



Education for Employment

1819 East Milham Avenue, Portage, MI 49002-3035

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www.kresa.org/efe

Cooperative Education 2017-2018

Student Application Packet

Name _____

High School _____

Date submitted to Guidance Office _____

Counselor _____

INTRODUCTION TO COOPERATIVE EDUCATION

The cooperative education program is a “learn while you earn” program which offers the opportunity to earn credit toward graduation while receiving wages for a job related to your Education for Employment (EFE) course(s). The work experience provided through co-op offers you an opportunity to apply valuable skills learned in the EFE program in a job setting. High school graduates who can include work experience in their credentials have a distinct advantage over graduates with no work experience. A co-op coordinator assists and guides students through this work experience.

The co-op coordinator will assist you with finding a suitable training site; however, ultimately, it is your responsibility to secure your employment. The coordinator has final approval of your co-op placement. You are eligible for co-op after completing one-half of your EFE related course.

During your co-op experience, you are expected to assume the responsibilities outlined in your training agreement. A training agreement is a contract. It outlines the purposes of the co-op program and defines the responsibilities of everyone involved. This includes you (the student), your school, your parent(s) or guardian(s), the coordinator and the employer. In Michigan, your training agreement is a legal document that allows you to work during school hours and to receive high school credit for this work experience.

In addition to the training agreement, there is a training plan. A training plan consists of a list of skills you will learn during the work experience. The employer and coordinator develop the plan based on your skills and the duties of your co-op position. The purpose of the plan is to help you progress on the job toward your career goals.

CO-OP APPLICATION PROCEDURES

The co-op opportunity comes with responsibility. To apply for co-op, you must do the following:

1. Discuss the idea of co-op with your parent/guardian. Remember, your training will take place outside of school. You will need to make arrangements for your own transportation to the training site.
2. Discuss your class schedule with your counselor and coordinator. Co-op may include working evenings, weekends, holidays, and school vacations.
3. Read and consider the requirements for co-op and student rules in this packet and decide if the co-op program is for you.
4. Answer the true and false Co-op Rules & Responsibility Review on page 6.
5. Complete the co-op application on page 7. **A resume, transcript, printout of current year attendance to date and copy of your full year schedule should be included.**
6. Make sure you have your parent/guardian sign the program contract on page 10.
7. Obtain a teacher recommendation from your EFE teacher on page 11.
8. Turn in the above items to your counselor. A co-op coordinator will then schedule an interview with you.

NOTE: Completion of this packet provides the student the opportunity to be considered for placement in the co-op program. Placement in the program cannot be guaranteed.

Students are not to be officially enrolled in co-op until the coordinator has approved their application and training site. Additionally, employment is subject to forces outside of the control of the school district; therefore, employment cannot be guaranteed. For these reasons, it is recommended that students maintain a full schedule of classes until all conditions are met.

COOPERATIVE EDUCATION RULES AND REQUIREMENTS

1. Students participating in the co-op program are eligible to receive high school credit. The training while on the job is the student's classroom and a grade will be determined by the coordinator, which will include evaluations from the employer at various times throughout the school year.
2. Students will follow the policies and procedures of the employer, the school, and the co-op program and will complete assignments as required.
3. Students must work a minimum of 10-15 hours per week (if under 18, not exceeding a total of 24 hours of work per week when school is in session and 48 hours of work per week when school is not in session for at least a 7 day period of time). Students with 1-2 class periods or 1 block of release time from school must work a minimum of 10 hours per week. Students with 3 class periods or 2 blocks of release time from school must work a minimum of 15 hours per week.
4. Students must be in school attending credit-granting classes at least 50% of the school day. Work-based learning cannot comprise more than 50% of a student's school schedule.
5. The place of employment must be approved for training and safety purposes by the coordinator before the students can be placed in the co-op program.
6. Students must have completed at least one-half of a related EFE course prior to applying for the co-op program.
7. Students are strongly encouraged to have a related EFE course in their class schedule concurrently while participating in the co-op program. If a student is unable to schedule a related EFE course concurrently, he/she must complete the EFE online co-op related class. Permission to participate in the online class must be granted by the coordinator.
8. Students who do not pass the related EFE course or online co-op related class will receive an E and may be removed from the co-op program.
9. Students must attend occasional co-op meetings. Attendance is mandatory and is part of the co-op grade.
10. Students must contact the coordinator with any placement-related concerns. A failing grade for co-op may be given if a student leaves the job, makes any changes in employment without the approval of the coordinator or fails to meet other co-op rules and requirements. **Communication with the coordinator is essential for success in the co-op program.**
11. Students who fail to cooperate actively on the job or are terminated may not receive credit for co-op and may be removed from the co-op program.
12. Students are not to be on school grounds during their scheduled co-op time unless permission has been given by a school staff member.
13. Students must submit a monthly time sheet reflecting the weekly hours worked at their co-op job, including clock-in and clock-out times for each shift. Time sheets are due each month no later than the date designated on the time sheet cover memo. Time sheets should include hours worked for the previous month only. Time sheets must be signed and fully completed. **Credit cannot be issued for co-op without these documents.**
14. Any co-op assignments (time sheet, medical authorization form, etc.) turned in late will result in a 1/3 of a grade reduction.

