



## Cooperative Education Guidelines

1. Represent CMTHS in a positive manner while on Co-op.
2. Grading for co-op will include Work Ethic, Knowledge and Skills grades.
3. Work Ethic – weekly attendance and timesheets. Incomplete or late timesheets will affect your weekly Work Ethic Grade.
4. Knowledge –
  - a. Hand in one (1) timesheet per week; fill out completely for full credit.
  - b. Produce a pay stub bi-weekly on the Monday of Co-op Class.
  - c. Classwork from co-op class/program
5. Skill – Site visits, once per month and supervisor marking period evaluations
6. Missing timesheets will result in removal from the Co-op placement. Keep your timesheets current; it's easier to remember hours and tasks.
7. You are required to attend CMTHS bi-weekly for Co-op Class and Program Instruction. **You will remain in your program until the end of the school day.**
8. You are required to attend CMTHS for the NOCTI assessment as per the NOCTI schedule and any other days deemed necessary by the school or instructor.
9. A visit to the site will be made one (1) time per month for the school year; the visits are may or may not be scheduled ahead of time.
10. Your supervisor will complete an evaluation for you every marking period and that will be shared with your instructor for a grade.
11. It is your responsibility to inform CMTHS (Ms. DeLellis & Program Instructor) and the co-op site if your schedule will change for the week for any reason.
12. Report any absence from your Co-op placement ASAP through the Remind App to Ms. DeLellis.