

PINELLAS COUNTY SCHOOLS
CAREER & TECHNICAL EDUCATION
COOPERATIVE EDUCATION PROGRAMS
STUDENT APPLICATION/AGREEMENT AND VISITATION RECORD

OJT Period(s) _____

Name _____ Home Phone _____
Last First Middle

Address _____ Cell Phone _____

City _____ State _____ Zip Code _____

Current Grade Level _____ Date of Birth _____

Father's Name _____ Email _____
 (guardian)

Business Name and Phone _____ Cell Phone _____

Mother's Name _____ Email _____
 (guardian)

Business Name and Address _____ Cell Phone _____

What type of transportation do you have for work? Car _____ Bus _____ Other (Specify) _____

Auto Insurance policy name and number _____

Driver's License Number _____

In what type of occupation do you desire training? _____

Explain any special needs you may have to be considered in job placement: _____

What skills do you have? Word Processing _____ Spreadsheet _____ Other _____

Future goals: (circle one) College Career/Technical School Military Full-time Employment

Completed courses in:
 Business Technology, Information Technology, Diversified Career Technology and Marketing

Year	School	Program	Course	Instructor

Place of Employment (list current employer first)	Supervisor's Name	Work Phone No.	Type of Work	Dates Worked

STUDENT AGREEMENT

Realizing the student's performance on the job will reflect upon the student, the school, and the employer, and as a condition for acceptance into the cooperative education program, we agree to the following:

1. To maintain a minimum GPA of 2.0 each grading period.
2. To realize that no special concessions or privileges will be granted to me by the employer because I am a student enrolled in a cooperative education program.
3. To be prompt and regular in attendance at school and work.
4. To know that if I am absent from my cooperative education class, I will also be marked absent for my OJT periods and cannot count any work hours for that day.
5. I understand that I must work a minimum of 8 hours per week for 18 weeks (144 hours) to earn 1/2 credit; and 16 hours per week for 18 weeks (288 hours) to earn 1 credit. If I am enrolled in multiple periods of OJT, I understand I must work these minimum hours for each OJT period. Failure to work these minimum hour requirements will result in a final grade of "F" in the course. I must have documented work hours during weekdays every week throughout the year. **I understand that I cannot quit working during the semester once I have reached the minimum hours required.**
6. To know that the Coordinator is the final authority for student job placements and that if I change jobs without prior coordinator approval, it may result in my failing the course and withdrawal from the program. Also, that my job must include Worker's Compensation, paycheck deductions for FICA (Social Security) and income tax. I must submit a copy of my pay stub to my Coordinator every two weeks to be kept in my file. I may not work as an independent contractor. With prior Coordinator approval, I must give a two week notice before leaving a job and begin another immediately after last day of employment in the previous job with no lapse in time.
7. To participate in all phases of the cooperative education program, including club meetings, the employer-employee banquet, etc. when applicable.
8. To dress in business attire when required.
9. To pay district, state, and national Career Technical Student Organization dues if required.
10. To know if I am fired for just cause (shoplifting, theft, insubordination, failure to show up for work, etc.), I shall receive a grade of "F" for the grading period and semester and may be dropped from the program.
11. To realize that I must provide my own transportation for the job or be terminated from the program.
12. To follow all other rules that have been established for students in the cooperative education program, from coordinator, school, district, and on the job.
13. Failure to turn in required documents (timesheets, evaluations, training agreement, training plans, etc.) will result in a grade of "F" for the grading period and semester. Even one missing Time Card will result in an "F" for the entire semester/year.
14. To know that the job is an extension of school for credit, therefore, all rules and regulations outlined in the Pinellas County Code of Student Conduct apply.

We have read and understand our obligations to the cooperative education program:

Student's Signature

Parent/Guardian Signature

Date

Teacher Use Only:

COORDINATOR'S OJT VISITATION RECORD	
Dates	Summary of Student's Performance/Progress