15. Students are being trained through the co-op program to develop business and industry skills and must maintain a good attendance record both at school and work. Students should not miss school or work unless they are extremely ill or have arranged in advance to be off for field trips, family vacations, medical appointments, etc.
16. If students' school schedules are altered with days off, half days, etc., they will still be expected to go to work. Any variance in students' normal work schedules should be discussed with their employer in advance.
17. Students should report to work on snow days as scheduled, as long as they can get to work safely.
18. Students may not be absent from school and report to work unless the absence was school related (example: field trip). Students who are suspended from school for any reason are also suspended from the co-op program, which means they do not work. Failure to comply may result in work probation. The second offense may result in the student being removed from the co-op program and loss of credit.
19. When a student must be absent from work, the employer must be notified as soon as possible. Failure to do so may result in work probation. The second offense may result in the student being removed from the co-op program and the loss of credit. Some places of employment may have stricter standards.
20. An employer hires a student who is in school and in a co-op program. If the student quits school or the program, he/she may be dropped from the job at the discretion of the employer.
21. Student must continue their employment for co-op until the last day of school. If a student wishes to quit, they must contact their coordinator and give the employer two-weeks' notice. If a student quits before the end of the school year, they may not receive credit for co-op.
22. All school regulations must be followed while on the job since co-op is an extension of the student's school day.
23. Students should know their company's cell phone usage policy and abide by it. If they don't know the policy, they should assume it to be no cell phone usage at work.
24. The coordinator may remove a student from his/her co-op position whenever it is deemed necessary.
25. Students will perform all duties and tasks in a safe and orderly manner.
26. Students will report work-related injuries to their supervisor immediately and to the coordinator as soon as possible. Reports of work-related injuries will be documented by the coordinator and reported to the home school.
27. Students will keep all business information of the organization confidential
28. Know your employer's social media policy and follow it. Students should not post about their employment/employer/supervisor/co-workers on social media. They should also not take pictures at work or in their uniforms.
29. If a student is thinking about applying for a second job, they should contact their coordinator immediately.
30. The parent and student must sign a Work-Based Learning Training Agreement before being placed on the job. The training agreement takes the place of a work permit for a work-based learning student.

COOPERATIVE EDUCATION PROGRAM PARTICIPANT RESPONSIBILITIES

The co-op coordinator will:

- Interview student applicants and discusses the training desires.
- Review Federal, State and Local laws regarding employment of minors, work-based learning rules and safety regulations with the supervisor.
- Oversee the training site by regular visits and be responsible for all reports.
- Determine the co-op grade and report it to the school.

The school will:

- Provide the student with high school credit toward graduation for successful completion of the co-op program.
- Assign a certificated coordinator as the liaison for all parties of the agreement.
- Determine that work hours did not generate more than one-half of the student's FTE.
- Complete documents necessary to support the student's educational plan.

The student will:

- Follow the policies and procedures of the employer, the school and the co-op program.
- Complete assignments of the employer and the coordinator (including training agreement, training plan, time sheets, etc.).
- Not quit the program without the approval of the coordinator.
- Perform all duties and tasks in a safe and orderly manner.
- Report injuries to his/her supervisor immediately and to the coordinator as soon as possible.
- Report any training agreement or training plan changes to the coordinator.
- Work a minimum of 10-15 hours per week to become eligible for high school credit (if under 18, not exceeding a total of 24 hours of work per week when school is in session and 48 hours of work per week when school is not in session).
- Understand that he/she will not be able to report to work if he/she has not attended school. Snow days are an exception; student should report to work on a snow day if it safe to do so.
- Students must work until the end of the school term.
- Let the coordinator know if they are thinking about applying for a second job.
- Contact the coordinator with any placement related concerns.
- Submit completed time sheets by the date designated on the time sheet cover memo.
- Keep all business information of the organization confidential and abide by employer's social media policy.
- Attend any scheduled co-op meetings. These are required meetings and are a part of the co-op grade.

The employer will:

- Provide a work schedule which meets minimum requirements for credit.
- Verify and sign a student's time sheet monthly.
- Complete an evaluation of the student's work four times during the school year.
- Not terminate the student without consultation with the coordinator.
- Provide the student with the necessary safety instructions conducted by a supervisor before attempting any task.
- Provide direct supervision.
- Provide workers' compensation and general liability insurance.
- Keep co-op records for at least three years.
- Conform to all Federal, State, and Local laws and regulations.

