

# Cooperative Work Experience

1 credit per 150 work hours

## Communication



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Call (701) 352-3705 ext. 433

## Things we'll learn and study



Workplace Expectations



Resume Building



Record Keeping



Safety

## Course Description

This course provides students with a regularly scheduled, supervised employment opportunity to develop and improve work skills consistent with the student's occupational goals. The employment must be preceded by, or concurrent with, classroom instruction related to the work experience.

Google Classroom Code:

pdf2jqp

## Expectations

Conform to the policies, procedures, and regulations of the employer and North Valley.

Report to North Valley for a face-to-face check in and/or instruction twice per month. Dates will be provided in advance.

Keep records of experiences and wages (if applicable) as required and submit them on or before specified deadlines.

Maintain passing grades in school, maintain regular attendance and not allow their out of school work to conflict with their educational program.

# Homework

“Homework” for this course is your weekly reflection form, which can be found on Google Classroom. Additional career-ready assignments (ex: job application, resume, mock interview) will be added as appropriate. Work submitted more than 1 week past the due date will not be accepted.

# Absences

Daily attendance is very important, especially because of the “workplace” nature of the course. If you will be or were absent, it is your responsibility to communicate with both me AND your employer. You do not receive extra time to complete assignments for a school-related absence like extra-curriculars or field trips. For each day of an excused absence (funeral, sick, family vacation) you will have two days to make up the work to receive full credit.

Credit will be awarded on a Pass/Fail basis.

# Grading

# CTSO

Students enrolled in this course can join the Career and Technical Student Organization (CTSO) related to the work experience. CTSOs include: HOSA, DECA, FBLA, FFA, and SkillsUSA. If interested, students should communicate with the advisor of the respective organization. Participation is optional and not part of your grade, but you will have more fun if you get involved! 😊

# Assessment

There will be a training agreement among all partners of the work experience (school, employer, student, and parents/guardians) outlining the expectations of each party. The plan will include provisions for assessment of student progress by the employer and for on-site visits by the instructor.

You have some major responsibilities as a student in this class. This means you’re responsible for your words, actions, reactions, behavior, and learning. You are always free to choose, but you are not free from the consequences of your choices.

Please return these pages to Mrs. Zahradka **by September 1st.** Please keep the first page at home for your reference.

I, \_\_\_\_\_, have read through the Cooperative Work Experience syllabus and understand its contents. I will do my best to follow the expectations outlined throughout my time in this program.

## Parents and Guardians:

If you have any questions or concerns about the contents of this syllabus or attached forms, please do not hesitate to contact me. Please read through the syllabus and sign below.

\_\_\_\_\_  
Parent/Guardian Signature

Attached is the signature page from the North Valley Career and Technology Center Student Handbook, which can be found at [www.northvalleyctc.org](http://www.northvalleyctc.org).

I'm excited for a great year!  
Mrs. Zahradka

**NORTH VALLEY CAREER TECH CENTER**  
**ACKNOWLEDGEMENT OF RECEIPT**  
**ACCEPTABLE USE AGREEMENT**  
**PUBLICITY RELEASE/ FIELD TRIP PERMISSION**

Student Name (Please Print): \_\_\_\_\_

Grade: \_\_\_\_\_

Home School: \_\_\_\_\_

Program(s) Enrolled: \_\_\_\_\_

**STUDENT:**

I have been notified that the Student Handbook is located at [www.northvalleyctc.org](http://www.northvalleyctc.org), and read a copy which contains the rights and responsibilities of students including the Grievance Procedure, Drug Use/Abuse, Sexual Harassment, and Computer Policies at North Valley Career Tech Center.

I agree to abide by the provisions of the Computer Policy. I understand that any violation of the provisions stated in the policy may constitute suspension or revocation of Internet/Network access and related privileges and will lead to school disciplinary action.

Throughout the year, North Valley Career Tech Center publishes articles about its programs and student achievements. North Valley's website also includes pictures of students, their projects, awards, etc. For us to publish names and photos of students we require that this form be completed and returned to the Center. I agree to allow North Valley to publish my name and photo.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**SPONSORING PARENT OR GUARDIAN:**

I have been notified that the Student Handbook is located at [www.northvalleyctc.org](http://www.northvalleyctc.org), and have read a copy which contains the rights and responsibilities of students including the Grievance Procedure, Drug Use/Abuse, Sexual Harassment, and Computer Policies at North Valley Career Tech Center.

I will monitor my son/daughter's use of the network and his/her potential access to the worldwide Internet and will accept responsibility for supervision in that regard if and when my son/daughter's use is not in a school setting. I give my permission for my son/daughter to use the network and the Internet and certify that the information contained on this form is correct.

Throughout the year, North Valley Career Tech Center publishes stories about its programs and achievements of students. North Valley's website also includes pictures of students, their projects, awards, etc. For us to publish names and photos of students we require that this form be completed and returned to the Center. I agree to allow North Valley to publish my son/daughter's name and photo.

I give my son/daughter permission to participate in local field trips taken as part of a Center program's curriculum.

Signature of Parent or Guardian: \_\_\_\_\_ Date \_\_\_\_\_