



# Cooperative Education

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Semester (circle):    Fall    Spring    Full Year

Block (circle):    1    2    3    4

**Cooperative Education is an opportunity to earn both money and graduation credit. The purpose of the program is to have students learn about the working world on both a practical and theoretical level.**

### Strath Haven High School Guidelines

- Students are expected to have the job placement with a minimum of 10 hours of work arranged prior to the start of the semester in which they are seeking to earn credit. An authenticated record of the hours the student has worked each week must be submitted to the program coordinator, located in the School Counseling Office.
- Students may receive one credit per semester, given for ten hours of work per week, up to two credits per school year.
- Students must be at least 16 years old, enrolled in 11<sup>th</sup> or 12<sup>th</sup> grade to participate, and have working papers. Working papers are available in the first and third floor offices.
- Transportation and any other expenses are the student's responsibility.
- Grades are given as either Pass (P) or Fail (F). Students can earn a Pass by providing bi-weekly pay stubs following the approval of this form.
- If a student needs to miss work for any reason, they should notify the employer prior to the time they are scheduled to report to work. Inconsistencies between school and work attendance may result in a review of the student's eligibility. If a student no longer holds the job for which they are approved through Cooperative Education, it is the student's responsibility to make an appointment with their counselor to make alternate arrangements for earning credit.

### Workplace Guidelines

- Students should be punctual for work and remain on site for the duration of the shift.
- Students expected to adhere to all rules and regulations as outlined by the supervisor. Controversial problems that arise in the workplace should be discussed directly with the supervisor.
- Students are not permitted to work in a business owned by a family member.

**Obtain the following signatures and submit this form to your school counselor for scheduling.**

Supervisor Signature: \_\_\_\_\_

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

Counselor Signature: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_