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Hewitt-Trussville High School Work Based Learning *Co-Op* ● 2023-2024 APPLICATION FOR ENROLLMENT

WBL Requirements:

- ✓ Rising Junior or Senior
- ✓ Completed Career Prep A or one Academy Class
- ✓ Maintained good attendance and behavior records during previous year
- ✓ Secured WBL/Co-Op job employment by Friday, July 28th
- ✓ Completed application with supporting documents
- ✓ Students are required to work 35 hours per 9 weeks per credit hour.

Due Friday, March 17th

- ✓ Online data application – follow QR code linked below to complete.
- ✓ Signed Rules and Regulation Form - Bring Room A024
- ✓ Three teacher recommendations

Due Friday, July 28th

- ✓ Employer Statement of Acceptance – follow QR Code linked below to complete

Scan this QR Code, or follow link below, to access the Online Data Application.

Due March 17th

<https://forms.gle/pGxvxVk3epTYGMF39>

(Ensure data entered is accurate)



Scan this QR Code, or follow link below, to submit your Employer Statement of Acceptance.

Due July 28th

<https://forms.gle/Ruxki53SYZc2P6Ua9>

(Ensure data entered is accurate)



1. Student acknowledges that the primary purpose of WBL is educational and, therefore, agrees to abide by the Work Based Learning Program policies and decisions of the WBL Coordinator, including those regarding specific job placements. **Student understands communication is key to a successful year in the WBL/CoOp program.**
2. Student acknowledges that the school, through the WBL Coordinator, is acting as an intermediary between employer and student and that the WBL Coordinator has a legitimate right to know & a significant role in determining the **outcome of any employment placement issues including termination, scheduling, assignments, and all other aspects of employment.**
3. Students are placed on the job to train and are under the **supervisions of both** the WBL Coordinator and the Business Supervisor/Training Mentor where they are employed.
 - a. Family and Friends are not to visit the student while on the job at the WBL placement.
 - b. Parents should understand the student’s responsibility to the training WBL placement and not interfere with the performance of his/her duties. *Parents are not to call the employer.*
4. ATTENDANCE
 - a. A student is to be present **on time** at school and on the job; & refrain from absences and asking to leave early from work
 - b. A student not attending regular school classes cannot work on the day(s) he/she is absent.
 - c. **In case of absence**, the *student is required to call* his/her employer before class or the WBL time.
 - d. Transportation to and from the work site is the responsibility of the student. Transportation problems do NOT justify absence from work.
5. PROBATION/DROPPED FROM WBL.
 - a. A student who **fails to perform satisfactorily in all school subject areas** during any grading period may be placed on probation. Students who fail to improve may be asked to resign from his/her job.
 - b. A student **suspended** from school should not be allowed to attend their WBL placement during the suspension. On the 2nd suspension offense he/she may be dropped from the WBL program.
 - c. A student **losing his/her WBL placement** due to any action deemed unacceptable by the school and WBL Coordinator will be dropped from the program with possible loss of all credit.
 - d. A student whose job is **terminated for any reason is to report to the WBL Coordinator immediately.** *Failure to do so results in probation & possibly being dropped from the program.*
 - e. Since training is the primary objective, a student is expected to remain with the WBL placement to which he/she is assigned. Students may resign or change jobs **ONLY** with the express written permission of the WBL Coordinator and following business practices for resignation. Students who fail to follow these procedures are subject to being dropped from WBL.
6. ALL SCHOOL RULES AND REGULATIONS for other students are the same for WBL students. WBL students must abide by and consider themselves **under the jurisdiction of the school** while at their job.
 - a. Personal business, including cell phones & Internet usage, handled on the job is prohibited.
 - b. Business rules for dress and personal hygiene will be observed. **Body piercing, tattoos, smoking, and dress attire must follow school code**, unless needed for the specific training station requirements.
 - c. Students will leave the school campus immediately following the last scheduled class and **MAY NOT** return to school. If for any reason a student needs to remain on campus, permission must be obtained from the WBL Coordinator or School Administration.
7. The student organization is an integral part of a student’s Career and Technical Education program. Therefore, all students are encouraged to participate in and actively support the Career/Technical student organization that relates to their career objective. (ex. FBLA, DECA, FCCLA, SkillsUSA, TSA)

I have read the foregoing rules for the Work Based Learning Program and agree to follow them to the best of my ability.

