

## COOPERATIVE EDUCATION 120

### **RESPONSIBILITIES**

Cooperative Education involves a partnership that has responsibilities that rest with District staff, school staff and employers.

#### **School/District staff are responsible for the following:**

- Planning the program
- Selecting the students
- Submitting the work placement agreement
- Preparing students for placement with an employer
- Organizing and administrating the program
- Consulting with the employer to clarify students'/employers' workplace expectations
- Helping students arrange transportation to and from the workplace
- Monitoring students' performance at the worksite
- Organizing public relations activities

#### **Employers are responsible for the following:**

- Providing student interview opportunities
- Teaching safety practices specific to the workplace
- Providing a variety of work experiences that focus on student learning
- Helping design student workplace learning plans
- Consulting with the teacher to clarify employer/student workplace expectations
- Sharing expertise with the student
- Directing and guiding student learning through on-site supervision
- Assessing student progress jointly with teachers