

COMMONWEALTH OF MASSACHUSETTS

Department of Education
Division of Occupation Education

STATEMENT OF ASSURANCE OF NON-DISCRIMINATION

The JOSEPH P. KEEFE TECHNICAL SCHOOL does not discriminate on the basis of race, color, national or ethnic origin, Sex, disability, veteran status or age in the administration of any of his educational programs, admissions, policies, scholarship and loan programs, athletic and other school-administered programs or in employment.

The following represents an agreement between an "Equal Opportunity Employer" and the South Middlesex Regional Vocational Technical School District Committee.

- 1. School Student Attends: Joseph P. Keefe Technical School School Code #: 220854 (Six Digits)
2. Students Program of Study/Shop: O.E. Code #L N/A
3. Name of Employer: Telephone No.
4. Address of Employer:
5. Nature of Employer's Business:
6. Number of qualified and experienced workers now employer in the occupational area who shall supervise these students while on the job
7. Hours per week Duration of Cooperative Employment/Starting Date:
8. Are safety conditions observed?
9. Starting wages per hour.
10. Plans for salary increases.
11. Employer's Workers Compensation Insurance Number.
12. Does the cooperation employer agree to give the learner a progressive, diversified experience in accordance with the "Outline of Skills to the strengthened on the Job" found on the reverse side of this sheet?

Cooperating Employer Date

The School hereby has provided a program of organized safety instruction during the classroom phase of this program.

Signed/Cooperating Employer Date Signed/School Coordinator Date
Signature /Student Learner Date Signature/Parent/Guardian Date

The following is an outline of the skills that will be evaluated as part of the student's cooperative education.

A. Employability skills (from Career and Technical Education Curriculum Frameworks)

1. Communication and literacy: The student demonstrates the ability to speak, listen, read, and write to function successfully

Skills: Demonstrates effective writing skills
Demonstrates effective listening skills
Demonstrates effective speaking skills
Demonstrates effective reading skills
Apply appropriate phone skills

2. Organizing and Analyzing Information: The student gathers, organizes and evaluates the meaning of documents and information.

Skills: Perform relevant math calculations
Read industry-related material
Use technology to gather, analyze and evaluate information
Understands information presented graphically

3. Problem Solving: The student identifies problems, understands their context and develops solutions.

Skills: Perform relevant math calculations
Think critically and solve problems
Identify, obtain and apply needed resources
Visualize/conceptualize ideas and processes
Perform effective industry and career research

4. Using Technology: The student identifies and applies appropriate technologies.

Skills: Adapt to new technology
Understand new technology-related vocabulary
Use a Computer

5. Completing Entire Activities: The student participates fully in a task or project from initiation to completion, using time management skills.

Skills: Take the initiative to complete a project independently
Demonstrate effective time management skills
Demonstrate reliability in completing projects/tasks

6. Acting Professionally: The student meets workplace standards on attendance, punctuality, dress code, confidentiality, flexibility and self-control.

Skills: Meet company attendance/punctuality expectations
Demonstrate effective self-management skills
Maintain constant professionalism
Follow workplace protocol (etiquette)

7. Interacting with Others: The student works professionally and respectfully with a diversity of co-workers, supervisors and customers, resolving conflicts in a constructive manner.

Skills: Demonstrate effective negotiation skills
Manage conflict with management/co-workers/others

8. Understanding All Aspects of the Industry: The student understands the structure and dynamics of the entire organization, health and safety issues in the industry and the role of the business within the larger community.

Skills: Make appropriate career choices based on industry/career research
Work safely and follow company procedures
Understand the career ladder at the company and within the industry
Understand the role of the company and industry in the local, national, and global arenas

9. Taking Responsibilities for Career and Life Choice: The student balances demands of work, school and personal life and takes responsibility for developing his or her own personal and professional growth.

Skills: Demonstrate the willingness to learn
Prioritize tasks and activities
Take initiative
Establish reasonable long and short term goals
Apply appropriate stress management techniques
Demonstrate the ability to perform an effective job search

10. Character: Displays loyalty, honesty, dependability, initiative, self-discipline, and self-responsibility.