UCPS
UNION COUNTY PUBLIC SCHOOLS

CTE COOPERATIVE EDUCATION
Application
2016-2017 School Year

Field: ☐ Marketing ☐ Agriculture ☐ Business ☐ FACS ☐ Technology ☐ Trade & Industrial

Student Information

_____
Last Name, First Name

_____
Preferred Name

_____
Date of Birth

_____
School

_____
Street Address

_____
City, Zip Code

_____
Grade in 2016-2017

_____
UCPS Student ID#

☐ Student E-Mail Address   ☐ Home Phone   ☐ Student Mobile Phone

Check the box next to your preferred method(s) of communication during the semester.

Marketing Co-op Only: What Marketing Education course(s) are you taking during the 2016-2017 school year?

☐ Marketing   ☐ Sports & Entertainment Marketing I   ☐ Fashion Merchandising   ☐ Other: _____

☐ Marketing Management   ☐ Sports & Entertainment Marketing II   ☐ Strategic Marketing   _____

Non-Marketing Co-op:

What 2nd level CTE course are you taking in the 2016-2017 school year? _____

What related CTE course(s) did you take prior to this school year? _____

_____

Parent/Guardian Information

_____
Parent/Guardian Name

_____
Relationship to Student

☐ Parent/Guardian E-Mail Address   ☐ Mobile Phone   ☐ Work Phone

Check the box next to the preferred method(s) of communication.

_____
Parent/Guardian Name

_____
Relationship to Student

☐ Parent/Guardian E-Mail Address   ☐ Mobile Phone   ☐ Work Phone

Check the box next to the preferred method(s) of communication.

Signatures

I have read and agree to abide by the training agreement and program guidelines of the UCPS CTE Co-op Program.

_____   _____
Student Signature   Date

I have read and understand the program guidelines and approve of my child's participation in the UCPS CTE Co-op Program for the 2016-2017 school year.

_____   _____   _____
Parent/Guardian Signature   Parent/Guardian Name Printed   Date

Revised 8/10/15   **Program Guidelines are on the back➔**

General

1. A Co-op Application, Training Agreement and Employment Information form must be completed, signed by the required parties and turned in to the Co-op Coordinator or Career Development Coordinator (CDC) on or before the fifth day of the semester in which you are enrolled in Co-op. The program is open to juniors and seniors.

2. **Students taking Marketing Co-op must take a Marketing course directly tied to it <u>during the same semest</u>er.** It is a one to one relationship, as the Marketing Co-op course number is directly tied to that specific Marketing course.

   The options are:
   a. *Take a Marketing course first semester and an associated Marketing Co-op first semester.*
   b. *Take a Marketing course second semester and an associated Marketing Co-op second semester.*
   c. *In order to take Marketing Co-op the entire year, the student must take two Marketing courses, one first semester and another second semester.*

3. **Students taking Co-op other than Marketing Co-op must take a 2nd level CTE course directly tied to it <u>during the same semester</u>.** It is a one to one relationship, as the Co-op course number is directly tied to that CTE course.

   The options are:
   a. *Take a 2nd level CTE course first semester and an associated CTE Co-op first semester.*
   b. *Take a 2nd level CTE course second semester and an associated CTE Co-op second semester.*

4. The student must pass the CTE course to pass Co-op.

5. The student must provide their own transportation. Student carpooling is not permitted per UCPS policy.

6. The student must document a minimum of 135 hours worked by turning in valid pay stubs by set deadlines throughout the semester to verify continued employment. This documentation is still required if the student reaches the 135-hour minimum before the end of the semester.

7. Submission of fraudulent documentation will be grounds for immediate removal from the Co-op program and will result in a failing grade.

8. The student must attend scheduled meetings with the Co-op Coordinator and must turn in the three required projects by the deadline dates.

9. The grade and credit will be recorded on the permanent high school transcript and will be used to calculate GPA.

10. Removal from the program will result in a failing grade, schedule change and forfeiture of the early release period.

Employment

1. The Co-op job must be directly related to the CTE course and approved by the Co-op Coordinator.

2. The student may work in their family business <u>only</u> if their direct supervisor is not a relative.

1. A student may not work in any placement requiring the use of a vehicle, tractor or mower. (Ex. Delivering pizza, parts, etc.)

3. ***The student must be employed by the first day of the semester. If the student does not have a marketing-related job by the first day of the semester, they will be removed from the Co-op program and put into a class.***

4. The employer must agree to participate and to complete an evaluation each grading period during the semester.

5. ***The employer must issue valid pay stubs showing withholding for federal, state and Social Security taxes. Under no circumstances will a job paid in cash qualify for the co-op program.***

6. The student must stay employed for the entire semester, even if they finish 135 hours before the end.

School

1. To participate in Co-op the student must be in good standing with school administration.

2. Co-op is typically a 4th period class, with early release after 3rd period. A student with a release period must follow their school's early release policies and must sign out in person every day at the beginning of 4th period. ***Leaving campus without signing out is considered skipping class and will be dealt with by an administrator according to school policy.***

3. After signing out, the student must leave campus immediately, unless otherwise directed by a staff member.

4. If the school schedule is changed to accommodate testing or other situations, the student must follow the revised schedule and report to a designated location during the release period.

Be sure to complete and sign the application.