



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

Employer Signature

Student-Learner Signature

Work-Site Supervisor Signature

Parent/Guardian Signature

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	_____	_____
7	_____	7	_____	7	_____	_____
8	_____	8	_____	8	_____	_____
9	_____	9	_____	9	_____	_____
10	_____	10	_____	10	_____	_____
11	_____	11	_____	11	_____	_____
12	_____	12	_____	12	_____	_____
13	_____	13	_____	13	_____	_____
14	_____	14	_____	14	_____	_____
15	_____	15	_____	15	_____	_____
16	_____	16	_____	16	_____	_____
17	_____	17	_____	17	_____	_____
18	_____	18	_____	18	_____	_____
19	_____	19	_____	19	_____	_____
20	_____	20	_____	20	_____	_____
21	_____	21	_____	21	_____	_____
22	_____	22	_____	22	_____	_____
23	_____	23	_____	23	_____	_____
24	_____	24	_____	24	_____	_____
25	_____	25	_____	25	_____	_____
26	_____	26	_____	26	_____	_____
27	_____	27	_____	27	_____	_____
28	_____	28	_____	28	_____	_____
29	_____	29	_____	29	_____	_____
30	_____	30	_____	30	_____	_____
31	_____			31	_____	_____



Academy of Careers and Technology Cooperative Education Training Calendar

JANUARY		FEBRUARY		MARCH		NOTES
1	_____	1	_____	1	_____	_____
2	_____	2	_____	2	_____	_____
3	_____	3	_____	3	_____	_____
4	_____	4	_____	4	_____	_____
5	_____	5	_____	5	_____	_____
6	_____	6	_____	6	_____	_____
7	_____	7	_____	7	_____	_____
8	_____	8	_____	8	_____	_____
9	_____	9	_____	9	_____	_____
10	_____	10	_____	10	_____	_____
11	_____	11	_____	11	_____	_____
12	_____	12	_____	12	_____	_____
13	_____	13	_____	13	_____	_____
14	_____	14	_____	14	_____	_____
15	_____	15	_____	15	_____	_____
16	_____	16	_____	16	_____	_____
17	_____	17	_____	17	_____	_____
18	_____	18	_____	18	_____	_____
19	_____	19	_____	19	_____	_____
20	_____	20	_____	20	_____	_____
21	_____	21	_____	21	_____	_____
22	_____	22	_____	22	_____	_____
23	_____	23	_____	23	_____	_____
24	_____	24	_____	24	_____	_____
25	_____	25	_____	25	_____	_____
26	_____	26	_____	26	_____	_____
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		
2		2		2		
3		3		3		
4		4		4		
5		5		5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10		10		
11		11		11		
12		12		12		
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18		
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27		
28		28		28		
29		29		29		
30		30		30		
		31				



Academy of Careers and Technology Cooperative Education Training Calendar

JULY		AUGUST		SEPTEMBER		NOTES
1	_____	1	_____	1	_____	_____
2	_____	2	_____	2	_____	_____
3	_____	3	_____	3	_____	_____
4	_____	4	_____	4	_____	_____
5	_____	5	_____	5	_____	_____
6	_____	6	_____	6	_____	_____
7	_____	7	_____	7	_____	_____
8	_____	8	_____	8	_____	_____
9	_____	9	_____	9	_____	_____
10	_____	10	_____	10	_____	_____
11	_____	11	_____	11	_____	_____
12	_____	12	_____	12	_____	_____
13	_____	13	_____	13	_____	_____
14	_____	14	_____	14	_____	_____
15	_____	15	_____	15	_____	_____
16	_____	16	_____	16	_____	_____
17	_____	17	_____	17	_____	_____
18	_____	18	_____	18	_____	_____
19	_____	19	_____	19	_____	_____
20	_____	20	_____	20	_____	_____
21	_____	21	_____	21	_____	_____
22	_____	22	_____	22	_____	_____
23	_____	23	_____	23	_____	_____
24	_____	24	_____	24	_____	_____
25	_____	25	_____	25	_____	_____
26	_____	26	_____	26	_____	_____
27	_____	27	_____	27	_____	_____
28	_____	28	_____	28	_____	_____
29	_____	29	_____	29	_____	_____
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						
OVERALL PERFORMANCE						

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: _____
