

FORMS! FORMS!



MORE FUN WITH FORMS!

Helpful Forms

The pages in this section were intentionally not numbered in order to allow administrators and teacher-coordinators to easily pull the forms and use them. These forms were designed to be helpful in managing the cooperative method of instruction. Your school or LEA may use other or similar forms for management and evaluation of this method of instruction. We hope these tools will be useful to you.

List of Helpful Forms

- 📄 Cooperative Education Training Agreement
- 📄 Cooperative Education Wage and Hour Record
- 📄 Summer Wage and Hour Report
- 📄 Cooperative Education Cumulative Wage and Hour Record
- 📄 Cooperative Education Employer Evaluation
- 📄 Cooperative Education Contact Record
- 📄 Cooperative Education Placement Report
- 📄 Cooperative Education Coordination Record
- 📄 Cooperative Education Coordinator Sign-out Sheet
- 📄 Cooperative Education Weekly Job Search Update
- 📄 Cooperative Education Interview Summary
- 📄 Cooperative Education Request for Job Change
- 📄 Cooperative Education Student Performance Appraisal Instrument
“SCANS Competencies and Foundation Skills”

You can personalize forms by inserting your school’s name! Use your electronic version of these forms to personalize your management system.

Cooperative Education Training Agreement

Student: _____

School: _____

Job Title: _____

Training Site: _____

Participation in the cooperative education method of instruction requires all parties concerned to agree to the following responsibilities.

Employer Responsibilities

The employer, recognizing that a training plan is being followed and that close supervision of the student will be needed, agrees:

- To assist in training plan development on a grading-period basis.
- To place the student in a training position for the purpose of providing educational and employment experiences and tasks of instructional value.
- To ensure the student's employment activity will be supervised by an experienced and qualified person, with tasks to be performed under safe and hazard free conditions.
- To ensure the student will receive the same consideration given other employees with regard to safety, health, social security, general employment conditions and other regulations of the firm.
- To notify the teacher if difficulties arise, changes are necessary, a lay-off, or termination of employment seems likely to occur.
- To keep the teacher informed of the student's progress and to assist in the evaluation of the student.
- To avoid discrimination against the student on the basis of race, color, national origin, sex, religion, creed, disadvantaging or handicapping condition, or limited English proficiency, hiring, placement, assignment of work tasks, hours of employment, levels of responsibility, pay, and other employment procedures.
- To adhere to all federal and state laws governing employment, child labor, minimum wages, and other applicable regulations.

Teacher-Coordinator Responsibilities

The teacher-coordinator, representing the school, will coordinate the training program toward satisfactory preparation for the student's career interests, and agrees:

- To provide the necessary related classroom instruction and develop a training plan or connecting activities for each grading period or school term.
- To make at least one visit per grading period to the training station to observe the student, consult with employer, and supply assistance with student training problems to assure a successful work experience.
- To assist in the evaluation of the student.
- To attempt to resolve complaints with all parties concerned, with the authority to withdraw a student when necessary.
- To accept students into the program, and inform students of job opportunities without regard to race, color, national origin, sex, religion, creed, disadvantaging or handicapping condition, or limited English proficiency.

Parent/Guardian Responsibilities

The parent or guardian, realizing the importance of the training program in helping the student to achieve career objectives, agrees:

- To encourage the student to effectively carry out his/her duties and responsibilities as outlined in this agreement.
- To assume responsibility for the conduct, transportation, and necessary insurance of the student while in the training program, including the time in class, on the job, at vocational student organization (VSO) functions, and en route to school, the job, VSO functions, and home.
- To work cooperatively with the teacher and the student in solving problems relating to school and work.

Student Responsibilities

The student promises to abide by all implied and stated terms included in this training agreement, namely:

- Students must work a minimum of 135 hours or 150 hours in a school term, based upon the schedule their school follows, to receive an academic credit for the cooperative work experience. Local school systems may increase this requirement as long as it is consistent with all forms of work-based learning receiving academic credit. It is recommended that the student work between 15 and 20 hours per week, dependent on school performance.
- The student is expected to remain with the original job placement throughout the school term, and will not be granted permission to change without proper justification. He/she will not terminate employment with the training station without prior written consent of the teacher-coordinator.
- The student is expected to conform to employer rules and regulations. Professional dress, conduct, grooming, attendance, punctuality, and adherence to the work schedule are expected.
- The student is not allowed to work on days absent from school without prior approval of the teacher.
- The student must notify the employer and school each day he/she is unable to work, according to company policy.
- School will be the first priority! If a student is told by a teacher or administrator to remain after school, he/she must do so.
- The student is responsible for providing his/her own transportation to and from the training station.
- The student is expected to maintain accurate and up-to-date wage and hour records and complete connecting activities by established deadlines. Failure to submit records and assignments to the teacher as requested will result in failure and removal from the cooperative education component.
- The student is expected to join the student organization relative to the program area, pay dues, and participate in VSO activities.
- The student who loses his/her job because of dishonesty may be dismissed from the cooperative education component and lose all credit for the school term. Such an offense is serious and will become part of the permanent work record.
- The student who loses his/her job because of inefficiency, lack of interest, poor behavior, neglect of school or employer regulations, etc. will be disciplined on an individual basis, may receive no credit for the program, and/or may be dismissed from the cooperative education component.
- Credit may be received by linking the classroom and on-the-job components as a single grade worth two credits in a school term or by issuing the two grades separately. If grades are issued separately, students should pass the classroom instruction component in order to receive credit for the cooperative education component.

Signature of Student _____ **Date** _____

Signature of Parent/Guardian _____ **Date** _____

Signature of Teacher-Coordinator _____ **Date** _____

Signature of Principal _____ **Date** _____

Signature of Employer _____ **Date** _____

COOPERATIVE EDUCATION WAGE AND HOUR RECORD

Name _____

Month _____

Training Station _____

4	5
4 – 10 6 hours	

Place the date in the upper right box.
 Place a check in the upper left box to indicate attendance at school that day.
 Record the hours you were scheduled and number of hours you worked in the main box (see example on the left).
 Record the monthly totals on your Cumulative Wage and Hour Record.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours	Wages

TOTAL HOURS _____
BONUS/TIPS \$ _____
TOTAL WAGES \$ _____

Calculate: _____ x _____ x \$ _____ = \$ _____
 Weeks **Hours** **Hourly Pay** **Total Earned**

SUMMER WAGE & HOUR REPORT

Please complete this form as accurately as you can. This information may be documented on our statewide Wage and Hour Report.

NAME _____

COURSE _____

TEACHER _____

I worked approximately _____ weeks this summer.

I worked an average of _____ hours per week.

My hourly pay was \$_____.

Calculate: _____ x _____ x \$_____ = \$_____
Weeks Hours Hourly Pay Total Earned

COOPERATIVE EDUCATION
CUMULATIVE WAGE AND HOUR RECORD

Student _____

School Year _____

INSTRUCTIONS: This record should be updated monthly using the totals from your wage and hour sheet.

	<u>HOURS</u>	<u>WAGES</u>
<u>SUMMER EMPLOYMENT</u>		
JUNE	_____	\$ _____
JULY	_____	\$ _____
AUGUST	_____	\$ _____
 <u>SCHOOL YEAR EMPLOYMENT</u>		
AUGUST	_____	\$ _____
SEPTEMBER	_____	\$ _____
OCTOBER	_____	\$ _____
NOVEMBER	_____	\$ _____
DECEMBER	_____	\$ _____
JANUARY	_____	\$ _____
FEBRUARY	_____	\$ _____
MARCH	_____	\$ _____
APRIL	_____	\$ _____
MAY	_____	\$ _____
<u>TOTALS FOR SCHOOL YEAR</u>	_____	\$ _____

HIGH SCHOOL

COOPERATIVE EDUCATION

EMPLOYER EVALUATION

Grading Period _____

Student _____

Teacher-Cordinator _____

Supervisor _____

Training Station _____

Completing the evaluation will assist the Teacher-Cordinator in helping this student learner to be an effective employee. The work experience provided is part of the school's instructional program and your rating is used in determining final grades for the student learner.

