



# Academy of Careers and Technology Career and Technical Education Training Agreement

Student Name: \_\_\_\_\_ School Year: 2014-15  
Program: \_\_\_\_\_ Starting Date: \_\_\_\_\_  
Work Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
Training Supervisor : \_\_\_\_\_ Phone: \_\_\_\_\_

## RESPONSIBILITIES

The **student-learner** considers his/her job experience as contributing to his/her career objective and agrees:

1. To attend school classes at his/her school as a prerequisite to work unless prior arrangements have been made with the employer or teacher-coordinator.
2. To maintain average grades in all classes required as part of his/her CTE program and as defined by the local school system.
3. To conform to the rules and regulations of the work site.
4. To show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
5. To consult the teacher-coordinator about any difficulties arising at the work site or related to his/her training program.
6. To participate in those co-curricular activities that are required in connection with his/her CTE program.
7. To inform the employer and teacher-coordinator in the event of illness or emergency that prevents attendance as usual.

The **parents or guardians of the student-learner**, realizing the importance of the training program to the student-learner, agree:

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. To share the responsibility for the safety and conduct of the student-learner while he/she is traveling to and from the school, the work site and his/her home.
3. To share responsibility for school and job attendance.

The **work-site supervisor**, recognizing that a training plan is being followed and that close supervision of the student-learner will be required, agrees:

1. To employ the student-learner for \_\_\_\_ hours per week at the minimum wage or as any other beginning employee, or as an unpaid work-based learning student in the same position in accordance with the Training Plan.
2. To adhere to all Federal and State regulations regarding child-labor laws and other applicable regulations.
3. To assist in the evaluation of the student-learner on a regular basis.
4. To provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the teacher-coordinator any difficulties the student-learner may be having.
5. To provide necessary instructional materials and occupational guidance for the student-learner.
6. To accept and assign the student-learner without regard to race, color, national origin, gender, or handicap.

The **teacher-coordinator**, representing the school, will coordinate the training program toward a satisfactory preparation of the student-learner for his/her occupational career objective and agrees:

1. To see that the necessary related classroom Instruction is provided in accordance with the training plan.
2. To work with the work-site supervisor and the student-learner to develop a training plan that meets the career objective of the student-learner.
3. To make periodic visits to the work-site to observe the student-learner, to consult with the work-site supervisor, and to render any needed assistance with training problems of the student-learner.
4. To assist the work-site supervisor in the evaluation of the student-learner.

**GENERAL POLICIES**

The teacher-coordinator reserves the right to withdraw the student from the training station under the following conditions:

1. The student's attendance, performance, and/or grades are unsatisfactory at the work-site or in school
2. The Training Plan is not being followed.

**ADDITIONAL COMMENTS**

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*Employer Signature*

*Student-Learner Signature*

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*Work-Site Supervisor Signature*

*Parent/Guardian Signature*

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*Teacher-Coordinator Signature*

*Date*



**ACT Training Plan**  
 390 Stanaford Road • Beckley, WV 25801  
 Phone: 304-256-4615 x304 Email: ameadows@k12.wv.us

The **ACT Training Plan** will allow students to participate at a work site that enhances the learning activities and compliments classroom activities of the career and technical education program.

A **Cooperative Training Agreement** must be completed by all parties involved and returned to the school.

A **Monthly/Daily Calendar** and **Evaluation** must be maintained and completed by the supervisor and submitted to the school prior to the end of each six-week grading period:

- The student will follow the guidelines, safety procedures, and work duties and activities established by the work site supervisor.
- The participant is a student--snow days, holidays, and other days when school is not in session, the student is not required to participate at the work site.
- If there are special school-related events that require student attendance at ACT or at their home school, then the student must notify the supervisor of that event in advance and make arrangements to be absent from the work site. These events could include field trips, WorkKeys or end-of-course testing, semester tests, graduation practice, graduation, or other approved events.
- If the student is ill or unable to report to the work site, the student must notify the supervisor, and either the job placement coordinator or the instructor, as soon as possible.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Work Site: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time Schedule: \_\_\_\_\_

**Duties and Activities** as dictated by the work site and/or supervisor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



