

Responsibilities of the Career Preparation Partners

In developing a cooperative education program, there are expectations and understandings that affect all partners involved. The responsibilities defined below should be understood by all partners when developing a skill standards cooperative education program.

The Student Will:

- Cooperate with the workplace mentor and teacher-coordinator, engage in the work as a learning experience, observe business etiquette, and abide by safety rules.
- Notify the school and business in advance when absence is unavoidable.
- Maintain school performance in order to remain eligible for the career preparation program.
- Furnish the teacher-coordinator with requested information and complete all necessary reports.
- Show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
- Remain with the employer during the agreement period, except by mutual agreement of all parties involved to end the experience.
- Abide by the rules and regulations of the cooperating employer.
- Keep all business information of the cooperating employer confidential.

The Cooperating Employer (Workplace Mentor) Will:

- Provide activities that will contribute to the achievement of the required competencies.
- Provide a workplace mentor for the education of the student worker.
- Observe and assess the student at the workplace.
- Provide employment for the student during the agreed times.
- Serve on the local campus advisory committee.
- Adhere to all Federal and State regulations regarding applicable child labor laws.

The Parent(s)/Guardian(s) Will:

- Be responsible for providing transportation for the student to and from the place of employment.
- Provide time for conferences with the teacher-coordinator.
- Become knowledgeable concerning the purposes and procedures of the learning plan.
- Provide encouragement and assistance to ensure that their child receives the maximum benefit from the cooperative education experience.

The Teacher-Coordinator Will:

- Cooperate with and assist the employer in creating a learning plan to meet the needs of the student and employer based on state approved skill competencies.
- Observe and assess the student in school as determined in the learning plan.
- Cooperate with the employer in evaluating the student. Final evaluation is the responsibility of both the teacher-coordinator and the mentor.
- Make every attempt to resolve problems that may arise from the business, school, parent/guardian, student, or community.
- Provide meaningful school-based learning related to the needs of the student and employer and assess the state employability skills identified in the skills certificate.
- Work with a local campus advisory committee to maintain quality program.
- Provide and promote supporting activities, such as student organizations advisory committees, and community activities that integrate co-curricular activities that will contribute to achieving the skill certificate competencies.

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