

Troy School District Work-Based Education Training Agreement & Training Plan

Student/Learner Information

Student Name: _____ Home Phone _____
 Address: _____ Emergency Contact: _____
 City: _____ Zip: _____ Emergency Phone Number: _____
 Date of Birth: _____ Age: _____ Grade: _____
 School: _____ Address: _____
 City: _____ Zip: _____
 Date of safety instruction: _____ Number of credit hours to be granted: 1
 Concurrent, related academic course: _____
 Type of Placement (check one):
 General Education Capstone/CTE Special Education School-to-Registered Apprentice

Employer Information

Name of Firm: _____ Supervisor(s): _____
 Address: _____ Phone: _____
 City: _____ Zip: _____

Employment Information

Job Title: _____ Date Employment Begins: _____
 Beginning Rate of Pay: _____ Date Employment Ends: _____
 Possible Hours to be Worked: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest							
Latest							

List of job activities that contribute to the student learner's progress toward a career objective:

- **Greet customers and ascertain what each customer wants or needs. +**
- **Describe merchandise and explain use, operation, and care of merchandise to customers. +**
- **Recommend, select, and help locate or obtain merchandise based on customer needs and desires**
- **Compute sales prices, total purchases, and receive and process cash or credit payment. +**
- **Answer questions regarding the store and its merchandise.**

Education Goals/Training Plan

List the education/career goals related to this placement that aligns with the student's career pathway contained in the student's educational development plan (EDP):

Student Responsibilities

1. Complete activity log sheets/time sheets in a timely manner
2. Be in assigned location on days and times scheduled--
(students are not allowed to go to work if they don't go to school)
3. Follow school and employer's health and safety work rules
4. Maintain good attendance in school
5. Bring assignment/work problems to attention of your assigned teacher/supervisor
6. Follow the policies and procedures of competencies for the employer and the school
7. The student will not quit the coop. program without loss of credit after the first 10 days of school.
8. The student will not change jobs without prior approval of the coordinator.
9. Work and school hours cannot exceed 48 hours per week for students under age 18

Employer Responsibilities

1. Student needs to work between 10 and 15 hours/per week in order to become eligible for 1 credit hour
2. Complete a progress report for each marking period
3. Consult with the school coordinator before terminating the student.

4. Work and school hours cannot exceed 48 hours per week for students under age 18
5. The employer will follow all labor laws related to employing a minor.
6. The employment of the student learner will conform to all federal, state, and local laws and regulations. The employer agrees that a pupil will not be discriminated against on the basis of race, color, religion, national origin, sex, age or disability.

School District Responsibilities

1. The district certified teacher/coordinator will make at least one on-site visit, every nine weeks, to the employer after the initial visit.
2. Related instruction will be provided by the school.
3. The district is in compliance with federal laws relating to nondiscrimination.

We, the undersigned, agree to the conditions in this agreement:

Student Signature

Date

Coordinator

Date

Parent/Guardian

Date

Principal/Designee

Date

In addition to the conditions listed above, I, the employer, verify that the company currently carries and will continue to carry during the employment of this co-op. student Liability and Workmen's Compensation Insurance.

Employer Signature

Date

Liability and Workmen's Compensation Insurance Company

Troy High School, 4777 Northfield Pkwy., Troy, MI 48085 (248).823.2700 (phone) 248.823.271 (fax)
Troy Athens High School, 4333 John R Road, Troy MI 48085 248.823.2900 (phone) 248.823.2908 (fax)