COOPERATIVE EDUCATION RULES & RESPONSIBILITIES REVIEW

Directions: Read the following statements. Circle the letter “T” if the statement is true. Circle the letter “F” if the statement is false.

- T F 1. If I am too sick to go to school, I am not allowed to go to my co-op employer that same day.
- T F 2. If I am suspended from school, I am also suspended from my co-op employer.
- T F 3. I am not expected to call my co-op employer if I am unable to report to work.
- T F 4. Co-op meetings are voluntary and not required.
- T F 5. I must have my supervisor sign my time sheet every month.
- T F 6. I must never quit my co-op position without consulting with my coordinator FIRST!
- T F 7. I only have to work during school hours, not on the weekends or holidays.
- T F 8. I am to turn in my time sheet to my coordinator by the date designated on the time sheet cover memo.
- T F 9. I must have a signed training agreement and training plan before I can begin the co-op program.
- T F 10. If I fail my related EFE class, I will still pass the co-op program.
- T F 11. I am eligible to apply for co-op at the same time I am beginning my first EFE course.
- T F 12. It is okay to go home at night and discuss information seen and heard at my co-op position with my friends.
- T F 13. High school graduates who can include work experience in their credentials have a distinct advantage over graduates with no work experience.
- T F 14. My co-op job does not have to relate to my EFE class(es).
- T F 15. I must work 10-15 hours per week to become eligible for credit (if under 18, not exceeding a total of 24 hours of work per week when school is in session and 48 hours of work per week when school is not in session).
- T F 16. The coordinator may remove me from my co-op position whenever it is deemed necessary.
- T F 17. I must perform all duties and tasks in a safe and orderly manner.
- T F 18. I can get a second job and not let my coordinator know.
- T F 19. I must attend an EFE related course while participating in the co-op program or complete the EFE online co-op class.
- T F 20. My co-op job takes place outside of the school building so school regulations do not apply while I am at work.

CO-OP & REGISTERED APPRENTICESHIP APPLICATION

Co-op is a capstone experience directly related to each Education for Employment program. Please *check* which EFE course(s) you have already taken and *circle* the EFE course(s) that you are scheduled to take while on co-op.

Arts and Communications

- Art & Design Career Skills
- Digital Video Production
- Radio Broadcasting

Business, Management, Marketing & Technology

- Accounting – College
- Accounting & Finance
- Banking & Finance
- Business Mgmt. Admin. (BMA)
- Computer Technology
- Culinary Arts
- Hotel, Restaurant & Travel Mgmt.
- Marketing/Entrepreneurship
- Web Design/Graphics

Engineering, Manufacturing & Industrial Technology

- Automotive Technology
- Aviation Technology
- Computerized Manufacturing
- Construction Trades
- Drafting Technology
- Electrical Technology
- Electronics & Robotics
- Engineering Design
- Principles of Engineering
- Furniture & Cabinetmaking
- Heating, Ventilation & Air Condit.
- Welding

Health Sciences

- Dental Assisting
- Emergency Medical Technician
- Health Science
- Health Science - Fundamentals

Human Services

- Cosmetology/Barbering
- Law Enforcement
- Teacher Academy

Natural Sciences & Agriscience

- Animal Sci./Wildlife Nat. Resources
- Animal Technology
- Conservation Biology
- Veterinary Science

COUNSELOR SECTION

Please verify that this student:

YES	NO	
		1. Attends school a minimum of 50% of their school day and may spend the remainder of the day at their Cooperative Education employer.
		2. Is on track for graduation. Projected deficiency of _____ credits. Projected graduation date: _____
		3. Previously completed the following EFE course(s): _____ Is or will be enrolled in the following EFE course(s) during co-op: _____
		4. Has the following related career pathway listed on their EDP: _____ Copies of EDP's with matching pathways must be provided for accepted students. (This may be submitted now, or it will be requested once students are officially accepted into the program).

Counselor Signature

Date

Name _____ Date _____
Last First Middle

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____ Date of Birth _____

Email Address _____ Current Grade in School _____

With whom do you reside? Both Mom & Dad Mom
 Dad Other _____

What is your long-term career goal?

While on co-op, what extra-curricular activities do you expect to participate in?

