



Martin Luther King, Jr. Career Center

Anchorage School District
2650 E. Northern Lights Blvd.
Anchorage, AK 99508
Phone (907) 742-8900 Fax (907)742-8907
kcc.asdk12.org



COOPERATIVE EDUCATION AGREEMENT

STUDENT

Last	First	Middle	Grade	Student ID
Residential Mailing Address				Zip Code
Date of Birth				
Student Phone		Student Email		

PARENTS OR GUARDIANS

Parent/Guardian 1	or Parent/Guardian 2
Address (If different)	Zip Code
Parent/Guardian 1 Phone Number and Email	
Parent/Guardian 2 Phone Number and Email	

EMPLOYER

Business or Company Name	Type of Business		
Mailing Address	Zip Code		
Phone Number	Alternate Phone Number	Contact Person	
Internship Start Date	End Date	Total hours per week	Total Hours

Internship Education General Statement

The Anchorage School District Career & Technical Education Internship Program is an extension of a student's vocational education that combines classroom instruction with on-the-job training. Through a written cooperative agreement between an employer, a student, and the school, the student is provided with an opportunity to develop academic, technical, and job skills not attainable in a school-based setting, but acquirable in an industrial or business work-based environment.

ROLES AND RESPONSIBILITIES OF THE PARTIES

(This section should be completed during a meeting with the student and instructor)

Instructors

An assessment of the student's technical training and achievement indicate that the student:

- Has completed at least one credit of a CTE class in the content area of the internship industry.
- Has satisfactorily completed all appropriate safety instruction and has earned the following certifications:

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- Demonstrates good work ethics including, but not limited to, the following: attendance, character, initiative, appearance, attitude, teamwork, professionalism, interpersonal and communications skills, cooperation and respect.
 - Is a second semester junior or senior.
 - Will be a positive representative of the school and instructor.
 - Shows commitment and passion toward a selected field.
 - Has completed research on selected business(es).
 - Has a reliable transportation plan for an internship.
 - Has identified several goals that show how this internship fits into the student's long-term plan.
 - During the previous semester, this student missed _____ days, and was tardy _____ times.

Comments: _____

Do you recommend this student for an internship placement? YES NO

Instructor Signature: _____

Comments: _____

Administrator Signature: _____

The Student

In order to participate in this internship, the student agrees to the following:

- Meet all grade, attendance, attitude, behavior, and/or performance eligibility requirements, and understand that he/she will be dropped from the internship if the standards are not maintained.
- Abide by all company policies and regulations while participating in the internship, including but not limited to the following: e.g. industry drug test, specified safety certifications, etc.
- Create a work calendar with your employer for the duration of the internship.
- Report to internship site on every scheduled work day, including snow days, school holidays and vacations.
- Submit timesheets, evaluations, assignments and final project, according to the teacher's instructions.
- Seek out and profit by the employer's supervision and guidance.
- Provide his/her transportation to and from the internship site.
- Communicate with teacher or district staff any concerns or conflicts in a timely manner.

Identify at least five learning experiences (goals) that you will focus on during the course of this internship:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Instructor's Initials _____

Industry Supervisor _____

Student Signature _____

Parent/Guardian

My signature acknowledges that I have reviewed the information in this application provided by my son or daughter for accuracy and thoroughness. I have read the internship guidelines and understand that if at any time, in the opinion of the instructor, or the industry supervisor, the student is not meeting the requirements of this program his/her placement will be terminated. I understand that my student will be responsible for transportation to and from the internship site. I also understand that if my student has an Individual Education Plan, accommodations may be discussed, as needed with the employer.

Parent/Guardian Signature: _____

Comments: _____

The Employer

In addition to providing the student with an internship, the employer agrees to the following:

- Provide an orientation that includes all safety and emergency practices and procedures that apply to the work site. Follow work site safety practices per OSHA regulations.
- Adhere to State and Federal Labor laws, including but not limited to those rules that apply to employees under the age of 18 if applicable.
- Provide the student with a qualified and experienced worker to be responsible for the direct and constant supervision of the student.
- Provide the student with a meaningful, progressive and diversified learning experience that will ensure him or her an opportunity to develop technical and employability skills. See goals on Page 3.
- Provide oral and written feedback of the student's performance by completing time cards, mid- point and final evaluations submitted to the instructor by the student.
- Provide a letter of recommendation at completion of internship.

Contact the instructor or administrative representative when the student is any of the following:

- Absent for any reason
- Not abiding by company policies, regulations, or requirements.
- Involved in anything outside the ordinary work/learning routine.
- The duration of the internship will be 60 hours; any hours beyond 60 must be paid.

Internship Guiding Principles:

- *The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;*
- *The internship experience is for the educational benefit of the intern;*
- *The intern does not displace regular employees, but works under close supervision of existing staff;*
- *The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;*
- *The intern is not necessarily entitled to a job at the conclusion of the internship; and*
- *The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.*
(Source: U.S. DOL Fact Sheet 71) <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Student Work Schedule

The student will be typically scheduled for the following hours and days:

Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Please complete a work calendar with the student intern.

The statements and information furnished by me in this application are true and complete. My signature acknowledges that I have read and understand the cooperative education policy and guidelines and will abide by them.

Employer Signature _____ Date _____

***** The school, employer, student, parent/guardian may terminate this agreement at any time with appropriate notice to the other parties. Otherwise this agreement expires upon the completion of the internship hours.*****