



## **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 enrolment-**

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

#### **While enrolled in Co-Op, Students Must-**

- Maintain a “C” in all classes
- Complete a total of six credits. (maximum of 4 credits can be fulfilled through the coop)
- Work a minimum of 15 hrs a week for 150 days
- Report in/out with Mr. Grumbine every day
- Provide Transportation

**Prospective co-op students must register for a minimum 6.0 credits during course registration. Upon completion of co-op requirements your schedule will be adjusted to accommodate your co-op.**

**CEDAR CREST HIGH SCHOOL**

115 East Evergreen Road • Lebanon, PA 17042-7596 • (717) 272-2033 • Fax (717) 273-3250

**Application For Cooperative Education/Internship**

Name:	Potential Employer:
Student Ph #	Employer Ph#:
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 #:

<b>Checklist (to be completed by school official)</b>	
<b>Task</b>	<b>Approved By</b>
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 in case co-op or internship is not approved. Counselor will adjust schedule in Skyward upon approval for program.	
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: \_\_\_\_\_ Ph# \_\_\_\_\_

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.***

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

### Employability

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

Would you be willing for this student to represent the school on the job? ☐ Yes ☐ No

Signature\_\_\_\_\_ Date\_\_\_\_\_

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

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