Evaluation Scale		
Superior (96-100)	Above Standard (85-89)	Below Standard (70-76)
Well Above Standard (90-95)	At Standard (77-84)	Unsatisfactory (Below 70)

Please complete this evaluation based on how well the student learner meets company expectations with regard to:

SCORE

SCORE

_____ Suitability of dress

_____ Taking criticism

_____ Personal hygiene

_____ Getting along with others

_____ Positive attitude

_____ Using good judgment

_____ Interest in work

_____ Reporting to work on time

_____ Cooperation

_____ Attendance

_____ Initiative

_____ Time management

_____ Adaptability/Flexibility

_____ Producing quality work

_____ Dependability

_____ Accepting responsibility

_____ Honesty/Integrity

_____ Effective communication skills

_____ Following directions

_____ Effective customer service

Overall rating of student learner (letter grade) _____

COMMENTS _____

Supervisor's Signature _____

Date _____

COOPERATIVE EDUCATION CONTACT RECORD

Student Employed: _____

Training Station: _____

Mailing Address: _____

Street

City

Zip

Telephone Number: _____

Immediate Supervisor(s): Mr. / Ms. _____

First Name

Last Name

Mr. / Ms. _____

First Name

Last Name

Best Time for Visits: _____

Directions: _____

COORDINATION COMMENTS / CONTACTS

Date: _____ Person Contacted: _____

Comments: _____

Date: _____ Person Contacted: _____

Comments: _____

Date: _____ Person Contacted: _____

Comments: _____

COOPERATIVE EDUCATION CONTACT RECORD (cont.)

Date: _____ Person Contacted: _____
Comments: _____

Date: _____ Person Contacted: _____
Comments: _____

Date: _____ Person Contacted: _____
Comments: _____

Date: _____ Person Contacted: _____
Comments: _____

Date: _____ Person Contacted: _____
Comments: _____

Date: _____ Person Contacted: _____
Comments: _____

COOPERATIVE EDUCATION WEEKLY JOB SEARCH UPDATE

Students are to complete the following form weekly while unemployed. Students should visit a minimum of _____ businesses per day/week. For any business you visit, provide the date of the visit, the name and phone number of the business, the person you contacted, and state whether or not you filed an application. All follow-up activities should be noted.

Name _____

Week of _____

Date	Business	Phone #	Contact Person	Application Filed	Follow-up

Comments _____

Student Signature _____

Date _____

COOPERATIVE EDUCATION INTERVIEW SUMMARY

Complete the following form for each interview in which you have participated while unemployed.

Name of Business _____

Location _____

Position Applied For _____

Date of Interview _____

Interviewed by _____

Title _____

1. What questions did the interviewer ask you? _____

2. What questions did you ask? _____

3. What did you wear to the interview? _____

4. What was the result of your interview? _____

COOPERATIVE EDUCATION INTERVIEW SUMMARY

Complete the following form for each interview in which you have participated while unemployed.

Name of Business _____

Location _____

Position Applied for _____

Date of Interview _____

Interviewed by _____

Title _____

1. What questions did the interviewer ask you? _____

2. What questions did you ask? _____

3. What did you wear to the interview? _____

4. What was the result of your interview? _____

**COOPERATIVE EDUCATION
REQUEST FOR JOB CHANGE**

NAME _____ TEACHER _____
DATE _____ COURSE _____
TRAINING STATION _____ PHONE # _____
SUPERVISOR _____

INSTRUCTIONS

1. This form must be completed in full **BEFORE** you make a decision to change or leave your present job and before you approach your teacher-coordinator.
2. Schedule a conference with your teacher-coordinator. This conference will be held during your co-op period or at a time designated by your teacher-coordinator.
3. **FAILURE TO FOLLOW THIS PROCEDURE BEFORE LEAVING YOUR JOB WILL RESULT IN A FAILING GRADE FOR THE GRADING PERIOD AND POSSIBLE REMOVAL FROM THE PROGRAM.**

PROCEDURE

1. Turn in completed form to your teacher-coordinator.
2. Conference with your teacher-coordinator.
3. Teacher-coordinator will contact your employer.
4. Teacher-coordinator will contact your parent/guardian.
5. A mutual decision will be made by all parties involved.

COMPLETE THE FOLLOWING:

1. Explain your reasons for wanting to leave this job. _____

2. Explain the circumstances surrounding your decision. (Was this a one-time occurrence? Has the problem developed over time? etc.) _____

3. List 5 pros and cons regarding your job change.

PROS	CONS
1) _____	1) _____
2) _____	2) _____
3) _____	3) _____
4) _____	4) _____
5) _____	5) _____

Cooperative Education Student Performance Appraisal Instrument

SCANS Competencies and Foundation Skills

Student's Name: _____ School: _____

Training Station: _____ Supervisor: _____

Teacher/Coordinator: _____ Connecting Course: _____

Please read each statement as it relates to the competency or foundation skill. Write the numerical score the student has earned in the spaces provided.

