

# McCreary Central Co-Op Program

McCreary Central would like to allow students to pursue on the job experience through the Work Based Learning program. In order for this opportunity to be effective both the employer and student must agree to the following standards.

**Students** will agree to the following:

1. Be responsible
  - a. Show up on time
  - b. Be courteous
  - c. Display a proper work ethic
  - d. Be honest
  - e. Notify employer in advance of future absence
2. Leaving school
  - a. Sign out each day in predetermined location
  - b. Exit school as soon as you sign out
  - c. Exit parking lot in an appropriate manner
  - d. Destination should be straight to the job
  - e. Do not transport anyone from campus

**Employer** agrees to the following:

1. Provide contact information for WBL instructor via email and phone
2. Notify WBL instructor of any problems associated with student
3. Notify **immediately** the WBL instructor if student is no longer employed with their place of business
4. Work in cooperation with WBL instructor to create a job related skill plan for the student.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_