

HEALTH CAREERS COOPERATIVE EDUCATION POLICY STATEMENT

1. Student Admittance and Participation

- A. Secondary students may participate in a cooperative education component of an approved Health Careers program while enrolled or after completion provided there is a recommendation from the vocational instructor/coordinator, approval of the principal/vocational director, 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 instructor/coordinator and the supervisor at the site.

3. Placement of Cooperative Education Students at Work Sites

- A. The vocational instructor/coordinator will ensure that interests of both students and employers are considered when students are placed at training sites.
- B. Cooperative education for special population's students shall be described in the student's Individual Vocational Education Plan document.
- C. Cooperative education components of the instructional program are not intended to serve as an employment agency.

4. Cooperative Education Student Time at School and Work Site

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

5. School Credit for Cooperative Education Work Site Experiences

- A. Secondary students may earn units of credit toward graduation by successfully

completing work site experience. At most schools, 360 hours equals 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 education students may check on receiving financial compensation from the cooperating employer.

7. Records and Reports

- A. The vocational instructor/coordinator shall maintain cooperative education records and reports, including:
 1. Training agreement between the educational agency and the cooperating work site.
 2. Training plan for each student in the cooperative education program.
 3. Supervisory visits by the 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 Instructor/Coordinator

- A. The instructor/coordinator's assignment shall include off-campus time for supervision and coordination. The instructor/coordinator shall 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 instructor/coordinator's duties shall be reimbursed at the educational agency's prevailing rate.

9. Professional Courtesy

- A. Communication regarding cooperative education student placement should prevail among instructor/coordinators throughout the state.