur relating to my on the job training, I must first consult with my coordinator before any decisions are made. To fail on the job reflects not only on me, but also on all others placed in jobs by the cooperative education program. My co-op experience will reflect on all pupils who hope to secure part-time employment through this program. Therefore, as a cooperative education student-trainee, I agree to uphold the above policies in order to maintain the reputation of my school, and more importantly, of myself.*

\_\_\_\_\_  
**Student Trainee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

Baldwin County Board of Education  
Cooperative Education  
**Student Release Form**  
(Complete and return to Co-op Coordinator)

I \_\_\_\_\_ and \_\_\_\_\_ have  
(Student's Name) (Parent's Name)  
received and read a copy of the Cooperative Education Policies and Procedures for the Baldwin County Board of Education Co-Op Program. I understand my child is enrolled and will participate (upon acceptance) in the co-op program for the school year \_\_\_\_\_.

I will support my child by ensuring his/her attendance at school and work in order for him/her to be successful in completing the graduation requirements for the Baldwin County Board of Education.

I understand that confidential information related to job performance may be released to individuals and agencies concerned with the employment of this student.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## Insurance Documentation

This is to certify that \_\_\_\_\_ is currently insured with  
(Student's Name)  
either school accident insurance or is covered by other accident and/or hospitalization insurance. Please indicate which: School: \_\_\_\_\_ Other: \_\_\_\_\_  
Name of Company: \_\_\_\_\_

It is the policy of the Baldwin County Board of education that students who are enrolled in cooperative education must be covered by accident and/or hospitalization insurance before they will be allowed to participate in the work of the course.

*To my knowledge, the information above is an accurate and true statement concerning the status of my child's insurance.*

Parent/Legal Guardian Signature: \_\_\_\_\_

## TEACHER RECOMMENDATION FORM

\_\_\_\_\_ has applied for enrollment in the Cooperative Education program. Students in this program receive classroom instruction in workplace practices and procedures, and are placed in training stations where they develop technical skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective. Using your knowledge of the student, please rate the student on the characteristics indicated.

Rate qualities by checking the proper right hand column	Poor	Below Average	Average	Above Average	Superior
<b>Dependability:</b> Able to work without supervision, prompt, sincere, consistent, truthful					
<b>Cultural Refinement:</b> Courteous, considerate, good manners, appreciative					
<b>Leadership:</b> Aggressive, forceful, resourceful, able to inspire others to act					
<b>Industriousness:</b> Persistent, good work habits, makes wise use of time					
<b>Thoroughness:</b> Accurate, completes work carefully					
<b>Personal Appearance and Grooming:</b> Clean, neat in appearance, orderly, poised					
<b>Ability to Get Along With People:</b> Adaptable, friendly, tactfully, cooperative, respectable					
<b>Social Habits:</b> Good attitude, self-control, honesty, not inclined to argue or complain					
<b>Attendance:</b> Present and on time, begins work at once without delay					
<b>Mental Alertness:</b> Attentive, interested, observing, eager to learn					

### Employability

If you were an employer or job supervisor, would you want this student working for you? ( ) Yes ( ) No  
 Would you be willing for this student to represent the school on the job? ( ) Yes ( ) No

Signature \_\_\_\_\_  
 (Evaluating Teacher)

Date: \_\_\_\_\_

**\*\*\*Please return to Co-op Coordinator\*\*\***

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Date: \_\_\_\_\_

(Evaluating Teacher)

**\*\*\*Please return to Co-op Coordinator\*\*\***



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### Employability

If you were an employer or job supervisor, would you want this student working for you? ( ) Yes ( ) No  
 Would you be willing for this student to represent the school on the job? ( ) Yes ( ) No

Signature \_\_\_\_\_

(Evaluating Teacher)

Date: \_\_\_\_\_

**\*\*\*Please return to Co-op Coordinator\*\*\***

## TRAINING AGREEMENT FOR COOPERATIVE EDUCATION PROGRAMS

Student's Name \_\_\_\_\_ Birthday \_\_\_\_\_ Age \_\_\_\_\_

Student's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Student's Current Occupational Objective \_\_\_\_\_

Name of School \_\_\_\_\_ System: Baldwin County Public Schools

Name of Training Station \_\_\_\_\_ Telephone \_\_\_\_\_

Address of Training Station \_\_\_\_\_

Name and Job Title of Training Sponsor \_\_\_\_\_

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 270/540 hours per semester.
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)

