

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 Competency 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: _____

Hours per day: _____ Starting wage: _____

Salary increase policy: _____

Workers' Compensation Insurance Number: _____ Insurance Company: _____

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 for which an exemption is made for student-learners, the work 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.

Attached is an outline of the skills to be evaluated as part of the student's cooperative education while working for this company.

<i>Our signatures certify that we have read and agree with the conditions outlined and contained in this agreement.</i>	
_____ 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.

A. Employability/Technical Skills (from Vocational Technical Education Curriculum Frameworks)

Understanding All Aspects of the Industry: Student understands the structure and dynamics of entire organization, health and safety issues in the industry, and role of the business within the larger community.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

B. Specific Tasks – Equipment to be Used

1. Use a band saw to shape/round furniture pieces.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
