



**ALBANY HIGH SCHOOL**  
**CAREER AND TECHNICAL EDUCATION**

99 Kent Street • Albany, New York 12206 • 518-475-6400 • [www.ahscte.com](http://www.ahscte.com)



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Work Based Learning: Parent CO-OP Information

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Dear Parent/Guardian:

Your child will be participating in a Cooperative Work Experience Program (CO-OP) this school year as part of their Career and Technical Education (CTE) program. There is no substitute for the kind of hands-on experience that a work based learning program offers. If presented in a book, the same information would rarely be conveyed as effectively as it would at an actual work site. By using the business community as a classroom, students are familiarized with the world of work. Businesses also understand students need mentoring and that their school studies are a priority. CO-OPs are unpaid except in rare instances. Students gain proficiency in life skills ranging from managing appointments and greeting the public to dressing appropriately, becoming aware of personal strengths and weaknesses, and working independently.

As Work Based Learning Coordinator (WBLC) I arrange for the placements and will accompany your child on an initial visit to the worksite. We will discuss work hours, expectations, dress code, etc. They are able to work during their CTE class, after school hours and during school vacations. The days and times are listed on the attached Memorandum of Understanding (MOA) which you are required to sign. If you have any questions do not hesitate to contact me at [jfesel@albany.k12.ny.us](mailto:jfesel@albany.k12.ny.us) or 518-475-6418.

Sincerely,

Joseph R. Fesel, Work Based Learning Coordinator

## **STUDENT REQUIREMENTS**

### **STUDENTS MUST:**

- Be approved by their CTE course instructor;
- Have a passing grade in their CTE Program of Study;
- Have no serious infractions (level 3 or 4). (Any serious infractions will automatically disqualify you. Please refer to the Code of Conduct & Discipline Policy for definitions of infractions.);
- Not have missed more than 12 days in the prior semester;
- Have a completed resume before the initial meeting with the coordinator. If the student requires help with the resume please have them see their English teacher, school counselor or WBLC;
- Maintain their coursework and grades while on CO-OP;
- Adhere to the employer's code of conduct and the Albany High School Student Code of Conduct while on CO-OP.

## **ROLES AND RESPONSIBILITIES**

### **EMPLOYERS:**

- Help develop a training plan;
- Ensure that the student's employment activity will be supervised by experienced and qualified persons;

**(OVER)**

CTE Mission: To illuminate numerous paths to success for our students to ensure that they are both college and career ready. With high-quality preparation for college and career, our graduates will have access to meaningful, long-term career opportunities and a more hopeful future.

- Ensure all tasks will be performed with appropriate safety instructions;
- Ensure the student receives the same consideration given other employees with regard to safety, health, Social Security, general employment conditions, and other regulations of the business;
- Notifies the coordinator if difficulties arise or changes are necessary;
- Monitors the student's progress and completes periodic evaluations;
- Will not discriminate against any applicant or employee because of race, creed, national origin, sex, age or disability.

#### **THE WBLC:**

- Identifies appropriate work sites;
- Works with the employer in the development of a training plan;
- Maintains up-to-date records on attendance and evaluations;
- Conducts visits to work sites;
- Assists both students and employers in addressing problems, issues or concerns that arise as part of the work experience program;
- Ensures adherence to all New York State Department of Labor laws and regulations.

#### **Once the students are placed, then what?**

##### **ATTENDANCE:**

- All students **MUST** follow the attendance procedures indicated in their Student Memorandum of Agreement each day at the beginning of their CO-OP.

##### **TIME SHEETS:**

- Students must submit time sheet, and/or employers' time records, to WBLC and the course instructor on a weekly basis. **NOTE:** failure to provide time sheets will require the cancellation of the work experience.

##### **TRANSPORTATION:**

- The student is responsible for her/his own transportation to and from job sites. The WBLC will work with students on an individual basis to address transportation issues.

##### **WEEKLY JOURNAL:**

- **LEGALLY**, all students are required to complete and maintain a weekly work journal based on the individual instructors requirements. Journals will become part of the student's senior portfolio and will be kept on file with the student's records.

##### **ON-SITE VISITS:**

- The WBLC will conduct a minimum of two on-site- visits and make periodic phone calls/e-mails to monitor the student's progress.

##### **EVALUATION:**

- Employers are encouraged to complete a work place competency evaluation at the end of each quarter. The instructor should use this evaluation as part of the student's course grade.