Are you working at the present time? YES NO If yes, complete the following:

Place of Employment Location Supervisor's Full Name

Phone Number Hours Per Week Hourly Wage Job Title

Do you wish to work for your current employer while on co-op? YES NO

If yes, have you discussed this with your employer? YES NO

If NO, what type of position are you looking for? _____

At this time, do you have a potential job opportunity? If so, list the company name, person to contact and his/her phone number:

Business Contact Name Phone Number

List any previous work experience below:

Place of Employment Occupation Supervisor's Name

Place of Employment Occupation Supervisor's Name

If accepted into co-op, what blocks/hours would you like to be released from school? (Please select)

1 2 3 4 5 6 7

Parent/Guardian Contact Information

Name of Mother/Guardian

Name of Father/Guardian

Street Address

Street Address

City State Zip

City State Zip

Phone

Phone

Email Address

Email Address

Workplace of Mother/Legal Guardian

Workplace of Father/Legal Guardian

Name of Workplace

Name of Workplace

Phone

Phone

Emergency Contact Information

Name: _____ Relationship: _____ Phone: _____

Vehicle Information

Do you have your own vehicle? YES NO

Do you have a driver's license? YES NO

If you don't have a license, do you have your temp instruction permit? YES NO If yes, what is the issue date? _____

Make/Model of Vehicle _____ Vehicle License No. _____

Owner of Vehicle _____

Insured by _____

If you don't have your own vehicle, how do you plan to get to work? _____

Before submitting your application, be sure you have completed the following checklist:

_____ My application is filled out completely.

_____ My application has all necessary signatures: Student, Parent/Guardian, and Counselor.

_____ I've included the following items:

_____ Copy of Resume

_____ Copy of full-year schedule

_____ Copy of Transcript

_____ Copy of EDP showing matching pathway

_____ Attendance Printout
Year-to-date

*This may be submitted now or it will be requested once students are officially accepted into the program.

_____ My previous and/or current EFE instructor was provided with my teacher evaluation form.

_____ I understand that I will not be officially enrolled in the co-op program until my co-op coordinator has approved my job site and a training agreement and training plan have been signed by all parties.

_____ I understand that my co-op position must act as legal employment. I must be on the business payroll with taxes being withheld.

CO-OP PROGRAM CONTRACT

RELEASE OF INFORMATION:

My signature on this document acknowledges my awareness that my son/daughter is applying for the Cooperative Education program. Further, I agree that in working with potential employers, the Cooperative Education coordinator may release information about my son/daughter's past/present employer information, grades, attendance, standardized test scores, activities and honors, and recommendations of teachers, counselors or school administrators. I reserve the right to cancel this authorization at any time by written notice to the Education for Employment office.

PHOTO RELEASE:

Permission is granted to photograph my son/daughter for promotional and educational purposes.

TRANSPORTATION:

My son/daughter may drive to and from employment. The responsibility of the school district terminates at the time the student is released to participate in program activities. The school district assumes no liability for the condition or operation of the private vehicle, or to verify that the authorized vehicle/driver are used.

My signature indicates that I have read and agree to a release of information, photo release, transportation guidelines and the conditions of this application. My signature also indicates that I have read and discussed the EFE Cooperative Education Student Application Packet with my parent(s)/guardian(s) and understand what is expected of me. I further agree that a failure to carry out my responsibilities may lead to removal from the co-op program and possible loss of credit.

Student Signature

Date

My signature indicates that I have read and agree to a release of information, photo release, transportation guidelines and the conditions of this application. My signature also indicates that I have read and discussed the EFE Cooperative Education Student Application Packet with my son/daughter and understand what is expected of him/her. I further understand that a failure of my son/daughter to carry out his/her responsibilities may lead to removal from the co-op program and possible loss of credit.

Parent/Guardian Signature

Date

For more information on work-based learning programs, contact one of the following:

Schools	Co-op Coordinator	Phone	Email Address
Kalamazoo Central Kalamazoo Loy Norrix Portage Central Portage Northern	Irene Mayfield	269.250.9308	irene.mayfield@kresa.org
Climax-Scotts Comstock Galesburg-Augusta Gull Lake Parchment Schoolcraft Vicksburg	Scott Wills	269.250.9307	scott.wills@kresa.org

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents - Tom Zahrt, Mindy Miller & Dr. Jennifer Sells. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

EFE TEACHER EVALUATION FORM FOR COOPERATIVE EDUCATION CANDIDATE

This form must be completed by your past or present EFE instructor. **Your instructor should fold this evaluation in half and drop it in REMC when completed.** The mailing information is provided on the back of the evaluation. The information given is to be treated in a strictly confidential and professional manner.

Candidate's Name: _____

Home School _____

EFE Related Class _____

CHARACTERISTIC	WEAK	AVER	GOOD	EXCEL	COMMENTS
Attendance					
Appearance					
Initiative					
Courtesy & Cooperation					
Integrity					
Maturity related to age					
Motivation					
Dependability					
Self-Confidence					
Accuracy					
Problem solver					
Follows directions					
Works well with others					
Productive in class					

1. What about this student impresses you?

2. What about this student concerns you?

3. In your opinion, would this student be a good representative of our school in the business community?

Print Name _____

Signature _____

Position _____

Date _____

Kalamazoo RESA
Education for Employment
1819 East Milham Avenue
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