

Venango Technology Center

1 Vo-Tech Drive

Oil City, PA 16301

Cooperative Education

The general aims of the Cooperative Career and Technical Education program are to develop technical skills and positive work attitudes which will enhance the overall employability of the students upon graduation from high school. The program also emphasizes basic consumer skills to assist students as they become productive members of the community.

Through approved "work experience", the students will learn basic technical skills in an occupation of interest to them, and be better able to make sound career decisions upon graduation. Yet, we here at Venango Technology Center realize that a vast majority of problems which arise in the employment world result not only from little or improper technical training, but from a lack of general employment information and exposure to positive work habits and attitudes.

Through participation in the Cooperative Career and Technical Education program, students will be better prepared to meet the expectations of their employers and more aware of their responsibilities as productive employees.

The success of the program is its usefulness to the student, the school and the community. While assisting the students to "bridge the gap" from school to the real world of work, the program expands the school curriculum through the use of the community, assists employers in selecting prospective full-time employees and promotes a closer cooperation between the community and the school while providing an incentive for our youth to remain in the community.

"Cooperation" is the keynote, not only to the Cooperative Education program in particular, but to employment and life in general. The attempt must be made to help students to see their obligation and ability to contribute to the community, while being aware of and respecting the contributions of others.

Rules and regulations for Student-Trainees in the Cooperative Education Program

In this type of effort where the employer, the school district, and the students are all concerned and cooperating together it is absolutely essential that certain rules and regulations be strictly observed. The employer has certain rules and regulations be strictly observed. The employer has certain work which must be done and is employing you with pay to complete that work.

The Venango Technology Center staff has a definite responsibility in the scheduling arrangements and the school is awarding academic credit for approved work experience in the program. The student is preparing for the world of work and establishing a reputation and record which will follow after graduation. Therefore, it should be understood from the start that any student who does not take their work and responsibility seriously and fails to abide by any of these rules and regulations, or those of the employer, will be immediately terminated from the Cooperative Education program and returned back to a full-time Tech and sending school schedule.

SCHOOL RELEASE POLICY

- No student-trainee under 18 years of age will be excused from school to go to work without a complete set of working papers.
- Any change in employment must be accompanied with a new Training Agreement.
- To obtain a full credit for approved work experience, the student-trainee must have at least 15 Hours of work per week.
- Student must be approved by Parents/guardians, Tech instructor, Co-op Coordinator, Tech administration and Sending School Administration.
- Any student who wishes to work for a parent must obtain working papers, be paid a legal wage and be covered by workman's compensation.

ATTENDANCE

- If a student-trainee is absent from school, the student WILL NOT ATTEND WORK experience ANYTIME that day.
- Student-trainees WILL NOT ATTEND work experience ANYTIME on days of inside or outside suspension.
- If an illness prevents a student-trainee from reporting to work, the STUDENT MUST CALL the employer, and the Cooperative Education office at 682-6928, by 8:45 a.m. that morning.
- If the student misses school/work due to an appointment, arrangements **must be made prior to that day** by discussing this with the employer and with the Cooperative Education office.
- Student trainees will be prompt in their attendance on the job and will sign out at the time of their release/return to the sending school each day.

- Students are required to work during school vacations unless there is a prior arrangement made between the Co-op Coordinator and the employer.
- In case of bad roads or school cancellations due to inclement weather, the student and their parents must make a judgment call. If the decision is reached to not attempt the drive to work, the student must phone the employer and the co-op office to let them know of the situation
- Students must abide by all Co-op. Venango Tech Center, sending high school and employer policies. Failure to do so can result in removal from the Co-op placement and return to full day school schedule.

● **ABSOLUTELY NO CELL PHONES AT WORK**

JOB COMMUNICATION/INFORMATION

- Students will be expected to keep their Cooperative Education “Work Experience Log” up to date on a DAILY basis. Failure to do so will result in an INCOMPLETE grade for work experience for the marking period until it becomes completed.
- If a student is terminated from their job, or temporarily laid-off, the student must notify the Co-op Coordinator immediately.
- Any information regarding a change in wages or hours must be relayed to the Co-op coordinator by the student.
- Students must consult with the Co-op Coordinator and obtain his/her approval BEFORE leaving a job. Any such termination should involve “prior notice” to the employer. Failure to do this may result in a failing grade for the marking period.
- Student-trainees may learn things at their training station that are confidential and should not be discussed outside of work. Student-trainees are expected to be loyal and keep that information to themselves.
- Student-trainees must report any accidents on the job to the designated supervisor and to the Co-op Coordinator immediately.
- Cooperative Education is a school based program. While on the job, you are not permitted to smoke.
- Discipline issues will be handled as per VTC policy guide.

