

# Syllabus

## Co-op Guidelines

A co-op student should obtain a job relative to his/her CTE pathway by September 15<sup>th</sup>.

There may be measures beyond control due to age or pathway constraints.  
(Example: Medical Field - must be 18 years old)

I will try to assist and work with each of you that falls in this situation. I may be able to help one person: I may not be able to help everyone. Each student is an individual case.

\*\*\*\*\*

### Co-op Requirements:

1. Purchase a parking tag
  - a. must be displayed in your vehicle
2. Attend school regularly (must not be truant): Violating the following will make you ineligible.
  - a) 6 more unexcused absences
  - b) 10 or more unexcused tardies
  - c) 3 or more skipped classes
3. Transition Ready (100%) by the start of the 2<sup>nd</sup> semester

\*\*\* All Co-op Guidelines Agreement and Permission Forms must be **fully completed** before you are allowed to leave school.

### Grading Procedure:

- 1) Complete all co-op evaluation and/or other assignments on time.
  - a. 2 evaluations per nine weeks
  - b. No late evaluation will be accepted after due dates.
  - c. Each evaluation will be 50 points
- 2) Must turn in a pay stub per evaluation

Evaluation Due Dates
Sept 15 <sup>th</sup>
Oct 13 <sup>th</sup>
Nov 17 <sup>th</sup>
Dec 15 <sup>th</sup>
Feb 9 <sup>th</sup>
Mar 8 <sup>th</sup>
April 12 <sup>th</sup>
May 15 <sup>th</sup>

**FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS MAY RESULT IN LOSS OF CO-OP PRIVILEGES AND WILL BE PLACED INTO AN ON-CAMPUS CLASS.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

