

INSPIRE Sheboygan County  
COOPERATIVE EDUCATION TRAINING AGREEMENT

Participating Employer \_\_\_\_\_ School \_\_\_\_\_

Student \_\_\_\_\_ will be employed from \_\_\_\_\_ to \_\_\_\_\_

at the rate of \_\_\_\_\_ per hour.

The **STUDENT/LEARNER** agrees to:

1. Follow through with the Co-op for the full duration of the experience. Failure to complete the experience will result in a loss of high school credit.
2. Accept the employer's supervision and carry out the assigned duties.
3. Show up on time to work every day. In the cases of emergency or illness, the student will contact the employer before the scheduled time to work.
4. Conform to all safety regulations, rules, and policies of the place of employment and not expect any special privileges.
5. Inform job site mentor and teacher/coordinator\* of any injury/accident sustained at the work site.
6. Show progress on the job.
7. Respect ethics. Confidential information pertaining to the place of employment must be respected as such.
8. Keep accurate records of hours worked, wages received, and other necessary information.
9. Immediately inform the teacher/coordinator\* of any problems concerning on-job instruction. The student will not terminate employment or schooling without discussing the matter with the teacher/coordinator.
10. Perform in a manner which reflects favorably on self, family, school, and community.

The **PARENT/GUARDIAN** agrees to:

1. Provide the means of transportation used by the student for on-job instruction.
2. Assume the responsibility for the student's conduct and safety while traveling to and from home, school, and job.
3. Encourage school attendance by not permitting the student to work on any day that the student does not attend school.
4. Discuss successes and problems related to student's performance.
5. Comply with the cooperative agreement.

The **EMPLOYER** agrees to:

1. Select the student from those sent for interviews.
2. Adhere to all federal and state regulations regarding employment, child labor laws, minimum wages, and other applicable regulations.
3. A minimum of 5 hours per week for the entire agreed on-job instruction site period.
4. Consult the teacher/coordinator before extra hours on a regular basis are assigned.
5. Not permit the student-learner to quit school to accept full-time employment before graduation.
6. Orient the students, including safety training.
7. Select mentor for instructional and supervisory responsibilities.
8. Provide experiences for the student that will contribute to the attainment of the career objective.
9. Provide a variety of tasks so that the student is not allowed to remain in any one job, operation, or phase of the occupation beyond the period of time where such experience is of educational value.
10. Plan a work schedule and develop appropriate cooperative instructional plans.
11. Counsel and direct the student regarding means of improving his/her performance.
12. Provide the student with the necessary work materials and work environment.
13. Document beginning and ending dates for student learning employment.
14. Work with the teacher/coordinator to assist the student in their personal adjustment and adjustments to work.
15. Consult the teacher/coordinator about any difficulties arising at the training station. The teacher/coordinator must be consulted before student termination of employment.
16. Regular evaluation of student

The **SCHOOL/COORDINATOR** agrees to:

1. Assist the employers in the selection of Co-op students.
2. Establish and maintain a file on each student that will include as a minimum the:
  - a. Application for Co-op
  - b. Training agreement
  - c. Reports from job instruction site
3. Complete cooperative agreements and make sure they have been signed by the employers and/or supervisors, students, parents or guardians, and school officials.
4. Assist students in developing proper work attitudes including safety instruction.
5. Be available to communicate with the employer regarding the student's work-site performance as needed.
6. Provide feedback and final evaluation for the student using information from the work site and school.
7. Issue ½ credit for no less than 75 hrs. at the co-op site.
8. Not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, age, pregnancy, marital/parental status, sexual orientation, or physical, mental, emotional or learning disability in its programs and activities and provides equal access to the youth co-op program and other youth programs.

The undersigned agree to comply with this agreement as outlined and further authorize the disclosure of the information about the student set forth above from the School District pupil records.

**SIGNATURE OF:**

Student/Learner \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Employer or Training Mentor \_\_\_\_\_ Date \_\_\_\_\_

School/Coordinator \_\_\_\_\_ Date \_\_\_\_\_

*Any one of the signatories may terminate this agreement for just cause subsequent to the consideration of the issues.*

Copy to: Home Employer School Coordinator

Updated 6/19