CO-OP CLASS/BANQUET INFORMATION

- Student-trainees will return to Venango Tech Center for Co-op class on the first and third Wednesday of every month. These are required classes. Class dates with Mr. Moore and Shop class are as follows:

Co-op Class	Shop
October 3, 2018	October 17/18, 2018 NOCTI Pre Test
November 7, 2018	November 21, 2018
December 5, 2018	December 19, 2018
January 2, 2019	January 16, 2019
February 6, 2019	February 20, 2019
March 6, 2019	March 18-22, 2019 NOCTI Test Prep & Test
*Tuesday, April 2, 2019 NOCTI Performance	April 17, 2019 Banquet Practice
April 30, 2019 Banquet	May 15, 2019 Graduation Practice

*Please note Tuesday and not Wednesday

The final Co-op classes will be determined by the dates of your NOCTI review, written test and skill test.

IF YOU WILL NOT BE AT WORK BECAUSE OF A FIELD TRIP OR OTHER SCHOOL RELATED ACTIVITY, MR. MOORE MUST BE NOTIFIED AT LEAST ONE DAY PRIOR TO THE EVENT.

Date for the Employer Appreciation Banquet is TUESDAY, April 30, 2019.

- Any student, who misses a co-op class, may be required to return to Venango Tech Center for 2 days to make up for it unless prior arrangements have been made for extenuating circumstances and then the student will return for 1 day. The make-up within one week of the missed class.
- Students must send pay stubs and weekly journal by text or email every Monday. Failure to do so will result in an **incomplete** for the grading period.
- Students are required to attend the Cooperative Education Employer Appreciation Banquet on the above announced date.
- Any student who does not attend the Banquet will be pulled from their Cooperative Education work experience position for a period of one week. (7 days).

TRANSPORTATION RESPONSIBILITIES

- Student-trainee and their parents are responsible for transportation to and from the training station. They will provide sufficient insurance.
 - When driving between school and the training station, the student-trainee will go in the most direct route and will not transport other students unless they are officially on the driving pass.
- UNEMPLOYMENT COMPENSATION**
- If a student-trainee is laid-off, the student **WILL NOT APPLY FOR UNEMPLOYMENT COMPENSATION BENEFITS**. The Unemployment Compensation Law of PA, as amended in 1971, clearly states that “Students in approved full-time Cooperative Education Programs” cannot receive unemployment compensation. This is also stated in the state approved training plan.

I have read and understand the Rules and Responsibilities. I agree to follow all policies.

Student _____ Date _____

() I have read and understand the rules and responsibilities and would like my son/daughter to be placed in a cooperative education training program if possible.

() I have read and understand the rules and responsibilities and **DO NOT** wish my son/daughter to be placed in a cooperative education training program.

Parent _____ Date _____

Cooperative Education

Rules Quiz

Name _____ Date _____

1. A student under 18 does not need a work permit. True or False
2. To change employment, a student must have a new training agreement. True or False
3. What five people/groups must approve your participation in the Cooperative Education Program
4. What 2 people must you call if you are absent from school?
5. If you are absent from school, can you go to work? Yes or No
6. Are there any exceptions to this rule?
7. In case of bad roads or inclement weather, who makes the decision about your travel to work?
8. Do you work on days when your school is off for any reason?
9. How often do you record hours in your logbook?
10. What days must you return to the Tech Center for Co-op class?
11. Are you eligible for Unemployment Compensation while you are under the training agreement?
12. You owe your employer loyalty and should be positive towards your job.

**COOPERATIVE
EDUCATION
PROGRAM**

2018-2019

**Log Book
Assignments
Time Sheets**



*Venango Technology Center
1 Vo-Tech Drive
Oil City, PA 16301*

Mr. Robert Moore
814-682-6928

Co-op Reporting Dates

Students will need to report to VTC twice a month, the 1st and 3rd Wednesday of each month. Please use the following schedule:

2018

Wednesday, October 3, 2018 Co-op

Wednesday/Thursday, October 17-18, 2018 Shop – NOCTI Pre Test

Wednesday, November 7, 2018 Co-op

Wednesday, November 21, 2018 Shop

Wednesday, December 5, 2018 Co-op

Wednesday, December 19, 2018 Shop

2019

Wednesday, January 2, 2019 Co-op

Wednesday, January 16, 2019 Shop

Wednesday, February 6, 2019 Co-op

Wednesday, February 20, 2019 Shop

Wednesday, March 6, 2019 Co-op

All Week, March 18-22, 2019 Shop – NOCTI Test Prep & Test

Tuesday, April 2, 2019 NOCTI Performance

Wednesday, April 17, 2019 Shop and Banquet Practice

Tuesday, April 30, 2019 Co-op Banquet

Wednesday, May 15, 2019 Shop and Graduation Practice