



Health Sciences Education Cooperative Work Experience Policy

1. Student Admittance and Participation

- A. Secondary students may participate in a cooperative education component of an approved Health Sciences program while enrolled or after completion provided there is a recommendation from the CTE Instructor/Coordinator, approval from Administration and permission from the student's parent/guardian.

2. Agreements and Individual Training Plans

- A. A written training agreement describing responsibilities and expectations of each will be cooperatively developed by the educational agency and the training site.
- B. An individual training plan listing tasks and student performance objectives to be learned and demonstrated by the student at the training site will be cooperatively developed by the CTE Instructor/Coordinator and the supervisor at the site.

3. Placement of Students at Work Sites

- A. The CTE Instructor/Coordinator will ensure that interests of both students and employers are considered when students are placed at training sites.
- B. Cooperative work experience for Special Population students shall be described in the student's Individual Career & Technical Education Plan document.
- C. Cooperative work experience components of the instructional program are not intended to serve as an employment agency.

4. Student Time at School and Work Site

- A. While enrolled in regular school classes, student's time at school plus work at the cooperative work experience training site will not exceed 40 hours per week.
- B. At times other than when enrolled in regular school classes, students in cooperative work experience programs will comply with regular working hours of the work site or as described in the training agreement.

5. School Credit for Work Site Experiences

- A. Secondary students may earn units of credit toward graduation by successfully completing work site experience. At most schools 150 hours equal 1 credit.
- B. Student achievement and progress at the work site will be evaluated by the work site supervisor and will be graded.

6. Student Compensation

- A. Cooperative work experience students may check on receiving financial compensation from the cooperating employer.

7. Records and Reports

- A. The CTE Instructor/Coordinator shall maintain cooperative work experience records and reports, including:
 - 1. Training agreement between the educational agency and the work site.
 - 2. Training plan for each student in the cooperative work experience program.
 - 3. Supervisory visits by the CTE Instructor/Coordinator.
 - 4. Individual student hours worked while enrolled in the program.
 - 5. Employer evaluations of student performance.
 - 6. Student self-evaluation.

8. Time and Travel Allowances for the CTE Instructor/Coordinator

- A. The CTE Instructor/Coordinator's assignment should include off-campus time for supervision and coordination. The CTE Instructor/Coordinator should be compensated for this time at the same rate as for other teaching assignments or as described in the educational agency's policies.
- B. Travel incurred in the performance of the CTE Instructor/Coordinator's duties should be reimbursed at the educational agency's prevailing rate.

9. Professional Courtesy

- A. Communication regarding cooperative work experience student placement should prevail among CTE Instructor/Coordinators throughout the state.