To the Student:

Work-Based Learning provides an opportunity to be considered for employment/training in business and industries in our area. When you enroll in WBL, you indicate that you are sincerely interested in putting forth your best efforts to receive work-based experience. If you have read the foregoing rules and accept this responsibility, please sign in the space provided.

Signature: _____ Printed Name: _____

To the Parent/Guardian:

Do you consent to your child entering Work-Based Learning, arranging transportation, and agree to cooperate with the school and the training agency in making the training and education of the greatest possible benefit to your child? If so, please indicate your support and approval with your signature.

Signature: _____ Printed Name: _____

RULES AND REGULATIONS for Work Based Learning Program

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Signature: Keep this Copy for Your Records

See upload instructions at the bottom of this form.

**CAREER COOPERATIVE EDUCATION
EMPLOYER/MENTOR STATEMENT OF ACCEPTANCE**
(To be completed by employer/mentor when employment/internship has been secured)

STUDENT INFORMATION:

NAME _____ CELL PHONE _____
FIRST MI LAST

STUDENT EMAIL _____@TRUSSVILLECITYSCHOOLS.COM

EMPLOYMENT INFORMATION: *Attach business card if possible.*

Please fill in all the information completely and neatly

EMPLOYER _____

ADDRESS _____ CITY _____ ZIP _____

START DATE _____ RATE OF PAY (if applicable) _____

DAYS & WORK/INTERN HOURS OF THE STUDENT (beginning Aug. 2022)

SUPERVISOR'S NAME _____ WORK PHONE _____

SUPERVISOR'S TITLE _____ FAX NUMBER _____

SUPERVISOR'S E-MAIL ADDRESS _____

GENERAL DESCRIPTION OF DUTIES

EMPLOYER/MENTOR STATEMENT:

I have offered the above-named student employment/internship for the upcoming school year. I understand that this student is participating in a Cooperative Education Program and that some of my responsibilities will be to supervise his/her activities, act as mentor, train in a variety of marketable skills, evaluate performance, and allow visits from the COOP Coordinator on a regular basis and schedule conferences as needed. I have agreed to employ/mentor this student for 4-12 hours per week depending on how many Coop class period they have on their schedule. Unless pre-approved, the majority of these hours must be during the school week.

1 Coop period – 140 minimum hours per year (70 per semester) These students leave campus at the beginning of 7th period.

2 Coop periods – 280 minimum hours per year (140 per semester) These students leave campus at the beginning of 6th period

3 Coop periods – 420 minimum hours per year (210 per semester) These students leave campus at the beginning of 5th period

However, I understand that if the student proves unsatisfactory I may release the student at any time. I agree to abide by all State and Federal Child Labor regulations and provide a safe work environment for this student and assure that all training experiences for student(s) are provided without regard to sex, race, religion, or national origin.

Employer Signature: _____ **Date:** _____

If you have any questions, please contact AMBER BENSON, HTHS COOP Coordinator via email at amber.benson@trussvillecityschools.com.

STUDENT – Once form is completed and signed by your employer, scan this QR Code, or follow the link below, to upload a picture of this form.

You can take a picture of this form on your phone and upload from your phone. <https://forms.gle/smfDR9RnwgvjzC9U7>
(If upload does not work, please submit form without picture and email picture to amber.benson@trussvillecityschools.com)



Students - write your name on the line below and give to a current or past teacher who can complete an online recommendation for your WBL/CoOp application.
You need to request three (3) teachers to complete the online recommendation.

HTHS Work-Based Learning/Cooperative Education
TEACHER RECOMMENDATION FORM

(Student's Name)

The above student has applied for enrollment in the WBL/CoOp program. Students in this program leave campus to develop workplace skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective/pathway. Using your knowledge of the student, please rate the student on the characteristics indicated on the online form.

To access the online form, go to: tinyurl.com/COOPteacherREC

You will be asked to login with your school (@trussvillecityschools.org) account (not the .com account)

This is for my records only and will not be shown to the student. Answer honestly.

Please complete online form by Friday, March 17th.

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