

**Saraland High School**  
**TRAINING AGREEMENT**  
**COOPERATIVE EDUCATION PROGRAM**  
**Coordinator – Vicky Crane vcrane@saralandboe.org**

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_  
Student's Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Current Career Objective/Pathway \_\_\_\_\_ Job Title \_\_\_\_\_  
School Name \_\_\_\_\_ System Saraland City Schools  
Training Station (Name of Employer) \_\_\_\_\_ Work Telephone \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
Training Supervisor \_\_\_\_\_ Mentor \_\_\_\_\_  
Date Training Period Begins \_\_\_\_\_ Ends \_\_\_\_\_

This training agreement briefly outlines the responsibilities of the student, parents, employer, and the teacher-coordinator. The second part of this document is entitled "Training Plan" and consists of tasks and competencies for the specific student's career objective/pathway. \*\*

An integral part of the program is being involved in one of the Career Tech Student Organizations Please Circle CTSO that you have paid membership for: FBLA FCCLA HOSA SKILLUSA TSA

**Parent/Guardian**

1. Approves and agrees that the student may participate in Cooperative Education at the training station listed above.
2. Encourages the student to effectively carry out the work experience requirements both in the classroom and on the job.
3. Assumes responsibility for the conduct of the student.
4. Provides transportation for the student to and from the training station.
5. Holds school and teacher-coordinator harmless for risks associated with transportation and indirectly monitored activities (e.g., work-based experience).

**Student**

1. Complies with the rules and regulations of the training station.
2. Observes the same regulations that apply to other employees.
3. Adheres to all policies and regulations as set forth by school administration and the teacher-coordinator.
4. Is an active member of the student organization related to the career objective/pathway?
5. Works an average of not less than 15 hours each week.
6. Will not pursue additional part-time employment while enrolled in the Cooperative Education program.
7. Shall not displace adult workers who can perform such work as assigned in the work-based experience.
8. Attends an annual employer appreciation activity.

**Teacher-Coordinator**

1. Assists in securing an appropriate work-based experience based on the student's career objective/pathway.
2. Works with the supervisor/mentor in developing training plan for the student.
3. Visits training stations at least once per month to confer with the employer and student; verify that student's duties correlate with job description; observe working conditions; help develop progressive skill-building activities; observe and evaluate student progress; and resolve questions, issues, or concerns.
4. Counsels the student about his/her job progress, behavior, attitude, academics, etc.
5. Terminates employment when it serves the best interest of the student as determined in collaboration with the employer.

6. Determines the student's final grade for Cooperative Education.
7. Reinforces work-based experiences with related classroom instruction.

**Employer**

1. Recognizes that the student is enrolled in Cooperative Education designed to prepare for a career in \_\_\_\_\_.
2. Provides supervision and instruction in each of the applicable tasks listed on the Training Plan to assist the student in acquiring those competencies necessary for success in the career objective.
3. Evaluates and documents student progress.
4. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
5. Adheres to wage and hour; child labor; and all other federal, state, and local laws pertaining to student employment.
6. Employs the student for an average of not less than 15 hours per week.
7. Complete and return the Work-Based Experience Evaluation and return to teacher-coordinator on the required date.

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Employer)

\_\_\_\_\_  
(Student)

*Vicky Crane*

(Teacher-Coordinator)

*Beverly Spandike*

(School Administrator)

8/7/2019

(Date)

**\*\*If student changes their employment, a new Training Agreement and Training Plan MUST be submitted.**

Any questions, please email [vcrane@saralandboe.org](mailto:vcrane@saralandboe.org)