

NORTH MONTCO TECHNICAL CAREER CENTER
APPLICATION FOR CAPSTONE CO-OP / INTERN PROGRAMS

(Student should please print)

CANDIDATE'S NAME _____ GRADE _____ DATE _____

PROGRAM OF STUDY _____ INSTRUCTOR _____

Co-op students are eligible to work up to 5 afternoons/week.

Intern students are eligible to work up to 3 afternoons/week.

INSTRUCTOR - Please complete the following:

* *Student must have a "C" average to enter/remain in program.*

CANDIDATE'S CURRENT GRADE AVERAGE _____

LENGTH OF TIME IN YOUR CLUSTER YEARS _____ MONTHS _____

Student has completed the majority of the competencies in his/her program of study and is ready for CO-OP or internship.

INSTRUCTOR SIGNATURE _____ DATE _____

REQUIREMENTS:

1. The employer must agree to:

- Carry the student on their company's Worker's Compensation Policy.
- Take out all taxes required by law. STUDENT MAY NOT BE A SELF-EMPLOYED CONTRACTOR.
- Provide work time at least equal to amount of school hours (3/day) but workday may be longer, as long as it doesn't violate Child Labor Laws if under 18 years old.
- Provide a mentor – Student must not be left alone. Mentor should assist in student's duty & task training.
- Allow monthly job site visits by school personnel and complete a quarterly student evaluation each marking period.
- Require/provide all personnel safety glasses, goggles, hearing protection, and gloves, if required.

2. The student should/will have to complete the following:

- Resume**
- Provide a copy of Work Permit, if under 18 years old.
- Training Agreement signed by student, parent or guardian, instructor and employer.
- Training Plan signed by student, parent or guardian, instructor and employer.
- Obtain Parking Permit and obey all NMTCC parking rules & regulations.
- Bring in first pay stub to copy.
- Ensure **Quarterly Student Evaluation (STC-009)** is turned in each marking period .

The North Montco Technical Career Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to youth groups. Inquiries may be directed to the Administrative Director – the Title IX Coordinator/Section 504/ADA Title II Coordinator at 1265 Sumneytown Pike, Lansdale, PA 19446 or 215-368-1177.