

**STRATFORD NORTHWESTERN SECONDARY SCHOOL
COOPERATIVE EDUCATION
STUDENT COMMITMENT FORM**

Student Name: _____

(please print your name)

The following procedures are necessary to make the Cooperative Education program a success for you, the employer and future students.

1. Be **present** and **on time** each Co-op work day and remain there for the required hours.
2. Absence for any reason must be reported to the school and the placement by 9:00 am of the same day. **Failure to do so could result in the removal from the Co-op Program including the loss of credits. All additional workplace attendance policies will be enforced.**
3. Notify the Employer / Supervisor and Co-op teacher at least two working days prior to school trips, doctors appointments, etc.
4. Cooperative Education is a credit course and final placement positions can only be made by the Co-op Teacher.
5. Termination of a placement position can be done by the Employment Supervisor or the Co-op Teacher.
6. Poor performance and / or attitude will result in removal from the program and loss of credits will result. Students must perform in a mature manner and make a commitment to the placement.
7. Abide by the Employer's Safety Rules and Regulations.
8. If a student fails the in-school subject area, his/her Cooperative Education credits are withheld until the in-school subject area is successfully completed.
9. Weekly reports must be kept up to date and submitted on time.
10. In-school Co-op classes attendance is compulsory. Failure to attend could result in credit loss.

I understand and agree to the above procedures as part of my commitment to the Cooperative Education program.

Student Signature:

Date:
