

STUDENT APPLICATION : UBCTS COOPERATIVE / INTERNSHIP EDUCATION

UBCTS TO COMPLETE GRAY AREA	
	STUDENT AND PARENT CONTACT INPUT
	STUDENT ADDED TO GOOGLE CLASSROOM: aa6paqg

STUDENT INFORMATION:

NAME: _____ DOB: _____

ADDRESS: _____

STUDENT CELL: _____ STUDENT EMAIL: _____

PARENT NAME: _____

PARENT PHONE: _____ PARENT EMAIL: _____

UB PROGRAM: _____ LEVEL: _____ AGE: _____

SENDING DISTRICT: _____ WORK PERMIT NUMBER: _____

DO YOU HAVE TRANSPORTATION? _____ DO YOU HAVE A DRIVER'S LICENSE? _____

ARE YOU EMPLOYED NOW? _____ WHERE? _____

CURRENT UBCTS GRADE: _____ **PRE NOCTI SCORE:** _____

MUST BE COMPLETED PRIOR TO GOING ON CO-OP:

COPIES OF: WORK PERMIT _____ DRIVER'S LIC _____ CAR REGISTRATION _____

CAR INS _____ COMPLETED RESUME _____ COMPLETED PORTFOLIO _____

DAYS/TIMES YOU WANT TO WORK: _____

SCHOOL NURSE: I have reviewed the health records. The following are health concerns:

Nurse Signature: _____ **Date:** _____

*****SENDING DISTRICT SIGNATURE:** The sending school has reviewed and recommends the above student for the cooperative education/career internship program based on academic grades, attendance and discipline and believes the student can work safely and independently. Take to guidance counselor, assistant principal or principal for signature.

Sending District Signature: _____ **Date:** _____

I understand & agree to complete all course requirements. I will follow Cooperative Education & workplace guidelines. I may not drive to Upper Bucks County Technical School for any reason without permission. Failure to follow these requirements may lead to termination from the program. Any violation of student handbook while on school grounds or worksite will result in disciplinary consequences including suspension from the co-op program or other determined consequences.

STUDENT SIGNATURE:	DATE:
PARENT SIGNATURE:	DATE:
CTE TEACHER:	DATE:
SCHOOL TO WORK COORDINATOR:	DATE:

UPPER BUCKS COUNTY TECHNICAL SCHOOL

Serving: Palisades, Pennridge, and Quakertown

3115 Ridge Rd Perkasia, PA 18944 ~ Phone: 215-795-2911 ext 242 ~ Fax: 215-795-0530 ~ www.ubtech.org
Lisa Walck - lwalck@ubtech.org Marianne Deose - mdeose@ubtech.org

Cooperative Education / Internship Guidelines for Students and Parents/Guardians

1. Co-op placement requires paperwork from the employer & student, which may take several weeks before the student is eligible to begin working as part of the co-op program.
2. Students under 18yo must provide a valid work permit, resume, portfolio, and proof of transportation. It is recommended that students have an 80% or higher in their tech area, have good attendance and no discipline referrals. Their task list should be more than 50% complete. Students should be recommended by their tech teacher before being approved for co-op.
3. If an employer is to hire a student who is under 18yo, the employer is required to obtain and provide a child abuse clearance, criminal background check, and FBI fingerprinting. No exceptions. Clearances can take weeks to obtain.
4. Students must be punctual at school and work. Attendance is closely monitored. Students must attend UBCTS on days they are not scheduled to work. If students are absent from the sending school, they are not permitted to work. If students are regularly absent on days they are required to be at UBCTS, they will lose their privilege to work with the co-op program.
5. It is the student's responsibility to communicate with the employer mandatory school functions that affect their work schedule. UBCTS is not responsible to notify the employers. This also includes any absences or vacations. Notify employer immediately and text Mrs. Lisa Walck 570-657-5911 or email lwalck@ubtech.org or Mariane Deose @ mdeose@ubtech.org
6. Students may be asked to provide a drug screening prior to employment and subsequently throughout their employment. If the student is under 18yo, a parent/legal guardian must accompany them to the drug screening. Failure to comply within the time limitations set will automatically exclude the student from obtaining employment for that specific company.
7. Changes to work schedules must be approved by the employer, school, teacher, & parents. A form must be completed.
8. Students must refrain from talking about controversial issues at work. Students are expected to follow their mentor's lead and be subordinate. If the student shows defiance of authority or intentional workplace disobedience or if the employer feels the student is not making significant progress or is unsafe, the student can be let go without notice.
9. If the student wishes to leave the employer, 2 weeks notice and a resignation letter must be submitted. Students must work out the 2 weeks. Failure to do so may result in loss of future co-op program opportunities.
10. Monthly time cards approved by your supervisor and monthly pay stubs must be submitted to Mrs. Walck.
11. Student will join google classroom & complete required work promptly. Failure to comply will result in removal from program.
12. Students are encouraged to work on days in which there is no school. Please comply with child labor laws.
13. Students' employer grades will be part of the UBCTS technical program grade. Students will be visited on the job monthly.
14. Employers will make a conscious effort to give the student varied experiences at work, however the student may need to participate in general housekeeping, packing and receiving, etc. or other duties as needed.
15. Any violations of the student handbook at school or at the worksite will result in consequences including suspension from co-op program or determined school consequences. Poor attendance, grades or discipline will affect your co-op placement.
16. Co-op is a privilege, not a right at UBCTS. You should be a role model for underclassmen.

I have read and fully understand all stated policies affecting my participation in UBCTS's co-op program. I further understand that violation of any above regulation will result in my full suspension from the program.

PRINTED STUDENT NAME

STUDENT SIGNATURE

DATE

PRINTED PARENT NAME

PARENT SIGNATURE

DATE