# Academy of Careers and Technology Cooperative Education Training Calendar

| OCTOBER |       | NOVEMBER |       | DECEMBER |       | NOTES |
|---------|-------|----------|-------|----------|-------|-------|
| 1       | _____ | 1        | _____ | 1        | _____ | _____ |
| 2       | _____ | 2        | _____ | 2        | _____ | _____ |
| 3       | _____ | 3        | _____ | 3        | _____ | _____ |
| 4       | _____ | 4        | _____ | 4        | _____ | _____ |
| 5       | _____ | 5        | _____ | 5        | _____ | _____ |
| 6       | _____ | 6        | _____ | 6        | _____ | _____ |
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| 10      | _____ | 10       | _____ | 10       | _____ | _____ |
| 11      | _____ | 11       | _____ | 11       | _____ | _____ |
| 12      | _____ | 12       | _____ | 12       | _____ | _____ |
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| 30      | _____ | 30       | _____ | 30       | _____ | _____ |
| 31      | _____ |          |       | 31       | _____ | _____ |



# Academy of Careers and Technology Cooperative Education Training Calendar

| JANUARY |       | FEBRUARY            |       | MARCH |       | NOTES |
|---------|-------|---------------------|-------|-------|-------|-------|
| 1       | _____ | 1                   | _____ | 1     | _____ | _____ |
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| 27      | _____ | 27                  | _____ | 27    | _____ | _____ |
| 28      | _____ | 28                  | _____ | 28    | _____ | _____ |
| 29      | _____ |                     | _____ | 29    | _____ | _____ |
| 30      | _____ | (use for leap year) | _____ | 30    | _____ | _____ |
| 31      | _____ |                     | _____ | 31    | _____ | _____ |



# Academy of Careers and Technology Cooperative Education Training Calendar

| APRIL |  | MAY |  | JUNE |  | NOTES |
|-------|--|-----|--|------|--|-------|
| 1     |  | 1   |  | 1    |  |       |
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|       |  | 31  |  |      |  |       |



# Academy of Careers and Technology Cooperative Education Training Calendar

| JULY |  | AUGUST |  | SEPTEMBER |  | NOTES |
|------|--|--------|--|-----------|--|-------|
| 1    |  | 1      |  | 1         |  |       |
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| 30   |  | 30     |  | 30        |  |       |
| 31   |  | 31     |  |           |  |       |



# Academy of Careers and Technology

390 Stanaford Road, Beckley, WV 25801

Phone: 304-256-4615 Fax: 304-256-4674

## CAPSTONE COOPERATIVE CAREER & TECHNICAL EDUCATION STUDENT EVALUATION REPORT

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Training Agency

| ATTRIBUTES                       | EXCELLENT | GOOD | AVERAGE | BELOW AVERAGE | POOR | COMMENTS |
|----------------------------------|-----------|------|---------|---------------|------|----------|
| Ability to Work with Others      |           |      |         |               |      |          |
| Attitude Toward Job              |           |      |         |               |      |          |
| Cooperation                      |           |      |         |               |      |          |
| Customer Relations               |           |      |         |               |      |          |
| Decision Making                  |           |      |         |               |      |          |
| Follows Directions               |           |      |         |               |      |          |
| Initiative (Finds Work to do)    |           |      |         |               |      |          |
| Mathematical Skills              |           |      |         |               |      |          |
| Oral Communications              |           |      |         |               |      |          |
| Performs Job Expected            |           |      |         |               |      |          |
| Personal Appearance              |           |      |         |               |      |          |
| Practices Good Safety Habits     |           |      |         |               |      |          |
| Problem Solving                  |           |      |         |               |      |          |
| Quality of Work                  |           |      |         |               |      |          |
| Quantity of Work                 |           |      |         |               |      |          |
| Reaction to Supervision          |           |      |         |               |      |          |
| Reading Skills                   |           |      |         |               |      |          |
| Related Job Skills               |           |      |         |               |      |          |
| Technical Knowledge              |           |      |         |               |      |          |
| Use of Equipment/Tools/Materials |           |      |         |               |      |          |
| Use of Working Time              |           |      |         |               |      |          |
| Willingness to Learn             |           |      |         |               |      |          |
| Written Communications           |           |      |         |               |      |          |
| Other                            |           |      |         |               |      |          |
| <b>OVERALL PERFORMANCE</b>       |           |      |         |               |      |          |

### ATTENDANCE

- Perfect attendance  
 Seldom absent with good excuses & advance notification  
 Occasionally absent without good excuse or notification  
 Frequently absent

### PUNCTUALITY

- Always on time  
 Seldom late but with good excuse  
 Occasionally late without good excuse  
 Frequently late

Do you wish an immediate conference with the Instructor? YES \_\_\_ NO \_\_\_

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Date)

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_