

**CAREER PREPARATION STUDENT APPLICATION
COOPERATIVE EDUCATION PROGRAM**

Program you are interested in: (circle one)

Family and Consumer Science

Marketing Education

Business Education

Name _____
Last First Middle

Social Security _____ Phone Number _____

Age _____ Birth Date _____ Grade Level _____

Address _____ Zip _____

Why do you wish to enroll in the Career Preparation Program?

What are your plans after graduation?

In order of preference, list the types of work you would like when enrolled in Cooperative Education?

1. _____
2. _____
3. _____

Can you work mornings? ___ Afternoons? ___ Evenings? ___ Weekends? ___ Holidays? ___

When will you be able to start work? _____

List all Career and Technical Education courses completed related to the Career Preparation Program that you've selected.

| Name of Course | School | Year | Teacher |
|----------------|--------|-------|---------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Were you absent from school more than five times last year? If so, explain.

How many credits will you need after this year to graduate? _____

List previous employment:

| Employer | Dates Employed | Type of Work |
|----------|----------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONDITIONAL AGREEMENT FOR COOPERATIVE EDUCATION CREDIT

On acceptance in this course, the student agrees:

1. To be regular in school attendance (90% of scheduled days each semester as required by law) or notify the teacher each day of absence.
2. To be regular in job attendance according to the work scheduled at the place of employment.
3. To accept an alternate schedule if not employed within two weeks after entrance into the Cooperative Education Program.
4. To abide by the rules and regulations of the employer.
5. To work a minimum of 15 hours per week. Ten of these hours must be during the school week.
6. To exhibit a positive attitude while at work and keep temper under control. Counseling is available at school when requested through proper procedures.
7. If the job is lost because of student attitude or student behavior problems, the student loses credit for the course.
8. To consult with the teacher regarding conflicts at work.
9. The parent or guardian agrees to the involvement of the student in this cooperative work experience.
10. To give a two weeks written notice if resigning the job. The teacher is to receive a copy of resignation notice **before** submitting original to employer.
11. Another job must be secured before resigning the current job and the new job must meet approval of Teacher/Course.
12. A daily grade of "0" will be given if student does not call the teacher when absent, OR is absent from school and goes to work without discussing the absence with the teacher first. Generally, working the day of absence from school will not be permitted. Extenuating circumstances will be considered if the student contacts the teacher prior to going to work and receives permission from the teacher to work.
13. The hours worked when absence is unexcused will not count as part of the required minimum number of hours.

Student Signature

Date

Parent Signature

Date

**COOPERATIVE EDUCATION
TEACHER REFERENCE FORM**

Student's name (printed) _____ Subject: _____

Teacher's name (printed) _____

Teacher's Signature _____

Dear Teacher,

Thank you for taking the time to evaluate this student. No single item would exclude a student from entering the program, but it helps greatly in looking for strengths, patterns, or areas of concern.

I waive my right to view this reference form so my teacher may feel comfortable to answer these questions honestly.

Student Signature: _____

This form is to be given to each of your current teachers to be completed and returned to your counselor. Your application process will not be complete without your teacher reference forms.

In my opinion: 1- shows concern 5- strongly agree

The student can manage advanced academic work in several classes at the same time.

1 2 3 4 5

The student manages their time wisely and completes assigned tasks by their deadlines.

1 2 3 4 5

The student is able to work independently and with little supervision, redirection, or reminders about their work.

1 2 3 4 5

The student strives for quality in assigned projects.

1 2 3 4 5

The student shows interest and enthusiasm about their school work, uses initiative, and seeks opportunities to learn.

1 2 3 4 5

The student would be trustworthy to leave campus during the school day to travel to work in hospital settings.

1 2 3 4 5

The student makes mature decisions and would be able to behave professionally in a business or medical setting including confidential matters.

1 2 3 4 5