

## Cooperative Education Procedures

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Thank you for partnering with GLTS as a cooperative education employer. Your contribution to educating the future workforce is greatly appreciated.

*Please read and follow the procedures below*

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### **INITIAL MEETING WITH EMPLOYER**

1. Introduce program, discuss benefits, goals and responsibilities of all parties
2. Discuss necessary paperwork
  - **Cooperative Education Agreement**
    - Review terms and competencies – **requires employer signature**
  - **Weekly assessment forms**
  - **Supervisor visits/forms**
3. Collect all other **necessary documentation from employer**
  - **Worker's Compensation Binder**
  - **CORI/SORI forms**
    - To be completed for supervisors (**must include photocopy of driver's license**)

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### **SITE SAFETY EVALUATION CONDUCTED BY LEAD TEACHER**

This site visit is to ensure safe working conditions for our students .

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### **STUDENT INTERVIEWS**

*This may occur before or after initial meeting with employer. We make every effort to pre-match students with job but the interview is an important piece in the students' learning experience.*

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### **PLACEMENT OF STUDENT BEGINS...**

*Upon receipt of the necessary employer documentation.*

*Upon receipt of required applications and permission forms from the student and parent.*

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### **FIRST WEEK OF PLACEMENT**

Cooperative Education Liaison will check in via telephone or email

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### **QUARTERLY SUPERVISORY VISITS**

Completion of Supervisory visit forms and any necessary discussion between instructor, employer, student and cooperative education liaison occurs.

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*Please notify the cooperative education liaison*

If a student is absent, receives an injury or becomes ill while working or if there are any other concerns.