

Information for Cooperative Education/Internship

Student Participants—Cooperative Education is a privilege!



Mission Statement

The mission of the Cedar Crest High School Cooperative Education program is to become a model business/education partnership that will provide our youth with a quality education, employable skills, and opportunities for continuing education. Success in this endeavor depends on the thorough integration of school-based learning and work-based learning. With the active involvement of educators, business, community, and labor leaders, we can create a highly skilled work force to serve the needs of the Lebanon County area.

Goals

- To expose the youth of the Cedar Crest High School to diverse career opportunities.
- To prepare young people academically, technically and socially for post-secondary education and high-skilled employment that promotes life-long learning and fosters success.
- To provide each student with information, experience and support to make informed decisions about career goals and life choices.
- To provide employers early access to the work force by investing in training the youth of today for the jobs of tomorrow.

Requirements for Enrollment

- Verify eligibility with school counselor
- Student must not have excessive absences
- Transcript review
- Review of discipline record
- Student must provide transportation

Student Responsibilities while Enrolled in Co-Op/Internships:

- Maintain a "C" in all classes
- Register for a total of six credits (maximum of 4 credits can be fulfilled through the co-op)
- Work a minimum of 15 hours a week for 150 days
- Report in/out with Mr. Grumbine every day
- Provide your own transportation to your co-op or internship

Prospective co-op/internship students must register for a minimum 6.0 credits of classes during course registration.

**Upon approval of your application and completion of enrollment requirements,
your Skyward schedule will be adjusted to include your co-op or internship request.**

Application for Cooperative Education/Internship

Name:	Potential Employer:
Student Phone #:	Employer Phone #:
E-mail:	Contact:
Age: Birthday:	Do you have access to a vehicle?
Do you have a driver's license?	Do you have a work permit?
Do you have transportation?	If yes, work permit #:

Checklist (to be completed by school officials)	
Task	Approved By
Counselor will verify eligibility for this program	
Counselor will print attendance history for application	
Counselor will provide current GPA here	
Co-op Advisor will review student discipline record	
Student will register for 6.0+ credits of classes. Counselor will adjust schedule in Skyward if/when application is approved.	
Student must provide transportation	
Student will submit a signed Training Plan	
Student will complete and sign a Training Agreement	
Student will submit two Teacher Recommendations	

Parent/Guardian name: _____ Phone#: _____

Parent/Guardian signature of support: _____

Initial meeting completed _____ (coordinator)

Student Received Training Plan/Agreement _____ Date: _____

Application must be completed by June 1 or the student will be scheduled for classes

TEACHER RECOMMENDATION FORM

_____ has applied for enrollment in the Cedar Crest High School Cooperative Education program. Students in this program are placed in training stations where they develop skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective/pathway. Using your knowledge of the student, please rate the student on the characteristics indicated.

Rate qualities by checking the appropriate right-hand column	Poor	Below Average	Average	Above Average	Superior
Dependability: Able to work with little supervision, prompt, sincere, consistent, truthful, follows instruction					
Professional Communication: Courteous, considerate, good manners, appreciative					
Leadership: Confident, resourceful, able to inspire others					
Industriousness: Persistent, good work habits, makes wise use of time					
Thoroughness: Accurate, completes work carefully					
Appearance and Grooming: Clean, neat appearance, orderly, poised					
Ability to get along with people: Adaptable, friendly, tactful, cooperative, respectable					
Social Habits: Good attitude, self-control, honesty, not inclined to argue or complain					
Attendance: Present and on time, begins work at once without delay					
Mental Alertness: Attentive, interested, observing, eager to learn					
Academic Performance: Completes assignments, follows instructions, meets deadlines, masters the content					

Employability

If you were an employer or job supervisor, would you want this student working for you? ☐ Yes ☐ No

Would this student be a good representative of the school while on this job? ☐ Yes ☐ No

Signature: _____ Date: _____

*****Please Return to Mr. Darren Grumbine*****

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