



## COOPERATIVE EDUCATION AGREEMENT

Minuteman High School does not discriminate on the basis of race, color, sex, sexual orientation, religion, national origin or handicap in its education activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act and by Chapter 622 of the General Laws of the Commonwealth of Massachusetts.

M.G.L. Chapter 74 and 603 CMR 4.03 (7)

***This is an agreement between an Equal Opportunity Employer and Minuteman High School to provide a student who is enrolled in a state-approved (Chapter 74-approved) vocational technical education program with an organized, progressive and diversified paid employment experience that will provide him/her with employability and technical skills that are not acquirable in a school-based setting.***

Student's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student Eye Color: \_\_\_\_\_

Student Hair Color: \_\_\_\_\_

Student Distinguishing Facial Marks: \_\_\_\_\_

Employer: \_\_\_\_\_ Hours / co-op week: \_\_\_\_\_

Hours per day: \_\_\_\_\_ Starting wage: \_\_\_\_\_

Salary increase policy: \_\_\_\_\_

Workers' Compensation Insurance Number: \_\_\_\_\_ Insurance Company: \_\_\_\_\_



\*Required\* Please have your insurance agent fax 781-861-7250 or mail a Certificate of Worker's Compensation Insurance to Mr. Joseph Pitta, Director of Cooperative Education, 758 Marrett Road, Lexington, MA. 02421.

Number of qualified and experienced workers now employed by this company in the student's program area: \_\_\_\_\_

School and employer agree that a person holding a Vocational Technical Cooperative Education Coordinator license or Vocational Technical Teacher license in the cooperative education course area will supervise the course for this student.

School stipulates that this student is enrolled in a Chapter 74-approved vocational technical education program and that he/she has demonstrated those academic, technical and employability skills associated with at least one and one half years of full time study in the program area of this placement, and is at least midway through the junior year.

School stipulates that the course will only be provided during time not scheduled for academic classes.

School ensures that the course will provide students the opportunity to develop academic, technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.

School ensures that the course will provide competency-based assessment of student work.

The employer ensures that students will be provided with continuous supervision by a qualified and experienced employer/employee.

School stipulates that students will be eligible for vocational technical education program credit.

School and employer stipulate that the student has already, or will be provided with a safety and health orientation specific to the work site prior to commencing work.

The employer stipulates that the work environment meets health and safety standards that maximize employee protection in compliance with Occupational Safety and Health Administration regulations

Employer agrees to provide sufficient supervisory visit time between the student, employer and the school's cooperative education coordinator or appropriate technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the technical teacher. The school's cooperative education coordinator or technical teacher shall conduct regular supervisory activities at the work site to ensure that the agreement is being followed and to update the student's Competency Attainment List.

Employer is an equal opportunity employer who does not discriminate against any applicant because of race, color, religion, sex, national origin, age, marital status, veteran



status, disability, sexual orientation or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices and comply with all applicable federal and state laws prohibiting discrimination in hiring or employment practices.

Employer agrees to submit to and pass a Criminal Offender Record Information(CORI) in accordance with M.G.L. 71,§38R the Sate’s CORI Law/

**IMPORTANT NOTICE:** Several trades for which cooperative education is applicable have been declared "Hazardous Occupations" for persons under 18 years of age and are regulated by Federal and/or State statute (whichever is the most stringent standard). In all such trades the work of the student-learner shall be incidental to his or her training, shall be intermittent and for short periods of time, shall be under the direct and close supervision of a qualified and experienced person, and shall include safety instruction by the employer as part of the training.

***Our signatures certify that we have read and agree with the conditions outlined contained in this agreement.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cooperative Education Coordinator

\_\_\_\_\_  
Date

***The school, employer, student, parent/guardian may terminate this agreement at any time with appropriate notice to the other parties. Otherwise, this agreement expires upon high school graduation of the student.***

The following is an outline of the skills that will be evaluated as part of the student's cooperative education.

**A. Employability Skills** (*from Vocational Technical Education Curriculum Frameworks*)

1. **Communication and Literacy:** The student demonstrates the ability to speak, listen, read, and write to function successfully

Skills:

- Use effective problem solving processes
- Demonstrate effective writing skills
- Demonstrate effective listening skills
- Demonstrate effective speaking skills
- Demonstrate effective reading skills
- Apply appropriate phone skills

2. **Organizing and Analyzing Information:** The student gathers, organizes and evaluates the meaning of documents and information

Skills:

- Perform relevant math calculations
- Read industry-related material
- Use technology to gather, analyze and evaluate information
- Understand information presented graphically

3. **Problem Solving:** The student identifies problems, understands their context and develops solutions.

Skills:

- Work as part of a team
- Think critically and solve problems
- Identify, obtain and apply needed resources
- Visualize/conceptualize ideas and processes
- Perform effective industry and career research

4. **Using Technology:** The student identifies and applies appropriate technologies.

Skills:

- Adapt to new technology
- Understand new technology-related vocabulary
- Use a computer

5. **Completing Entire Activities:** The student participates fully in a task or



project from initiation to completion, using time management skills.

Skills:

- Take the initiative to complete a project independently
- Demonstrate effective time management skills
- Demonstrate reliability in completing projects/tasks

6. **Acting Professionally:** The student meets workplace standards on attendance, punctuality, dress code, confidentiality, flexibility and self-control.

Skills:

- Meet company attendance/punctuality expectations
- Demonstrate effective self management skills
- Maintain constant professionalism
- Follow workplace protocol (etiquette)

7. **Interacting with Others:** The student works professionally and respectfully with a diversity of co-workers, supervisors and customers, resolving conflicts in a constructive manner.

Skills:

- Demonstrate effective negotiation skills
- Manage conflict with management/co-workers/others

8. **Understanding All Aspects of the Industry:** The student understands the structure and dynamics of the entire organization, health and safety issues in the industry and the role of the business within the larger community.

Skills:

- Make appropriate career choices based on industry/career research
- Work safely and follow company procedures
- Understand the career ladder at the company and within the industry
- Understand the role of the company and industry in the local, national, and global arenas

9. **Taking Responsibility for Career and Life Choice:** The student balances demands of work, school and personal life and takes responsibility for developing his or her own personal and professional growth.

Skills:

- Demonstrate the willingness to learn



- Prioritize tasks and activities
  - Take initiative
  - Establish reasonable long and short term goals
  - Apply appropriate stress management techniques
  - Demonstrate the ability to perform an effective job search
10. **Character:** Displays loyalty, honesty, dependability, initiative, self-discipline, and self-responsibility.

**B. Technical Skills** (*Enter from the Vocational Technical Education Curriculum Frameworks*)

1. Follows safety rules and procedures at all times
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

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