

# Eden Area ROP

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INTERNSHIP HANDBOOK

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# EDEN AREA REGIONAL OCCUPATIONAL PROGRAM (ROP) INTERNSHIP HANDBOOK

This ROP Internship Handbook is designed to assist ROP teachers in developing a better understanding of the two methods of instruction and in implementing and complying with Title V regulations for ROP Community Classroom (CC) and Cooperative Vocational Education (CVE).

CC and CVE internship methodologies take place at business/industry sites where occupational training programs are conducted. Their purpose is to expand occupational training opportunities by utilizing existing sites and facilities other than those of the traditional classroom. Each student's occupational preparation is therefore, jointly planned and supervised with the educator and the business. This shared responsibility is facilitated through a written Individualized Training Plan (ITP). The ITP ensures that each student experiences a progression of learning activities at the training sites.

The materials in this ROP Internship Handbook can be used to improve the quality of programs that already utilize CC and CVE internships and to encourage other ROP teachers to use these instructional methods in their ROP classes. Topics, in the Handbook include how to get started, training agreements, required steps and forms, teacher responsibilities, and other forms of program operation. This ROP Internship Handbook can also be used in training new station managers or employers, advisory committee members, and other school or community contacts.

Use the ROP Internship Handbook as a tool. The forms and letters found herein are also available on disk.

## OBJECTIVES FOR ROP INTERNSHIPS

1. To provide basic background instruction to help students prepare for business/industry occupations and related professions.
2. To facilitate the transition between school and employment.
3. To provide training stations for students to practice skills and attitudes learned in the classroom.
4. To provide students with practical experience that will help make their classroom instruction more meaningful.
5. To provide an opportunity, through the use of local business, for students to acquire skills and knowledge that are best developed on the job.
6. To provide opportunities for students to make social adjustments and to develop the ability to work cooperatively with coworkers and supervisors.
7. To emphasize to students the importance of being able to follow directions, pay attention to details, and accept supervision.
8. To foster an understanding in students of the benefits and responsibilities of gainful employment.
9. To provide students with the ability to keep up with the changing world of work by putting emphasis on problem-solving, thinking, and decision-making.
10. To provide students with instruction in business skills, principles, and concepts that will lead to success on the job.
11. To counsel students who want to continue training beyond high school.
12. To point out to students that constant educational growth is necessary for successful employment and good citizenship.
13. To graduate well-trained, experienced workers.

## INTERNSHIP DEFINITIONS

**Community Classroom (CC)** is an instructional methodology that utilizes unpaid internship experiences at business, industry, and public agency sites to assist students in acquiring competencies necessary to obtain entry-level employment.

**Community Classroom Training Station** is the business, industry, or public agency location where students receive their unpaid internship experience.

**Competency** is the prescribed performance level for the skills, knowledge, and attitudes necessary to accomplish a job task.

**Cooperative Vocational Education (CVE)** is an instructional methodology that correlates concurrent, formal, occupational education classroom instruction with regularly scheduled, paid training experiences. Cooperative Vocational Education assists students in developing and refining occupational competencies needed to acquire, adjust to, and advance in an occupation.

**Cooperative Vocational Education Training Station** is the business, industry, or public agency location where students receive their regularly scheduled, paid training experience.

**Individualized Training Plan (ITP)** is a written document that identifies competencies students will acquire through occupational education classroom instruction and paid or unpaid internship experiences.

**Internship** is a situation in which students apply their existing skills while training with an employer for a specified period of time to learn about a particular occupation.

**Training Agreement** is a written document that describes the conditions and requirements to be met by those parties involved with utilizing of business and industry resources for occupational instruction.

## ROP INTERNSHIP CHECKLIST

- ✓ Make site contacts/develop work stations for students.
- ✓ Have training station supervisors sign Training Agreements.
- ✓ Assess student needs.
- ✓ Confirm student site assignments (location and hours) with students and training station supervisors.
- ✓ Secure all required student clearances for community classroom placement, e.g., TB test, background check, prerequisites and competency completion (this will vary by course).
- ✓ Make internship assignments and have the students arrange for a meeting, tour, or interview.
- ✓ Complete required internship documents for the following:
  - ⇒ Training Agreement
  - ⇒ Training Plan
  - ⇒ Student Evaluation
- ✓ Begin student observations.
- ✓ Collect weekly time reports.
- ✓ Conduct interim/final student performance evaluation.
- ✓ Keep records for three years.

## REQUIREMENTS FOR COMMUNITY CLASSROOM INTERNSHIPS

### Community Classroom (CC) - Unpaid

- Extends classroom instruction.
- Is in an occupational related to the ROP course.
- Has regularly scheduled internship experiences in business/industry.
- Combines unpaid internship with related concurrent classroom instruction.
- Is designed to assist the students in acquiring occupational skills for entry-level employment.
- Provides Workers' Compensation Insurance through the County Superintendent of Schools.
- Does not provide internship site with immediate financial benefit and does not replace an employee.
- Requires that learning objectives in the form of an Individualized Training Plan (ITP) be maintained and used at the internship site.
- Required official authorization in the form of signed Training Agreement.
- Requires the teacher of the related class to observe each student once every three weeks at the internship site.

## REQUIREMENTS FOR COOPERATIVE VOCATIONAL EDUCATION INTERNSHIPS

### Cooperative Vocational Education (CVE) - Paid

- Extends classroom instruction.
- Is in an occupation related to the ROP course.
- Has regularly scheduled on-the-job training eight hours per week minimum (attendance may be recorded up to 15 hours per week maximum CVE internship time).
- Combines paid internship with related concurrent classroom instruction.
- Is designed to help students develop and refine occupational competencies to adjust to and advance in an occupation.
- Requires that Workers' Compensation Insurance be provided by the employer.
- Requires that a student under the age of 18 has a current, valid work permit.
- Requires that learning objectives in the form of an ITP be used and maintained at the training site.
- Requires official authorization in the form of a signed Training Agreement.
- Requires the teacher of the related class to visit the training site once every four weeks and observe each student every other time.

## REQUIREMENTS FOR RELATED CLASSROOM INSTRUCTION

### CC and CVE

- Provides formal group instruction.
- Is concurrent with internship training.
- Relates to internship training.
- Is scheduled a minimum of one instructional period per week.
- Is scheduled at least an average of three instructional periods per week for length of program (see ROP administrator for more information).
- Is limited to a maximum of 30 students per class.
- Is limited to a maximum of 75 students per teacher.
- Includes evaluation of each student's progress
- Maintains the following required records:
  - ⇒ Attendance
  - ⇒ Training Plan
  - ⇒ Training Agreement
  - ⇒ Work Permits (CVE Only)
  - ⇒ Visitation Records
  - ⇒ Evaluations

## HOW TO DEVELOP BUSINESS/INDUSTRY SITES

The following is a suggested process to use when contacting business and industry sites to provide unpaid or paid internship placement for students. Things to consider:

1. accessibility for students
2. proximity to their school
3. proximity to public transportation
4. accessibility for teacher
5. special circumstances

### STAGE 1

1. Use only businesses that encourage good work habits and behavior.
2. Solicit only businesses that have adequate equipment and facilities.
3. Determine whether the business has a respectable community reputation.
4. Be sure the business has high ethical, business, and safety standards.
5. Call the business to schedule an appointment with the manager, owner, or human resources director (if it is a large company). Follow up to schedule a meeting with the manager or designee and any potential training station supervisors (if available).
6. Ask the manager to designate a training station supervisor who is interested in supervising students who will cooperate with the instructor. The student, therefore, will have proper supervision.
7. Find out whether the employer is sincerely interested in training employees and whether the employer values training.
8. Obtain a commitment from the employer to complete the necessary reports and evaluations.
9. Make sure that at least one full-time employee will act as the supervisor at the training site.
10. Make sure that the employer is willing to pay the CVE student a starting wage comparable to other beginning workers (at least minimum wage).
11. Confirm that the employer meets Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1976, and Section 504 of the Rehabilitation Act of 1973 assuring nondiscrimination.

### STAGE 2

1. Review the following with Training Station Supervisors:
  - ROP Fact Sheet
  - Course information
  - Training Agreements\Review Training Station Plan
2. Obtain signature on training agreement (business retains pink copy for their records).
3. Answer any questions.

### STAGE 3

4. When the Training Agreement is signed:
  - Find out the number of student internships available.
  - Match students to prospective training sites and make assignments. Days and hours of training are determined by the ROP teacher, site supervisor, and student. (Note: Internship must allow for teacher visitation.)

### STAGE 4

1. Write confirmation letter.
2. Send the employer the student's start and completion date/times.

## ROP INTERNSHIP ROLES AND RESPONSIBILITIES

The ROP internship provides an opportunity for each student to gain occupational skills and to earn school credit. The agreement shows the responsibilities of the parties concerned: the student, the parent, the ROP community training station, and the teacher.

The Intern	<ol style="list-style-type: none"> <li>1. Enters the program to learn as much as the sponsor and teacher can provide in the nature of occupational information, skills, and good work habits.</li> <li>2. Keeps regular attendance and notifies workstation supervisor if he or she is unable to attend.</li> <li>3. Shows honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, a willingness to learn, and wears the proper uniform (if appropriate).</li> <li>4. Consults teacher about any difficulties at the training station.</li> <li>5. Observes the rules and regulations of the school and training station</li> <li>6. Carries out assigned activities and duties at the training station.</li> </ol>
The Parents (when applicable)	<ol style="list-style-type: none"> <li>1. Consent to the off-campus internship for their son/daughter during and/or after school hours and are aware that students in community classroom are not paid.</li> <li>2. Are aware that students who use their privately owned automobiles for transportation to the training station are responsible for carrying their own automobile liability insurance.</li> </ol>
The ROP	<ol style="list-style-type: none"> <li>1. Provides Workers Compensation Insurance for all students in the Community Classroom (unpaid) portion of the internship program.</li> <li>2. Provides a teacher to supervise the program, maintains regular contact with the sponsor, and meets weekly with the students.</li> </ol>
The Training Station Supervisor	<ol style="list-style-type: none"> <li>1. Cooperates and consults with the teacher regarding the student and the training plan.</li> <li>2. Assures that the student is not allowed to remain in any one operation, job, or phase of the occupation beyond the period of time where such experience is of educational value (CC only).</li> </ol>
The Training Station Supervisor	<ol style="list-style-type: none"> <li>1. Adheres to all federal and state regulations regarding employment.</li> <li>2. Sees that the student is not allowed to remain in any one operation, job or phase of the occupation beyond the period of time where such experience is of educational value (CC only).</li> <li>3. Adheres to all federal and state regulations regarding employment.</li> <li>4. Does not allow students to replace employees and does not use students to preclude hiring additional employees (CC only).</li> <li>5. Provides experiences for the student that will contribute to the attainment of the career objective.</li> <li>6. Evaluates the student's progress on the job.</li> </ol>
The ROP Teacher	<ol style="list-style-type: none"> <li>1. Provides introductory classroom instruction to teach the occupational foundation skills, regulations, and safety procedures required on the job.</li> <li>2. Has the employer sign the Training Agreement.</li> <li>3. Finds and supervises training stations for students to apply skills.</li> <li>4. Provides related classroom instruction (one day per week) during the internship.</li> <li>5. Matches and assigns students to employers.</li> <li>6. Prepares and completes ITPs.</li> <li>7. Makes a minimum of one site visit every three weeks for community classroom and every four weeks for CVE to observe and check with training supervisor, to document all site visits, and to facilitate periodic evaluation by training station supervisor and self.</li> <li>8. Maintains all required paperwork.</li> <li>9. Assists the students in career planning and guidance.</li> <li>10. Monitors and evaluates student participation in related classroom instruction.</li> </ol>



## AGREEMENT AND PERMITS

Training Agreements must be formally signed by any employer who agrees to sponsor a CC or CVE student.

### Training Agreements and Permits

1. The instructor initiates the contact with the employer regarding the business's involvement as a training site. If the employer agrees, the instructor will initiate the appropriate agreement. The instructor will fill in the blank spaces in the agreement specifying the employer's name, address, phone number, and employer representative/contact. The instructor also will obtain the employer's signature.
2. Students may not begin attending the training site until the training agreement is signed.
3. Copies of the training agreements will be kept at the training site, students file and Educational Services Office.
4. High school students and their parents must sign CC/CVE participation agreements.
5. Training station plans will be reviewed with the training station supervisor to enable the instructor to build an ITP for each student.
6. A weekly time card must be used to account for the actual hours the student is in attendance.
7. The training station supervisor will verify the students hours.
8. Hours the student is absent will be reflected in the attendance report.
9. The instructor, in consultation with the training station supervisor, will provide written evaluation regarding student's progress.
10. Each student will receive a copy of the evaluation.
11. The training station supervisor must sign the evaluation.
12. Record keeping forms must be kept on file by the instructor in the classroom for a minimum of three years and will include the ITP, the Student Evaluation, the Weekly Time Report/Card, the Record of Supervision Visits, the Training Agreement, the Work Permit Application. Work permits are required for CVE students under 18 years of age.
13. A work permit will be obtained by the student from his or her school prior to beginning CVE.

### Student Eligibility

1. Students must be a minimum of 16 years of age or in grade 11.
2. Students may participate in internship training only up to the maximum hours in the course outline.
3. A CVE student must be employed a minimum of eight hours weekly in a job directly related to the ROP course.

### Supervision Eligibility

1. The CC/CVE instructor who provides related classroom instruction must also conduct the visitation/supervisions.
2. The CC/CVE instructor will ensure that the Training Agreement provisions are being met and the student is acquiring the competencies identified in the ITP.
3. A Record of Supervision Visits is required to document visits/observations and includes when and what the teacher observed.
4. Upon visiting a site to observe an student, the instructor consults with the training station supervisor(s) about the student's performance/progress and attendance.
5. The instructor consults with students to determine their perceptions of their performances/experiences and to discuss any schedule changes or concerns.
6. The teacher arranges for CC students to make up missed internship hours.

### Miscellaneous

1. For ROPs, safety equipment is the responsibility of the training site.



## Community Classroom - Cooperative Education EMERGENCY INFORMATION FORM

Instructor Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

Intern Name: \_\_\_\_\_ Intern Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP \_\_\_\_\_

Who should we contact in case of emergency? \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Permission to call: If my son/daughter needs emergency medical attention and I cannot be reached, I give ROP and attending site supervisor authority to call:

**Check "Yes" or "No" for either 1 or 2, or both 1 and 2.**

1.  Yes  No Our family doctor \_\_\_\_\_ Phone: \_\_\_\_\_
2.  Yes  No ROP designated emergency clinic/hospital

Please list any special medical instruction (e.g., allergies, vision, seizures, limited physical activity or other pertinent information). \_\_\_\_\_

**If there is a change in above information, I will notify the ROP instructor immediately.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date:

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## Individualized Training Plan

Community Classroom (CC)

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

Course Title: \_\_\_\_\_

School: \_\_\_\_\_

Instructor: \_\_\_\_\_

Cooperative Vocational Education (CVE)

Home #: \_\_\_\_\_

Emergency #: \_\_\_\_\_

Instructor #: \_\_\_\_\_

Training Station	Location	Site Supervisor	Phone

Occupational Competencies	Expected Duration of Training	Location of Training Please Check ✓		Attainment Verification	
		Classroom	OJT	Date	Initial

\_\_\_\_\_  
Training Management Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date



## Self-Review Check List

Using the checklist as a guide, review your CC and CVE records to see if you can readily locate and check off each item.

Teacher \_\_\_\_\_

Course \_\_\_\_\_

Item/Document	Areas to be included	Check Off
Individualized Training Plan	<ul style="list-style-type: none"> <li>• One for each CC/CVE student</li> <li>• Location of CC/CVE site</li> <li>• Schedule of training hours</li> <li>• List of competencies to be acquired</li> <li>• Expected duration of training for each competency</li> <li>• Location where competency is taught (classroom and/or CC/CVE site)</li> <li>• Verification of competencies acquired</li> <li>• Necessary signatures (Teacher, Parent &amp; Student)</li> </ul>	
Training Agreement	<ul style="list-style-type: none"> <li>• Community Classroom/Cooperative Vocational Education - <i>One for each student</i></li> <li>• Necessary signatures (see form)</li> </ul>	
Attendance Collection Form & Official Class Record	<ul style="list-style-type: none"> <li>• Classroom instruction is provided minimum of one period per week while on the job</li> <li>• Student hours collected weekly</li> </ul>	
Weekly Time Report	<ul style="list-style-type: none"> <li>• Cooperative Vocational Education - Minimum 8 hours. Maximum 15 hours of per work week that can be claimed for ADA.</li> <li>• Necessary signatures of supervisor</li> </ul>	
Record of Supervision Visits Form	<ul style="list-style-type: none"> <li>• Visits made by teacher of related class</li> <li>• Cooperative Vocational Education - <i>Visit every four weeks and student observed at least every other visit</i></li> <li>• Community Classroom - <i>Once every three weeks and student observed every visit</i></li> </ul>	
Student Evaluation Form & Grade Book	<ul style="list-style-type: none"> <li>• Verification of progress</li> <li>• Necessary signatures</li> </ul>	
Workers' Compensation Insurance	<ul style="list-style-type: none"> <li>• Community Classroom - Provided by the ROP</li> <li>• Cooperative Vocation Education - Provided by the employer (name of insurance company on training agreement)</li> </ul>	
Work Permit	<ul style="list-style-type: none"> <li>• Cooperative Vocational Education - <i>One for each student under 18 years of age Copy of work permit in students file.</i></li> </ul>	

I verify that I have met the CC/CVE requirements as documented above

Teachers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Community/Cooperative Classroom Visitation Log

ROP Class _____	Instructor _____
Student _____	Home Phone _____
Address _____	City/ZIP _____
Employer _____	Work Phone _____
Address _____	City/ZIP _____
Supervisor _____	Position _____
Starting Date _____	Semester _____

### CLASS SCHEDULE

	0	1	2	3	4	5	6	7	8
Class									
Room									

### STUDENT VISITATION LOG

Visitation Date	

Visitation Date	

Visitation Date	

Visitation Date	

Visitation Date	

Attendance • Work Quality • Appearance • Attitude • Progress  
 Work Conditions • Work Relationships • Contact Person



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## Placement Log

School Year: \_\_\_\_\_  
Instructor Name: \_\_\_\_\_

Semester: \_\_\_\_\_  
Program Name: \_\_\_\_\_

#	Student Name	Site Location Business Name, Address, Phone	Start Date	Not Working	Drop Prog.
1				<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/>
8				<input type="checkbox"/>	<input type="checkbox"/>
9				<input type="checkbox"/>	<input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/>
11				<input type="checkbox"/>	<input type="checkbox"/>
12				<input type="checkbox"/>	<input type="checkbox"/>
13				<input type="checkbox"/>	<input type="checkbox"/>



TRAINING AGREEMENT

Cooperative Vocational Education

Effective Date \_\_\_\_\_ Course Title \_\_\_\_\_

Student \_\_\_\_\_ Home School \_\_\_\_\_

Instructor \_\_\_\_\_ Phone \_\_\_\_\_

ROP RESPONSIBILITIES:

As a Teacher-Coordinator, I agree to:

- 1. Inform student and parent/guardian of program rules and regulations.
2. Prepare competency based training plans.
3. Visit the student's training site and consult the supervisor regarding the performance of the student.
4. Correlate classroom instruction with learning experiences at the training site.
5. Assist in the resolution of problems that are affecting the students training.
6. Provide the supervisor with evaluation forms and monitor the progress of the student with the supervisor and the student.
7. Provide the employer with the objectives of Cooperative Vocational Education.

Teacher

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

STUDENT RESPONSIBILITIES:

As a student in the Cooperative Vocational/Community Classroom Education Program, I agree to:

- 1. Follow the program rules and regulations.
2. Be at least 16 years of age, a full time student, and have parent approval if under 18.
3. Obtain a social security card and work permit if needed.
4. Submit a timecard or other documentation to verify the number of hours of on-the job training received as required by the Teacher-Coordinator.
5. Maintain regular attendance and punctuality in school and on-the job training.
6. Regularly attend the job related classroom instruction.
7. Notify my Teacher-Coordinator within on day if I am released from my training site.
8. Notify my Employer before I am due at work if an illness or an emergency prevents me from working.
9. Consult with the Teacher-Coordinator if I should find it necessary to discontinue my on-the-job training before I make commitment to do so.
10. Remain in the program for the entire school year unless excused by the Teacher-Coordinator.

Student's

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

Birth date \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

SITE RESPONSIBILITIES:

As a training site Supervisor, I agree to:

- 1. Inform the student of the rules, regulations and duties expected.
2. Provide adequately supervised paid on-the-job training experiences that:
(a) are regularly scheduled minimum of eight hours per week,
(b) are in an occupation for which the program is approved.
3. Plan an appropriate variety of training tasks in accordance with the school's training plan.
4. Abide by state and federal laws/regulations pertaining to on-the-job training.
5. Upon request, verify the student's training hours.
6. Confer with the teacher-coordinator regarding the student's progress and complete the written evaluation forms that will be provided.
7. Inform the Teacher-Coordinator when planning to terminate a student.
8. Abide by the California Minimum Wage Provisions.
9. Provide workers compensation coverage for the student.
10. Assign the student to the following:

Type of Work: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Wages/Hours: \$ \_\_\_\_\_ Work Days: \_\_\_\_\_

Employer's

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

Name of Worker's Compensation Insurance: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

PARENT/GUARDIAN RESPONSIBILITIES:

As a Parent/Guardian of a student in the Cooperative Vocational Education Program, I agree to:

- 1. Encourage the student to effectively carry out his or her duties and responsibilities at the school and at the training site.
2. Arrange transportation for the student and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation that is used.
3. Provide the student with ample insurance coverage while traveling to and from the training site.

Parent/Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Date \_\_\_\_\_

Neither the Eden Area Regional Occupational Program nor the training station management shall discriminate against any student on the basis of race, color, national origin, gender, martial status, parental status, handicap or age in any of its policies, procedures or practices.



TRAINING AGREEMENT

Community Classroom Training Agreement

Date \_\_\_\_\_ Course Title \_\_\_\_\_
Student \_\_\_\_\_ Home School \_\_\_\_\_
Instructor \_\_\_\_\_ Phone \_\_\_\_\_

ROP RESPONSIBILITIES:

As a Teacher-Coordinator, I agree to:

- 8. Inform student and parent/guardian of program rules and regulations.
9. Prepare competency based training plans.
10. Visit the student's training site and consult the supervisor regarding the performance of the student.
11. Correlate classroom instruction with learning experiences at the training site.
12. Assist in the resolution of problems that are affecting the students training.
13. Provide the supervisor with evaluation forms and monitor the progress of the student with the supervisor and the student.
14. The ROP shall be deemed the employer of the students for worker's compensation insurance coverage.
15. Develop and keep file records, including training agreements, training plans, observations, training hours.

Teacher Signature: \_\_\_\_\_ Date \_\_\_\_\_

STUDENT RESPONSIBILITIES:

As a student in the Cooperative Vocational/Community Classroom Education Program, I agree to:

- 11. Follow the program rules and regulations.
12. Submit a timecard or other documentation to verify the number of hours of on-the job training received as required by the Teacher-Coordinator.
13. Maintain regular attendance and punctuality in school and on-the job training.
14. Regularly attend the job related classroom instruction.
15. Notify my Teacher-Coordinator within on day if I am released from my training site.
16. Notify my Employer before I am due at work if an illness or an emergency prevents me from working.
17. Consult with the Teacher-Coordinator if I should find it necessary to discontinue my on-the-job training before I make commitment to do so.
18. Remain in the program for the entire school year unless excused by the Teacher-Coordinator.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Birth date \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

SITE RESPONSIBILITIES:

As a training site Supervisor, I agree to:

- 11. Inform the student of the rules, regulations and duties expected.
12. Supervise the students and assist in improving on-the-job training performance.
13. Plan an appropriate variety of training tasks in accordance with the school's training plan.
14. Maintain a daily record of student attendance. Report attendance and progress to the instructor.
15. Confer with the teacher-coordinator any individual problems that may arise and complete the written evaluation forms that will be provided.
16. Unpaid on-the-job experiences shall not:
(a) replace or displace an employee
(b) cause an employee's hours to be reduced
(c) preclude the hiring of additional employees
(d) include productive work of any kind
17. Trainees involved in Community Classroom activity shall not receive monetary compensation.
18. Inform the Teacher-Coordinator when planning to terminate a student.
19. Assign the student to the following:

Employer's Signature: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Days: \_\_\_\_\_

PARENT/GUARDIAN RESPONSIBILITIES:

As a Parent/Guardian of a student in the Community Classroom Education Program, I agree to:

- 4. Encourage the student to effectively carry out his or her duties and responsibilities at the school and at the training site.
5. Arrange transportation for the student and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation that is used.
6. Provide the student with ample insurance coverage while traveling to and from the training site.

Parent/Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_





# Workplace Experience Evaluation

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

Job Training Station \_\_\_\_\_

Course \_\_\_\_\_

	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
1. Works both independently and collaboratively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attends internship on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Telephones prior to absence due to illness or emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Comes to work on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dresses and is groomed appropriately for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Communicates well/ appropriately with customers, employees, business contacts and management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Performs reliably and responsibly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Serves customers, and works well with diverse populations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Performs the essential tasks related to this occupational area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Uses math accurately as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Practices good safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Solves problems, thinks critically and makes good decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Plans work and takes initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrates the ability to manage resources well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Demonstrates leadership and willingness to help and train others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Acquires, evaluates, and interprets data appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Works well as a team member within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Selects equipment, applies technology to specific tasks, and maintains / troubleshoots equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Demonstrates poise and confidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Demonstrates a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Produces quality work consistent with assigned objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_