

Guadalupe Centers Alta Vista High School
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**Guadalupe
Centers**
ALTA VISTA HIGH SCHOOL

TRAINING AGREEMENT
-- Employment-based Experience --

Student _____ Job Title _____
Business _____ Phone _____
Supervisor/Employer _____ Title _____
Training Period Begins _____ Ends _____ Pay Rate: _____
Career Objective _____

The following are goals for the MO DESE Cooperative Career Education program:

1. Development of occupational competence.
2. Development of higher level, transferable knowledge and skills related to careers.
3. Development of core academic skills through application in the workplace.
4. Development of career knowledge and awareness.

The school's work-based program prepares students for employment in jobs whose primary responsibilities include:

To participate in the program, all parties must agree to the following:

Everyone

1. All parties agree that the primary purpose of this employment-based experience is educational.
2. The agreement will not be terminated without the knowledge of all parties concerned.
3. Learning experiences and job tasks will be planned and managed on the basis of a written training plan.
4. The coordinating teacher and training sponsor will jointly develop and update the student's training plan.
5. The student may withdraw or transfer from a training station after providing appropriate notification when it would enhance the student's educational opportunities.
6. The credit awarded for on-the-job training should be 1 unit per school year for each 10 hours of employment per week. No more than 2 credits may be awarded for on-the-job training during a school year. Therefore, a maximum of 20 hours each week.
7. All complaints should be addressed to and resolved by the coordinating teacher and assigned mentor/sponsor.

Student

1. The student will be enrolled in classes and the supervised employment simultaneously.

2. The student must maintain attendance and grade requirements for classes in school to continue in the Work Experience Program.
3. The policies, rules, and regulations of the school and the business will be upheld.
4. Actions, attitudes, and appearance will reflect positively on the school and the business.
5. Advance notification of absence will be given the employer and the coordinating teacher.
6. Additional part-time employment will not be pursued while enrolled in this program.
7. Records of work experiences will be completed and submitted as required by the school.
8. Work-based activities will be chosen and completed as designated by the coordinating teacher.
9. Approval of the coordinating teacher must be obtained before quitting or changing jobs.

Parents

1. Responsibility for the personal conduct of the student at school and at work resides with the parents.
2. Parents must consent to the form of transportation arranged by the school, including public transportation or ride sharing with other students. If parents refuse consent, they are responsible for providing transportation of the student to the work site.
3. The student will be encouraged to carry out duties and responsibilities effectively.

Employer

1. The student will be employed for an average of not less than 15 hours nor more than 25 hours each week.
2. The student will be assigned a supervisor/mentor who will work with the coordinating teacher in developing the student's training plan and evaluating the student.
3. State and federal employment and compensation regulations apply to the student.
4. The student will be prohibited from working if he or she has not been in school.
5. The student is employed and compensated in conformity with federal, state, and local laws and without regard to race, color, national origin, sex, or disability.

Coordinating teacher

1. Will observe and evaluate the student's on-the-job performance periodically throughout the year.
2. Will assist the student in securing an appropriate employment-based experience.
3. Will work with the mentor to develop a training plan for the student.
4. Will counsel the student about her or his progress on the job.
5. Will determine the student's final grade for co-op.
6. Will provide a task list of activities to the employer for the student to complete on the job.
7. Will reinforce on-the-job experiences with related classroom instruction.
8. Will fairly enforce policies, rules, and regulations.

Employer

Date

Coordinating Teacher

Date