



Education and Workforce Development Cabinet
Office of Career and Technical Education

Rules and Procedures for the Cooperative Education (Co-op) Program

School:		Area Technology Center	Phone #:	
School Address:			Fax #:	

1. **APPLICATION:** You must apply to enroll in the co-op course. If you are under the age of 18, your parents/guardian must sign the application and give permission for participating in the co-op program. You may pick up an application from your instructor, the co-op coordinator or at the front desk of the Technology Center. Your instructor must approve of your workstation and all agreements must be signed prior to starting to work.
2. **TRAINING PLAN AGREEMENT:** You and your program instructor must also complete a training plan agreement. Your instructor, your parents/guardian, your employer, and the co-op coordinator must sign the training plan agreement. The training plan agreement outlines the skills you are to learn while working in the co-op position. The training plan agreement must also list your employer’s name and your supervisor’s name, address, and phone number. It also must include your work schedule.
3. **STARTING A CO-OP JOB:** You must have a job within two weeks after the start of each semester or you will be placed in regular classes.
4. **ATTENDANCE:** If you want to work, you must come to school that day. When you must be absent from work, call the Technology Center and your employer and tell them why you will not be at work before you shift begins. You must sign in/out at the high school when you arrive from co-op or when you check out to go to co-op. Your attendance at your workstation will be recorded on your permanent record.
5. **DISMISSAL OR FIRED FROM JOB:** If you are fired or dismissed from the co-op job, you are out of the co-op program. Your schedule will be changed to regular classes.
6. **CHANGING POSITIONS:** If you desire to change jobs or work positions, discuss this change with the program instructor or the co-op coordinator before you change. If the decision for a change is made, you must give proper notice to your employer. (This is normally a regular pay period. If you are paid weekly, you must give a one-week notice that you are going to change positions. If you are paid every two weeks, you should give two weeks advance notice, etc.)
7. **EVALUATIONS:** Your supervisor at work will evaluate you on a form supplied by the Technology Center. The evaluation will be given to your instructor and the instructor is responsible for assigning your official grade for the co-op class. Only the final semester grade will be recorded on your permanent records. Your instructor will also give you a letter grade every nine weeks so that you know how you are doing in co-op. However, other grading periods will be a “P” (Pass) or “F” (Fail) for your co-op class.
8. **INSURANCE:** Your employer must pay for worker’s compensation insurance for you while you are working in co-op. This is also true when employed by a parent or relative. Your school insurance, paid by Kentucky TECH to cover you while enrolled in the Technology Center does not cover you while you are in a paid co-op program.

Equal Education and Employment Opportunities M/F/D