

**NORTH MONTCO TECHNICAL CAREER CENTER**

**CO-OP / INTERN**

**STUDENT RESPONSIBILITIES**

1. The training agreement and training plan must be fully completed before work begins.
2. Be on time. Lateness to class/work will not be tolerated and could result in removal from the program.
3. If you are ill on a workday, you must phone your employer, you must also call the school and inform the Co-op office, (215)368-1177 x130, of any absence by leaving a message. Any student who is absent from the work site and does not notify NMTCC will result in an unexcused absence.
4. If you are not present on a school day, you should not be going to work.
5. You will work the hours agreed upon with your employer regardless of North Montco's schedule. If we are closed for snow, you should not assume that you are excused from work. Some employers may require that you work on school holidays also.
6. IF FOR SOME REASON, YOU ARE NOT TO REPORT TO THE WORK SITE ON A SCHEDULED DAY, YOU MUST REPORT TO NORTH MONTCO. UNDER NO CIRCUMSTANCES SHOULD A STUDENT WHO IS NOT BEING UTILIZED BY THEIR EMPLOYER ON AN ASSIGNED WORK DAY REMAIN AT HOME.
7. Any job problems should be immediately brought to the attention of the Co-op Coordinator by calling (215)368-1177 ext. 130. Leave a message if no one is available to respond.
8. At the end of each work day, you are to complete an electronic daily work journal. You are also required to have your mentor fill out a quarterly student evaluation. This evaluation is a large portion of your marking period grade.
9. SHOULD A STUDENT MISS A REPORT DAY he/she must bring in a completed NM excuse form signed by a parent or guardian. Failure to do so will result in an unexcused absence and possible removal from the Co-op program.
10. Student must maintain a "C" average to enter/remain in program. Failure to do so will result in student being pulled off the job until grades have been improved. You will be required to notify your employer as to why you are pulled from the job.

(Please Print)

I \_\_\_\_\_ **UNDERSTAND AND ACCEPT THE RESPONSIBILITIES OF BEING A NORTH MONTCO CO-OP STUDENT.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Northern Montgomery County Technical Career Center** does not discriminate in regard to race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to youth groups.