RATINGS RUBRIC FOR EVALUATING PERFORMANCE OF LEARNER

- *Superior (94-100)*
- *Well Above Standard (90-93)*
- *Above Standard (85-89)*
- *At Standard (77-84)*
- *Not Applicable (NA)*
- *Below Standard (70-76)*
- *Unsatisfactory (Below 70)*

COMPETENCIES

SCORE 1. Resources: Identifies, organizes, plans and allocates resources

- _____ A. Manages Time - Selects goal-relevant activities, ranks them, allocates time and prepares and follows schedules
- _____ B. Manages Money - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives
- _____ C. Manages Material and Facilities - Acquires, stores, allocates and uses materials or space efficiently
- _____ D. Manages Human Resources - Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Comments: _____

SCORE 2. Interpersonal: Works with others

- _____ A. Participates as Member of a Team - Contributes to group effort
- _____ B. Teaches Others New Skills
- _____ C. Serves Clients/Customers - Works to satisfy customers' expectations

Cooperative Education Student Performance Appraisal Instrument
SCANS Competencies and Foundation Skills

SCORE **2. Interpersonal: Works with others (continued)**

- _____ D. Exercises Leadership - Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- _____ E. Negotiates - Works toward agreements involving exchanges of resources, resolves divergent interests
- _____ F. Works with Diversity - Works well with men and women from diverse backgrounds

Comments: _____

SCORE **3. Information: Acquires and uses information**

- _____ A. Acquires and Evaluates Information
- _____ B. Organizes and Maintains Information
- _____ C. Interprets and Communicates Information
- _____ D. Uses Computers to Process Information

Comments: _____

SCORE **4. Systems: Understands complex interrelationships**

- _____ A. Understands Systems - Knows how social, organizational and technological systems work and operates effectively with them
- _____ B. Monitors and Corrects Performance - Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects
- _____ C. Improves or Designs Systems - Suggests modifications to existing systems and develops new or alternative systems to improve performance

Cooperative Education Student Performance Appraisal Instrument

SCANS Competencies and Foundation Skills

4. Systems: Understands complex interrelationships (continued)

Comments: _____

SCORE **5. Technology: Works with a variety of technologies**

- _____ A. Selects Technology - Chooses procedures, tools, or equipment including computers and related technologies
- _____ B. Applies Technology to Task- Understands overall intent and proper procedures for setup and operation of equipment
- _____ C. Maintains and Troubleshoots Equipment - Prevents, identifies or solves problems with equipment, including computers and other technologies

Comments: _____

Foundation Skills

SCORE **1. Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

- _____ A. Reading - Locates, understands and interprets written information in prose and in documents such as manuals, graphs, and schedules
- _____ B. Writing - Communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- _____ C. Arithmetic/Mathematics - Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- _____ D. Listening - Receives, attends to, interprets, and responds to verbal messages and other cues
- _____ E. Speaking - Organizes ideas and communicates orally

Cooperative Education Student Performance Appraisal Instrument
SCANS Competencies and Foundation Skills

SCORE **1. Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks (continued)**

Comments: _____

SCORE **2. Thinking Skills - Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons**

- _____ A. Creative Thinking - Generates new ideas
- _____ B. Decision Making - Specifies goals and constraints, generates alternatives, considers risks and evaluates and chooses best alternative
- _____ C. Problem Solving - Recognizes problems and devises and implements plan of action
- _____ D. Seeing Things in the Mind's Eye - Organizes and processes symbols, pictures, graphics, objects, and other information
- _____ E. Knowing How to Learn - Uses efficient learning techniques to acquire and apply new knowledge and skills
- _____ F. Reasoning - Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Comments: _____

SCORE **3. Personal Qualities - Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty**

- _____ A. Responsibility - Exerts a high level of effort and perseveres toward goal attainment
- _____ B. Self-Esteem - Believes in own self-worth and maintains a positive view of self
- _____ C. Sociability - Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group setting

Cooperative Education Student Performance Appraisal Instrument
SCANS Competencies and Foundation Skills

SCORE **3. Personal Qualities - Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty (continued)**

_____ D. Self-Management - Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control

_____ E. Integrity/Honesty - Chooses ethical courses of action

Comments: _____

Evaluator's Summary Comments: _____

Employee's Summary Comments: _____

Marketing Teacher/Coordinator Summary Comments: _____

Evaluator's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Marketing Teacher Signature: _____ Date: _____