



Minuteman Cooperative Education Program

Description

The Cooperative program allows students an opportunity for employment to enhance their skills in their chosen technical program.

- ▶ This program associates directly to your shop and works on an alternating basis.
- ▶ The cooperative program gives an extensive benefit to the student, giving them a different atmosphere to conduct oneself and to taste a variety of trade experiences that are often available in the student's shop.
- ▶ This program is approved by the State and is an opportunity for students to earn money while working in their chosen field.

Grade Requirements:

To qualify for participation in the Cooperative Placement Program there are several requirements that must be met:

- ▶ Students must receive a grade of "C" or better in all academic subjects and a grade of "B" or better in their vocational program for the previous term.
- ▶ In participating shops, juniors may be eligible to participate in Co-op during their third quarter.
- ▶ In order to be eligible, juniors must receive a grade of "C" or better in all academic subjects and a grade of "B" or better in their vocational program for the previous term.

Attendance Requirements

- ▶ Attendance is a critical part of the Cooperative program; any student wishing to participate in Co-op must meet or exceed Minuteman attendance policy requirements.
- ▶ Students who exceed the maximum allowance of absences due to illness or uncontrollable circumstances may apply for a waiver through the Cooperative Placement Office.

Employer's Standards	Student's Standards
Employers must follow Massachusetts Child Labor laws, and also must pay at a rate similar to those in entry level positions of their working field. W2 withholding is required.	The student must be able to provide their own transportation to work.
The Employer, in conjunction with Minuteman, will evaluate the students on their productivity and performance.	The student will follow all necessary work safety procedures required by employer.
Employers agree to assist the Cooperative students in obtaining trade related skills and knowledge under close supervision by qualified personnel.	Students participating in Co-op must maintain all requirements listed, those whom fail to follow all requirements will be revoked the privilege of Co-op.
Employers must provide the school with a Certificate of Liability of their Workers Compensation Insurance Policy. Employer agrees to submit to and pass a Criminal Offender Record Information (CORI) in accordance with M.G.L. 71,§38R the State's CORI Law	Employers of Minuteman's Cooperative program take great notice in their worker's focus and dedication, therefore when applying for the Co-op program students must maintain a professional and mature attitude towards their Cooperative position. Their attitude and actions reflect upon Minuteman and will affect future placements.
If for any reason the employer decides to terminate the placement, the employer must notify the school in writing.	

QUESTIONS AND ANSWERS

HOW MANY HOURS DO STUDENTS WORK A WEEK IN THEIR CO-OP JOBS?

Students are required to work a minimum of 30 hours per week, during their shop week.

HOW DO STUDENTS FIND A CO-OP PLACEMENT POSITION?

The Cooperative Placement Programs Supervisor will work with students to help them see if they are qualified and then move them through the Co-op program. This program gives students the benefit of gaining experiences only received in a real world setting.

ARE STUDENTS PAID ON CO-OP?

Yes, the Cooperative program is paid employment. What the student earns is based on that particular shop and the skills of the student.

WHEN PARTICIPATING IN CO-OP DOES THE STUDENT HAVE TO COME INTO SCHOOL?

No, the student only attends school on academic weeks, for the other alternating week the student goes to his/her Co-op placement job.

WHAT KINDS OF GRADES DO YOU HAVE TO HAVE TO BE QUALIFIED FOR THE COOPERATIVE PLACEMENT PROGRAM?

If a senior is interested in the Cooperative Placement Program they must receive grades of a "C" or better in all academic subjects and a grade of "B" or better in their vocational program for the previous term. If a junior is interested in Co-op they are eligible during the third quarter of the school year. They must receive grades of a "C" or better in all academic subjects and a grade of "B" or better in their vocational program for the previous term.

HOW DO THE STUDENTS GET GRADED WHILE WORKING IN THE COOPERATIVE PLACEMENT PROGRAM?

Students will be graded by being evaluated by both Minuteman and their employer through several points of their Cooperative Placement Program experience.

All Co-op employers agree to be 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 State's CORI Law

JOE PITTA

CORDINATOR OF WORKFORCE DEVELOPMENT

jpitta@minuteman.org

781-861-6500 x7361

ALLISON SALISBURY

ADMINISTRATIVE ASSISTANT

asalisbury@minuteman.org

781-861-6500 x7432